

**CONFIDENTIAL**

**STARFLEET MARINE  
CORPS**



# **DRILL MANUAL**

**Revision 2009**



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# STARFLEET MARINE CORPS

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## **Drill Manual**

**2009 Edition**



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# Part 1 - Introduction

## Welcome Aboard!

This manual provides guidance for SFMC uniformity in the conduct of individual (or unit) drill. It includes methods individual and unit drill, and a few various other aspects of basic drill instruction. It is also designed to be a continuation of the basic Marine Entry Training our members are undertaking – and should be viewed as an extension to the Marine Introductory course known as PD-10.

Since all situations or eventualities pertaining to drill cannot be foreseen, commanders may find it necessary to adjust the procedures to local conditions. However, with the view toward maintaining consistency throughout the SMC, the procedures prescribed herein should be followed as closely as possible.

Personnel preparing to give any drill instruction must be thoroughly familiar with the procedures as described herein before attempting to teach any of the material.

For ease in distinguishing a preparatory command from a command of execution, the commands of execution appear in **BOLD CAP** letters and preparatory commands appear in ***Bold Italic*** letters. Reference to positions and movements appear in *Italics*.

The SFMC **Marine Force Manual** should be used as a reference for the proper wearing of uniforms and insignia. Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

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## References

The information and reference works included in this manual have been paraphrased or compiled from several sources – most important of these, the US Army Field Manual on the subject. Some minor referencing has been taken for openly sourced information on the Internet, or from the author's personal experiences.

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12. <http://www.defence.gov.au/ARMY/traditions/documents/OriginsofSaluting.htm>
13. Photographic images used are primarily the work of the individual Marines, or SFMC units – in this case, the 677<sup>th</sup> MSG.

## Pronoun Disclaimer

The use of “he, his, him,” etc., and in particular the term “man” as in “crewman”, are used for convenience as the standard English-language convention for unknown-gender pronouns. Not very politically correct, perhaps, but grammatical... and a lot less awkward than “crewpersons”. The point is, we don’t mean anything by it.

## Acknowledgements

This manual was compiled by Bruce O’Brien from a concept originally conceived from study undertaken by Catherine Ramsey, SFMC and was contributed to by several other SFMC personnel, the efforts of whom are gratefully acknowledged by the compiler. These are: Scott Akers; Catherine Ramsey; Rebecca Louise Self & John Roberts

A huge note of thanks is also offered to those members of the 677<sup>th</sup> MSG (the Spirit Builders) who heeded the calls for assistance sent out to the Corps and responded by providing the drill movements images. So a huge “thank you” to Catherine Ramsey and Rebecca Louise Self for their time and commitment to this project.

## Reporting Authority

The governing authority for training information is the Commanding Officer, Training and Doctrine Command (COTRACOM). Send question, comments, or suggestions to: [tracom@sfi-sfmc.org](mailto:tracom@sfi-sfmc.org)

## Dedication

This manual is respectfully dedicated to RSM Iain Swann, NZDF (deceased), a.k.a “the Screaming Skull” – and to all those men and women who have heard that dreaded cry of **“THAT MAN THERE !!.....”**

## Part 2 - Forward

*The drill instructor must have total and complete control. Mindless obedience is what he's after.*

**R. Lee Ermey. USMC Drill Instructor**

The military definition of drill is as follows:



*...The purpose of drill is to enable a commander or non-commissioned officer to move his unit from one place to another in an orderly manner; to aid in disciplinary training by instilling habits of precision and response to the leader's orders; and to provide for the development of all soldiers in the practice of commanding troops....*

For those of us who served or are serving, the memories of those long hours spent "square-bashing" as we struggled to come to terms to the shouted (often screamed)

instructions of our drill instructors – will never be forgotten. The efforts applied in trying your hardest to get body and mind working in complete unison with either the instructions bellowed at you (often from no more than mere inches from one's face) or to conform neatly with the men or women either beside, in front, or behind you, are part of the fundamental elements of an individual's introduction to military service.

And at the end of the training, the seemingly casually 'rewarding' remarks of the drill instructor in congratulating you and your team in finally performing a drill movement that was "still pretty sloppy but it will do..." made all of the effort worthwhile.

For us in the SFMC - whether we once were/are currently, serving members of our countries' real-life military forces, or belong to another other formed body of personnel that require drill as part of normal routine (e.g. Fire, Police, Rescue, Coast Guard etc) – or simply individuals who as members of an organization such as ours wish to "look good" as we fulfil fictional role-play elements – the need to understand, adopt and recognise the basic drill movements, could be considered something of a pre-requisite to calling ourselves "Marines".

The intent of this course is not however aimed at the creation of snappily executed drill movements by all and sundry, but merely an educational process by which the student will gain a good insight into those "technicalities" that form the structure of individual drill movements. After all, part of the base intent of drill instruction in the military is simply geared towards training an individual to learn to apply significantly improved control over their body movements, which if practised in the correct manner, can help improve personal esteem, posture and confidence.

We trust that you enjoy your foray into drill instruction and that at completion of this course, can rightfully feel that you have graduated SFMC Boot Camp and are fully ready to take your place alongside your fellow Unit members on parade.

*Stand easy.....*

Bruce O'Brien, SFMC



## Part 3 - *First Drill*

It was very cold when we turned out for our first new recruit's drill 0600 hours. We were all new recruits - men and women in our pale blue BDU jackets, trousers, dark blue berets and regulation boots. We were handed over first of all to a marine corporal, who took us up to the gymnasium. Here we stripped to our white tee's and shorts and exchanged our boots for softer gym shoes.

Then a red-headed, ill-tempered PT sergeant came over and looked us over; after which a corporal formed us into fours and led us on a run of a kilometer around the field. This over, we went to the bars and equipment for some exercise - and very funny were some of the attempts made by the vey raw boys who had never even been inside a gymnasium before. This over, we re-dressed and with aching limbs and rather dizzy heads, ran back to the mess hall for breakfast.

And then the fun began. We were marched out onto the main parade field and left to the tender mercies of the drill-instructors....

First of all came a British corporal, a most caustic little beast of a man, who pushed and pulled us into something like a line finding a fresh insult for each of us in turn. Then came a coarse growl from the rear - 'Don't dress these peasants, Corporal Oliver. Leave them all to me...' and forth stepped one of the strangest figures my eyes have ever beheld.

Sergeant Halliwell was one of the drill-sergeants transferred from the Presidential Guard. He was a tall man, two meters in height, but of a spare and angular figure. His barrel-chest was so prominent it gave him appearance of a carrier-pigeon. He had high shoulders and long legs. He had a comic face with a large nose, bushy eyebrows and a very closely shaven head - for all we could see. His expression, at once fierce yet comic, reminded one irresistibly of a jolly clown or some comedian we would have seen on a view screen at some time. But in the deepest, harshest bass voice that any of us had ever heard, his cheeks reddening as he spoke, this remarkable warrior began to address us.

First of all he stalked up very close to the line and glared down at us as though he thought of drawing our teeth. Then he growled in a sepulchral manner: 'you miserable scum. You **miserable** scum.' Having paid us this very nice compliment, he slowly walked backwards some 20 meters, halted, placed his hands behind back and roared out: 'You-miserable- **scum**'. And we stood motionless and with a growing feeling of discomfort that we somehow deserved this description thoroughly.

'Now,' said the sergeant, putting his shoulders back and passing his gaze slowly down the line, 'pay attention to me. You are raw recruits; raw and green. I'm here to dress you and drill you, and frizzle you and grill you, and pepper and salt you until you're done; and by the Holy Book I **shall** do it. Don't grin at me, that man with the face like a muffin. I'll soon sweat the smiles off your faces. And look to your front you poor, unsaved sinners, and learn wisdom.'

Here the sergeant made a rush at a man at the flank and roared out, 'What's your name?'

'Firwood, sir.'

'**DON'T "SIR" ME! CALL ME SERGEANT!** What's your father do?'

'A replicator engineer, sergeant.'

'A replicator engineer! Well if he can't replicate anything better than he does marines he ought to be shipped off to a penal planet. Go to the centre Firwood and grow, and trust God, Firwood, and turn your toes, you - **miserable**-scum.'

The sergeant stepped backwards again. 'Now,' he went on, 'when I say "Eyes front" look straight to your front, or as straight as you can, and forget your past sins and listen to me. I shall make marines of you. I shall be your father and mother and your Uncle Tony from Dubrovnik, and you will live to bless me in the coming years - if I don't murder you in the process. Eyes **front**.'

As the drills went on, our Uncle Tony from Dubrovnik taught us to march, and turn, and stand at ease, and wheel, and halt, and mark time; and all these branches of the martial art were made more or less delightful by his mordant humour. "Now boys and girls, a steady double. Don't run you rascals, don't run - the Jem H'adar isn't after you - yet. Mark time! Now then Cowley, don't get your knees up to your chin; you're not trying out for the cheerleading squad - *just yet*...'

They kept us recruits pretty busy. We were at drill or at the gymnasium from 0600 hours in the morning to 1800 hours in the evening, if we had the luck not to be at arms drill from 1800 hrs to 1900 hrs. And then we were at liberty to clean our arms and accoutrements or scrub tables or some such. But we were young, and the air was fresh. And the gymnastics and the drilling and the regular hours and plain food began to tell. In a few weeks we were straight and smart, and stood and moved lightly. And so soon, in the bronzed, alert, upright young soldiers no one could have recognised the mob of assorted and unruly young men and women who had first stepped off the transporters at the main assembly hall.

*Copied and adapted with serious apologies, from a written account made by Private Robert Blatchford, of the Royal Bombay Fusiliers, c. 1870*





## Part 4 - History of Drill



Drill is marching. In ancient history, the most powerful, efficient and developed empires developed ways of moving organized units of troops from one place to another on the battlefield, without individuals getting mixed up with other units. Otherwise, as masses of people maneuvered amongst each other

individuals would get lost and end up having to attach themselves to any old unit. A system of flags was developed so people could identify their own units (and side) on the field and make their way their correct flag bearer if they got separated. But sticking to "formed up" squads was better, forming a box of men who moved as a single body. Overall it meant command systems were effective - men stayed together and could be commanded as units. Josephus, a first century Jewish historian, testifies to the superiority of Roman discipline, and part of that discipline was an ordered method of moving formed up squads from one place to another. This discipline facilitates effective realization of tactical man-management, and the result is a superior fighting army.

During what historians have reluctantly come to call "The Military Revolution" European armies between 1550 and 1720 became generally state-controlled, financed and permanent. There was a resultant loss of individuality, with the need for better organization, good training - especially in drill - and strict discipline. Training became an institution.

Since then, drill has become increasingly important as part of training, discipline and military parades. Goose Stepping was a form of extreme marching held by German, Prussian, and Russian heads of military to be an ultimate display of the unbreakable will and discipline of its soldiers. Most modern marching is not as extreme as the rigid goose step. Anything that resembles it is now unpopular because it has become associated with fascism. Nevertheless it is still used by some countries as a powerful display of military discipline.

Thus, the primary value of drill, historically, is to prepare troops for battle. For the most part, the drill procedures practiced are identical to the tactical manoeuvres employed on the battlefield. Drill enables commanders to quickly move their forces from one point to another, mass their forces into a battle formation that affords maximum firepower, and manoeuvre those forces as the situation develops. It was this type of drill, enforced through many hours of intensive practise, that helped create the famous British Army 'squares' and firing-by-line-formation that gave their regiments so much punch and effective firepower in battle for many, many years.

Without such dedicated drill, the British lines would have broken many more times than they ever were and many battles would have had a different ending.

Throughout the American War of Independence for instance, the American army was nothing short of a rabble - more or less a group of ordinary citizens fighting "frontier-style" against a well disciplined and well drilled British counterpart.

It was following this war that George Washington recognized the need to ensure the American Army could not be well-judged against other armies of the world, and thus he introduced the nation to a Prussian officer, Baron Friederich von Steuben.

Upon his arrival at Valley Forge on 23 February 1778, von Steuben, a former staff officer with Frederick the Great, met an army of several thousand half-starved, wretched men in rags. He commented that a European army could not be kept together in such a state. To correct the conditions that prevailed, he set to work immediately and wrote drill movements and regulations at night and taught them the following day to a model company of 120 men selected from the line.

Discipline became a part of military life for these selected individuals as they learned to respond to command without hesitation. This new discipline instilled in the individual a sense of alertness, urgency, and attention to detail. Confidence in himself and his weapon grew as each man perfected the fifteen 1-second movements required to load and fire his musket. As the Americans mastered the art of drill, they began to work as a team and to develop a sense of pride in themselves and in their unit.

Watching this model company drill, observers were amazed to see how quickly and orderly the troops could be massed and manoeuvred into different battle formations.

Officers observed that organization, chain of command, and control were improved as each man had a specific place and task within the formation. Later, the members of the model company were distributed throughout the Army to teach drill. Through drill, they improved the overall effectiveness and efficiency of the Army. To ensure continuity and uniformity, von Steuben, a major general and the Army Inspector General in Washington's army, wrote the first Army field manual in 1779, *The Regulations for the Order and Discipline of the Troops of the United States*, commonly referred to as the Blue Book. Drill procedures initiated at Valley Forge were not changed for 85 years, until the American Civil War, and many of the drill terms and procedures still have influence and effect today.

Drill commands are about the same as at the time of the War of 1812, except that then the officers and non-commissioned officers began them by saying, "Take care to face to the right, right, face." Also, during the American revolutionary period, for example, troops marched at a cadence of 76 steps a minute instead of the common cadence of 120 steps. Then units performed precise movement on the battlefield, and the army that could perform them best was often able to get behind the enemy, or on his flank, and thus beat him. Speed spoiled the winning exactness. Also, firearms did not shoot far or accurately in 1776, so troop formations could take more time to approach the enemy.

As armament and weaponry improved, drill had to adapt to new tactical concepts. Although the procedures taught in drill today are not normally employed on the battlefield, the objectives accomplished by drill—professionalism, teamwork, confidence, pride, alertness, attention to detail, esprit de corps, and discipline—are just as important to a modern military force as they were to Washington's Continental Army.

## Part 5 –Definitions

**ALIGNMENT** A straight line on which several elements are formed or are to be pre-formed, or dressing of several elements in a straight line.

**ASSEMBLY AREA** A designated location for forming units of platoon size or larger in preparation for a parade, review or ceremony.

**ARMS** A term used to normally designate the service rifle but can refer to any weapon. When in formation and a mix of weapons are carried the term "arms" will be used to designate all types of weapons.

**CADENCE** The uniform step and rhythm in marching.

**CEREMONY** A formal military formation designated to observe a specific occasion.

**COLUMN** A formation in which the elements are placed one behind another.

**DEPTH** Space from head to rear of any formation or of a position.

**DISTANCE** Space between elements in the direction of depth. (Between individuals, the space between your chest and the person in front of you.)

**DOUBLE TIME** Cadence at rate of 180 steps per minute.

**ELEMENT** An individual, squad, section, platoon, company, or larger unit forming a part of a still larger unit.

**FILE** A column of individuals one behind the other.

**FLANK** The right or left of a command in line of a column or the element on the right or left of the line.

**FORMATION** Arrangement of elements of a command in line, in column or any other prescribed manner.

**GUIDE** An individual upon whom the command (or elements thereof) regulates its march.

**HEAD** Leading element of a column.

**INTERVAL** Space laterally between elements of the same line, measured from shoulder to shoulder

**LINE** A formation in which the different elements are abreast of each other.

**LINE OF MARCH** The line on which individuals or units are to march on

**PACE** A step of 30 inches, the length of the full step in marching.

**PARADE** A parade is a ceremony that involves the movement of marching units.

**QUICK TIME** Cadence of a rate of 120 steps per minute.

**RANK** A line of individuals placed side by side.

**REVIEW** A review is a type of ceremony that omits certain elements found in a parade, but includes an inspection (trooping the line) not found in a parade.

**RIGHT** The right extremity or element of a body of troops.

**SLOW TIME** Cadence at 60 steps per minute. Used for funerals only.

**SNAP** In commands or signals, the quality that inspires immediate response. In drill the immediate and smart execution of a movement.

**STEP** The normal pace in marching. It is the distance measured from heel to heel between the feet of an individual marching. Half step and back step are 15 inches; right step and left step are 12 inches. Quick and double are 30-36 inches, respectively

## Part 6 -Individual Drill (without arms)

*"Their drills are bloodless battles, and their battles bloody drills."  
-- Flavius Josephus, speaking of Roman training methods*

**Please Note:** The explanation of any movement that may be executed toward either flank that is referred to in this chapter is for only one flank. To execute the movement toward the opposite flank, you need to substitute left for right or right for left in the explanation. With the exception of right step, all steps and marching's beginning from a halt, start with the left foot.

### STATIONARY MOVEMENTS

This section contains most of the individual positions and stationary movements required in drill. These positions and the correct execution of the movement, in every detail, should be learned before proceeding to other drill movements. Movements are initiated from the position of attention. However, some rest movements may be executed from other rest positions.

### HAND SALUTE



*Saluting policies are expected to be rendered according to the cultural norms of the Marine's home planet. It is further recognised that some Marines will have undertaken other regional or localised military training, and have some slight variations on the manner by which a salute is rendered. These too will be acceptable provided the policy relating to saluting as defined by this manual is practised. However, the default saluting policy for all Marines will be that of the Starfleet Standard Salute, which is documented as follows.*

**NOTE:** Saluting should always be undertaken intelligently and only when headgear is worn.

#### The Starfleet Standard Salute

The command is hand, SALUTE; TWO.  
When SALUTE is given,

1. Raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the headdress above and slightly to the right of your right eye.
2. Your thumb and fingers should be straight and touch each other.
3. You should be able to see your entire palm when looking straight ahead.
4. Your upper arm should be level with the deck and forearm at a 45-degree angle.
5. Your wrist and hand should be straight, a continuation of the line

made by your forearm.

- a. At the same time, if not in ranks, turn your head and eyes toward the person or color you are saluting.

At the command TWO, return to attention.

1. Move your hand smartly in the most direct manner back to its normal position by your side.
2. To insure simultaneous execution of the second movement of the hand salute when troops are in formation, the preparatory command, "ready" will be used prior to the command of execution, TWO.



You may salute without command from attention, while walking, or while seated in a vehicle. When walking, it is not necessary to halt to salute. Keep walking, but at attention. The salute is rendered when the person or color to be saluted is six paces distant, or at the nearest point of approach if it is apparent that he/she (it) is going to approach to within six paces. The salute will not be rendered if the person (colors) to be saluted does not approach within thirty paces. Hold the first position of the salute until the person (colors) saluted has passed or the salute is returned; then execute the second movement of the hand salute.

Whenever the command present, ARMS is given you will execute the hand salute on the command ARMS. Stay at that position until the command ARMS of order, ARMS is given. This salute is normally used during parades, ceremonies, etc. whenever there are Marines carrying arms present. Whichever command is given -- present, ARMS or hand SALUTE -- Marines will acknowledge said command.

***(Refer to Appendix A for more information on saluting.)***



## POSITION OF ATTENTION

The position of attention is the basic military position from which most other drill movements are executed.

Two commands can be used to put personnel at the *Position of Attention*:

- **FALL IN** is used to assemble a formation or return it to its original configuration.
- The two-part command for *Attention* is used for marines at a rest position.

There are no counts however there are seven steps in describing the position:

1. Bring left heel against the right.
2. Turn your feet out equally to form an angle of 45 degrees. Keep your heels on the same line and touching.
3. Your legs should be straight but not stiff at knees.
4. Hips level and drawn back slightly, body held erect and resting equally on hips, shoulders square and falling equally.
5. Arms hanging straight down without stiffness, thumbs along seams and/or side of skirt, back of hands out, fingers held naturally.
6. Weight resting evenly on heels and balls of feet.
7. Stand still, look straight ahead and do not talk.



The movement may be executed when halted, at any position of rest, or while marching at route step or at ease. The commands are "**FALL IN**" and "**ATTENTION.**" On the command "**FALL IN,**" you would assume your position in ranks at the position of attention. The command "**ATTENTION**" is always preceded by a preparatory command designated by the size of the unit, such as "**Squad, Platoon,**" or "**Company.**" For example, when drilling a squad the command to bring them to attention would be "**Squad, ATTENTION.**" Thereafter, they move only as ordered until given "**AT EASE,**" "**REST,**" "**FALL OUT,**" or they are dismissed.

When at a position of rest or while marching at route step or at ease and the command "**ATTENTION**" is given, the following applies:

- a. When given at parade rest, come to attention.
- b. When given at ease or rest, assume the position of parade rest on the preparatory command "**Squad.**" When "**ATTENTION**" is given go to that position.
- c. When given while marching at Route step or At ease, get in step as soon as possible and continue to march at attention.

**NOTE:** The position of ATTENTION is assumed by enlisted marines when addressing officers, or when officers are addressing officers of superior rank.

## REST POSITIONS AT THE HALT

All rests are executed from the HALT position. There are four rests for halted troops. They are:

1. Parade REST
2. AT EASE
3. REST
4. FALL OUT

### PARADE REST

The command is "Parade, REST."

- It is executed in one count.
- At command REST, the left foot is moved smartly 12 inches to left of right foot. (Or as a rule of thumb, roughly about the width of your shoulders)
- Both legs should be straight so your weight rest equally on each foot.
- At the same time, join hands behind your back with your right hand inside your left, palms to the rear just below the belt. The right hand loosely holds the left thumb.
- The right hand loosely holds the left thumb.
- Fingers are extended and joined
- Silence and immobility required.
- Hold your head and eyes in the same position as you would if at attention

**NOTE:** Enlisted marines assume this position when addressing all non-commissioned officers or when non-commissioned officers address non-commissioned officers of superior rank.



## AT EASE

The command is "AT EASE."

- It is executed in one count.
- At the command, right foot is kept in place, left foot moved approximately 12 inches to left of right foot.
- You may move about but must not talk.
- You may also be given this command when not in ranks. In this case, it means cease talking but continue whatever you were doing before the command.

## REST

The command is "REST."

- It is executed in one count. One foot is kept in place (right foot)
- Silence and immobility are not required.

## FALL OUT

The command is "FALL OUT."

- At the command, Marines leave ranks, but remain in the immediate area
- When FALL IN is given, go back to your place in ranks and come to attention.

**The command – "Squad (Platoon), ATTENTION"** may be given when you are halted at parade REST, AT EASE or REST. It may also be given when you are marching at route step or AT EASE.

- When given at Parade REST, come to ATTENTION.
- When halted, AT EASE or REST, take position of Parade REST on the command "Squad." When ATTENTION is given, come to that position,
- When marching at route step or AT EASE, get in step as soon as possible and continue marching at ATTENTION



## FACING MOVEMENTS

Facings are executed in the cadence of quick time. While facing, your arms should not swing out from your sides, but remain at the position of ATTENTION

Right, FACE is a two-count movement.

1. At the command, FACE, raise your left heel and right toe slightly. Turn to the right on your right heel and left toe. Keep your left leg straight but not stiff.
2. Place the left foot smartly beside the right and stand at ATTENTION.



Left, FACE is a two-count movement.

1. At the command, FACE, raise your right heel and left toe slightly. Turn to the left on your left heel and right toe. Keep your right leg straight but not stiff.
2. Place the right foot smartly beside the left and stand at ATTENTION.



About, FACE is a two-count movement.

1. At the command "About," shift your weight to your left leg without noticeable movement.
2. At the command "FACE," place your right toe half a foot's length behind and slightly to the left of your heel. Do not change the position of your left foot. Keep your right leg straight but not stiff. Rest most of your weight on the left heel. Turn smartly to the right until facing rear. The turn is made on the left heel and ball of the right foot. Your feet will be at attention when the turn is completed if your right toe was placed properly in the beginning.



## EYES RIGHT (LEFT)

The command is eyes, RIGHT (LEFT). It may be given at a halt or while marching. The command to turn your head back to the position of attention is Ready, FRONT.

1. When RIGHT (LEFT) is given, turn your head smartly and look 45 degrees to the right (left).
2. On the command FRONT, turn your head and eyes back smartly to the front. During reviews at which the reviewing officer troops the line, ready, FRONT will not be given after eyes, RIGHT. At such ceremonies turn your head and eyes smartly toward the reviewing officer upon the command RIGHT. As he passes to the left, follow the reviewing officer with your head and eyes until you are looking directly to the front.
3. When marching, the command, EYES, RIGHT is given on the right foot and the command EYES, LEFT on the left foot.
4. The command READY, FRONT is given from eyes right on the left foot and the command READY, FRONT from eyes left on the right foot

## QUICK AND DOUBLE TIME

With the exception of right step, all steps and marching movements beginning from a halt start with the left foot.

### QUICK TIME

If at a halt, the command to march forward at quick time is "Forward, MARCH".

1. On Forward, shift your weight to the right leg without noticeable movement.
2. On MARCH, step off smartly, left foot first, and walk straight ahead with 30-inch steps. Swing your arms easily in their natural arcs, six inches straight to the front and three inches to the rear. Do not overdo movements and don't march stiffly.

### DOUBLE TIME

"Double time, MARCH", may be given at a halt, while marching at quick time, or while marching in place. MARCH may be given as either foot hits the deck.

When halted:

- At the command Double time, shift your weight to your right leg without noticeable movement. On MARCH, raise your forearms until level with the deck, make fists with the knuckles out and step off left foot first. Begin an easy run, taking 180 36-inch steps per minute.
- When marching at QUICK TIME. When the command MARCH is given, take one more 30-inch step. Step off in double time.
- To resume quick time, the command is quick time, MARCH. On MARCH, take one more double time step. Lower your arms and slow to quick time.
- When marching in place. Take one more step in mark time (or double time in place). Step off forward in double time.



**DOUBLE TIME (in place)**

The command is "In place double time, MARCH". It may be given while halted, while marching at double time or while marking time.

- When halted. On preparatory command, shift your weight to your right leg without noticeable movement. On command MARCH, raise your arms as for double time. Then, starting with the left foot alternately and in place, raise your feet six inches above the deck at 180 steps per minute.
- When marching in double time. After MARCH, take two more double time steps. Bring your feet together and begin double-timing in place without loss of cadence.
- The command double time, MARCH resumes march at double time. At MARCH, take two more steps in place. Move out with 180 36-inch steps per minute.
- When marking time. On the command MARCH, take one more step in mark time. Commence marching at double time in place.
- The HALT from in place double time is done the same as from double time.

**HALT**

The command is "Squad (Platoon, Company, Detail), HALT". It is a two-count movement from quick time and three counts from double time. For quick time, double time, mark time, or back step, the command of execution may be given as either foot strikes the deck.

1. While marching at quick time. Take one more step after HALT. Bring the rear heel forward against the other.
2. While marching at double time. Take one more double time step after HALT. Take another step at quick time. Bring heel forward against the other.
3. When doing side step. The command Squad (Platoon, Company, Detail) is given when heels are together. Take one more step after HALT. Bring your heels together.
4. When marking time. Take one more step after the command HALT. Bring your heels together.
5. When doing back step. Take one more back step after HALT. Bring the forward heel back against the other.

**MARK TIME**

To march in place at quick time, the command is "Mark time, MARCH". The command may be given from the HALT, marching at quick time, half step or double time in place. It may be given as either foot strikes the deck.

1. When halted. On the command "Mark time", shift your weight to your right leg slightly without noticeable movement. On the command MARCH, beginning with your left foot, then alternating, raise each foot so that the ball of the foot is approximately 2 inches and the heel approximately 4 inches from the deck at a cadence of 120 steps per minute. Swing your arms naturally as in marching.
2. When marching at quick time. On the command MARCH, take one more 30-inch step as if coming to a HALT. Bring your heels together. Begin marking time without loss of cadence.

3. To resume the march at quick time, the command is "**Forward, MARCH**". On the command MARCH, take one more step in place. Move out with a 30-inch step.
4. When marching at double time in place. On the command, MARCH, take one more step in place at double time. Commence marking time.

## HALF STEP

To march with 15-inch steps, the command is "Half step, MARCH". It may be commanded at the HALT or when either foot strikes the deck while marching at quick time.

1. At the HALT. On the preparatory command, shift your weight to your right leg without noticeable movement. On the command, MARCH, step off forward in quick time cadence with 15-inch steps. The balls of your feet should strike the deck before your heels.
2. Marching in quick time. On the command, MARCH, take one more 30-inch step. Begin the 15-inch steps explained above.
3. To resume quick time from half step, the command is Forward, MARCH. It may be given as either foot strikes the deck. On MARCH, take one more half step. Move out at quick time.
4. The HALT from half step is executed in the same manner as from quick time.

## SIDE STEP

The command "Right (Left) step, MARCH" is given only when you are at a HALT.

1. At command MARCH, move your right foot 12 inches to the right, then place your left foot beside your right. Repeat this movement at the rate of 120 steps a minute. Keep your legs straight, but not stiff. Hold your arms as at attention.
2. When doing side step. The command "Squad (Platoon, Company, Detail)" is given when heels are together. Take one more step after HALT. Bring your heels together.

## BACK STEP

The command, "Backwards, MARCH" is given only when you are at a HALT.

1. At the command, MARCH, you step off to the rear with your left foot and take 15-inch steps at a rate of 120 steps per minute. Swing your arms naturally.
2. When doing Back step. Take one more back step after HALT. Bring the forward heel back against the other.

## CHANGE STEP

The command is "Change step, MARCH". It may be given while marching or marking, quick or double time. The command of execution is given as the right foot strikes the deck.

1. While marching at quick or double time. On MARCH, take one more step, 30 or 36 inches, as appropriate, with your left foot. As your right foot comes forward in the next step, place the toe near your

- left heel and step out again with your left foot. This changes the cadence count, but not the rhythm.
2. While marking Quick Time. On MARCH, lift and lower the left foot twice in succession. The second time it touches the deck, raise the right foot and continue marking time.
  3. While marking Double Time. On MARCH, hop twice on the left foot. Continue marking double time.

## **TO FACE TO THE RIGHT (LEFT) IN MARCHING**

The command is "By the Right (Left) Flank MARCH". The command is given from the halt. **While marching the command of execution is given as the foot of the desired direction strikes the deck.**

1. Turn 90 degrees to the right (left) by pivoting on the right(left) foot, and step off with the left foot in the new direction of march
2. On "MARCH", take one more step in the original direction
3. Pivot to the right (left) and step off in the new direction. The pivot and step are done in one count.

## **TO FACE TO THE REAR WHEN MARCHING**

The command is "To the rear, MARCH". The command may be given from the halt, or while marching at either quick or double time. While marching the command of execution is given as the right strikes the deck.

### **From a Halt**

The command is "To the Rear, MARCH. On "MARCH."

1. Step forward with the left foot.
2. Turn about to the right on the balls of both feet and immediately step out to the rear with the left foot. This is done without loss of cadence.
3. When turning, the feet should be about 15 inches apart.

### **At Quick Time**

At the command "MARCH,"

1. Take one more step.
2. Turn about to the right on the balls of both feet
3. Immediately step off to the rear with your left foot. This is done without loss of cadence.
4. When turning, the feet should be about 15 inches apart.

### **At Double Time**

At the command "MARCH," follow the sequence of steps and actions below

#### **As this foot strikes the deck**

Right  
Left  
Right

Left  
Right  
Left  
Right  
Left

#### **Take the following action**

"March" is given  
36-inch step  
36-inch step

Then in place double time  
Pivot 90 degree to the right  
Heels together  
Pivot 90 degree to the right  
Heels together  
36-inch step in new direction

## TO MARCH TO THE FLANK

The command is "By the Right (Left) Flank, MARCH". The command may be given from the halt, or while marching at either quick or double time. While marching the command of execution is given as the foot in the direction of the movement strikes the deck.

### From a Halt

1. For the right flank turn 90 degrees to the right by pivoting on the ball of the right foot and (using a cross over step) stepping off with the left foot 30 inches in the new direction of march.
2. For left flank, turn 90 degrees to the left by pivoting on the ball of the right foot and stepping off 30 inches with the left foot in the new direction of march.

### At Quick Time

1. On "MARCH," take one more step.
2. Turn to the right (left) on the ball of the left (right) foot. At the same time, step off 30 inches in the new direction with the right (left) foot.

### At Double Time

At the command "MARCH," follow the sequence of steps and actions below.

<b>By the Left Flank</b>		<b>By the Right Flank</b>	
<b>Step</b>	<b>Action</b>	<b>Step</b>	<b>Action</b>
Left	"March" is given.	Right	"March" is given.
Right	36-inch step	Left	36-inch step in
			place double
Left	In place double timing	Left	timing
Right	Pivot 90 degrees to the		Pivot 90 degrees
	left		to the left
Left	36-inch step in new		
	direction		
Right	36-inch step in new		
	direction		

## APPENDIX A: SALUTING

The salute is a courteous exchange of greetings, to demonstrate mutual respect and courtesy between members of military organizations and to show respect to any national or planetary colors. Junior personnel always salute first. When returning or rendering an individual salute, the head and eyes are turned toward the Colors or person saluted. When in ranks, the position of attention is maintained unless otherwise directed.

Military personnel in uniform are required to salute when they meet and recognize persons entitled (by grade) to a salute except when it is inappropriate or impractical (in public conveyances such as public transport shuttles and other public conveyances, in public places such as inside theatres, or when driving or piloting a vehicle).

There are a number of origins of the military greeting of saluting. In the age of chivalry the knights were all mounted and wore steel armour, which covered the body completely. When two friendly knights met it was the custom for each to raise the visor and expose his face to the view of the other. This was always done with the right hand, the left being used to hold the reins. It was a significant gesture of friendship and confidence, since it exposed the features and also removed the right hand from the vicinity of a weapon (*sword*). Also in ancient times the freemen of Europe were allowed to carry arms: when two freemen met, each would raise his right hand to show that he held no weapons in it and that the meeting was friendly.

The Coldstream Guards appear to have been the first to depart from this practice as a Regimental Order of 1745 reads: *'The men are ordered not to pull off their hats when the when they pass an officer, or to speak to them, but only to clap up their hands to their hats and bow as they pass them'*.

An extract from the Royal Scots Standing Orders of 1762 stated: *'as nothing disfigures the hats or dirties the lace worn more than taking off the hats, the men for the future are only to raise the back of their hands to them (hats) with a brisk motion when they pass an officer'*.

From this beginning, although there was some resistance, saluting, as we now know it developed. Saluting in a form can also be traced back to the Stone Age when the open hand held high indicated friendliness; while the holding of the head erect is a reminder that officers and men are free men not required to avert their eyes from an overlord.

Regardless of its origin, the salute is a symbol of greeting, of mutual respect, trust and confidence initiated by the junior in rank, with no loss of dignity on either side. It is also a sign of loyalty and respect to the Service of which a member forms part and the general tone and spirit of the Service is indicated by the manner in which Marines offer the salute and officers return it.

Saluting by Marines is recognition of the SFMC Commission, being indirectly a salute to the President of the UFP through the individual holding the President's authority. Returning a member's salute is not only acknowledgment of a salute to the officer personally, but a recognition of the fact that through an officer, members have given an outward sign of their loyalty to UFP, Starfleet and the SFMC.

## WHEN TO SALUTE

SFMC personnel in uniform are required to salute when they meet and recognize persons entitled (by grade) to a salute except when it is inappropriate or impractical (in public conveyances such as public transport shuttles and other public conveyances, in public places such as inside theaters, or when driving or piloting a vehicle).

1. A salute is also rendered—
  - a. When the United Federation of Planets or any Earth (Sol) national anthems are played.
  - b. To any uncased National Color outdoors.
  - c. On ceremonial occasions as prescribed elsewhere.
  - d. At reveille and retreat ceremonies, during the raising or lowering of the flag.
  - e. During the sounding of honors.
  - f. When turning over control of formations.
  - g. When rendering reports.
  - h. To officers of friendly foreign worlds.
  
2. Salutes are not required when—
  - a. Indoors, except when reporting to an officer or when on duty as a guard.
  - b. Addressing a prisoner.
  - c. Saluting is obviously inappropriate. In these cases, only greetings are exchanged. (Example 1: A person carrying articles with both hands, or being otherwise so occupied as to make saluting impracticable, is not required to salute a senior person or return the salute to a subordinate.)
  - d. Either the senior or the subordinate is wearing civilian clothes.
  
3. In any case not covered by specific instructions, the salute is rendered.

## Fundamentals

Salute when passing an officer who is going in the same direction as you.

1. Come abreast of the officer, salute and say, "By your leave, sir (ma'am)."
2. (officer) Return the salute, and say, "Carry on" or "Granted."
3. Terminate your salute, and pass ahead.

Salute officers, regular and reserve, of any of the Starfleet or UFP military, and foreign military and officers whose Governments or planets or races, are formally recognized by the United Federation of Planets.

### DO NOT SALUTE WHEN:

1. At work indoors (except when under arms)
2. Guarding prisoners
3. Under battle conditions
4. A prisoner
5. In ranks, at games, or part of a working detail
6. At crowded gatherings, in public conveyances, or in congested areas.
7. Doing so would physically interfere with your performance of an assigned duty or would create a hazard



**DO NOT SALUTE WITH:**

1. Your uniform unbuttoned
2. A smoking device in your hand
3. Anything in your right hand

When reporting to an officer.

1. Approach the officer at attention.
2. Halt about two paces from the officer.
3. Render the appropriate salute, and say, "Sir (Ma'am), (your name and grade) reporting as ordered."
4. Hold the salute until it is acknowledged.
5. Salute after business is completed and wait for the return of your salute or an acknowledgement.
6. Take one step backward, execute an about face, and depart at attention.

When reporting to an officer indoors and unarmed.

1. When indoors, you will be uncovered. Follow the procedures above and do not render a salute.

**SALUTING COLORS**

National, planetary and organizational flags, which are mounted on flagstaves equipped with finials, are called Colors. Military personnel passing an uncased National Color salute at six steps distance and hold the *Salute* until they have passed six steps beyond it. Similarly, when the uncased Color passes by, they salute when it is six steps away and hold the *Salute* until it has passed six steps beyond them.

**NOTE:** Small flags carried by individuals, such as those carried by civilian spectators at a parade, are not saluted. It is improper to salute with any object in the right hand or with a cigarette, cigar, or pipe in the mouth.

**UNCOVERING**

Officers and enlisted men under arms uncover only when—

1. Seated as a member of (or in attendance on) a court or board.
2. Entering places of divine worship.
3. In attendance at an official reception.

Personnel remove their headdress indoors. When outdoors, military headdress is never removed, or raised as a form of salutation. When appropriate, civilians may be saluted in lieu of removing the headdress.

## SALUTING UPON BOARDING STARFLEET VESSELS

When SFMC personnel board UFP starships, either as an individual or as a unit, they salute according to naval procedures.

1. When boarding a Fleet vessel, upon reaching the centre of the entrance hatch, face and salute the national ensign. After completing this salute, salute the officer of the deck who will be standing on the quarter deck at the entrance to the main hatchway. When saluting the officer of the deck, request permission to board, "**Sir, Request permission to come aboard.**" The officer of the deck will return the salute.
2. When leaving the ship, render the same salutes in reverse order, and request permission to leave, "**Sir, Request permission to go ashore.**"

For personnel boarding any vessel by transporter, the above procedures will follow with the appropriate salutation given to the officer on deck at Transporter Control.

1. Upon transportation completion, face and salute the national ensign. After completing this salute, salute the officer of the deck who will be waiting to greet you at Transportation Control. When saluting the officer of the deck, request permission to board, "**Sir, Request permission to come aboard.**" The officer of the deck will return the salute.
2. When leaving the vessel by transporter, render the same salutes in reverse order, and request permission to leave, "**Sir, Request permission to go ashore.**"

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## About the SFMC Academy



The Starfleet Marine Corps Academy was established by Commander Starfleet in 2164 when it was determined that Starfleet Academy could no longer adequately meet the needs of both services. The historical home of the United States' Navy and Marine Corps academies, Annapolis, was selected as the new home of the SFMCA. The head of the Academy, known as Director SFMCA (DCO - Academy), is still headquartered at the main campus in Annapolis.

The motto of the SFMCA is "Facta Non Verba" or, in Federation Standard, "Deeds not Words." This is reflected in the more informal academy slogan, "We lead by example... whether we mean to or not."

The Director SFMCA reports to the Commanding Officer of the Training Command (COTRACOM) who, in addition to the SFMCA, oversees branch schools, enlisted personnel training, advanced technical schools, and periodic skill re-fresher courses. Most of these courses are held either at one of the SFMCA facilities, or at one of the many training facilities in the New Valley Forge system which is home to TRACOM. These facilities, together with an Oberth-class spacedock serving as TRACOM headquarters, comprise Station Valley Forge.

Today, the SFMCA consists of 5 campuses, 8 training worlds, and 42 ranges and field courses throughout the UFP. Together with Station Valley Forge, the SFMCA comprises one of the largest and most advanced military training organizations in the known universe.