

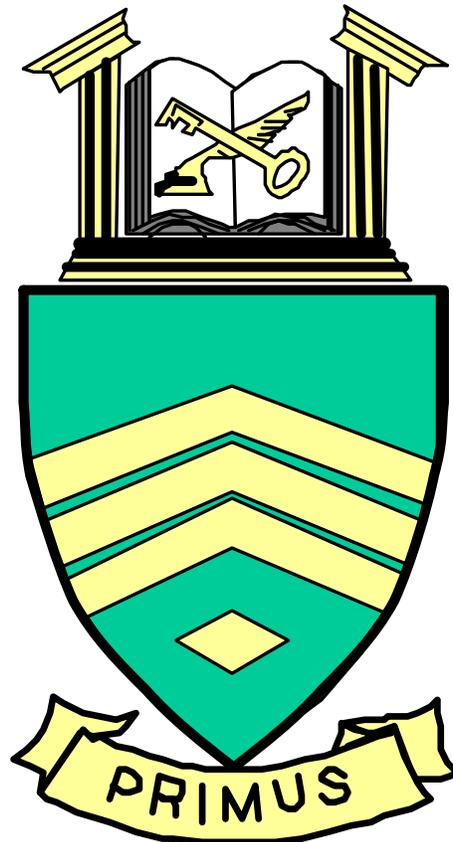
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

L652

OCT 04

DRILL AND CEREMONIES

TRAINING SUPPORT PACKAGE



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TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	L652 / DRILL AND CEREMONIES
Effective Date	01 Oct 2004
Supersedes TSP(s) / Lesson(s)	L652, Drill and Ceremonies, Apr 00
TSP Users	521-SQIM, First Sergeant Course
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p>COMDT USASMA ATTN ATSS DCF BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p>Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875</p> <p>E-mail: atss-dcd@bliss.army.mil</p>
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

Task Number

Task Title

071-990-0006

Conduct Drill and Ceremonies

This TSP
Contains

TABLE OF CONTENTS

	<u>PAGE</u>
Preface.....	2
Lesson Section I Administrative Data	4
Section II Introduction.....	7
Terminal Learning Objective - Conduct unit level drill and ceremonies.....	7
Section III Presentation	9
Enabling Learning Objective A - Conduct Manual of the Guidon.....	9
Enabling Learning Objective B - Conduct an In-Ranks Inspection.	10
Enabling Learning Objective C - Conduct a Change of Command Ceremony.....	10
Section IV Summary.....	12
Section V Student Evaluation.....	13
Appendix A - Viewgraph Masters A -	1
Appendix B - Test(s) and Test Solution(s) (N/A) B -	1
Appendix C - Practical Exercises and Solutions C -	1
Appendix D - Student Handouts D -	1

DRILL AND CEREMONIES
L652 / Version 1
01 Oct 2004

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson

<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
521-SQIM	1	First Sergeant Course

Task(s) Taught(*) or Supported

<u>Task Number</u>	<u>Task Title</u>
071-990-0006	Conduct Drill and Ceremonies

Reinforced Task(s)

<u>Task Number</u>	<u>Task Title</u>
None	

Academic Hours

The academic hours required to teach this lesson are as follows:

	<u>Resident Hours/Methods</u>
	10 mins /Conference / Discussion
	1 hr 40 mins /Practical Exercise (Performance)
Test	0 hrs
Test Review	0 hrs
Total Hours:	2 hrs

Test Lesson Number

	<u>Hours</u>	<u>Lesson No.</u>
Testing (to include test review)	3 hrs	E652 version 1

Prerequisite Lesson(s)

<u>Lesson Number</u>	<u>Lesson Title</u>
L651	DRILL AND CEREMONY REVIEW

Clearance Access

Security Level: Unclassified
 Requirements: There are no clearance or access requirements for the lesson.

Foreign Disclosure Restrictions

FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

References

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
FM 3-21.5	DRILL AND CEREMONIES	07 Jul 2003	

Student Study Assignments

Before class--

- Read FM 3-21.5, chap 8, 10 and Appendix H.

During class--

- Participate in class discussion
- Complete PE-1 and PE-2.

After class--

- Review classroom notes and materials.
- Return recoverable materials to the instructor.

Instructor Requirements

1:16, MSG, served as a first sergeant, ITC, SGITC, AND VTT-ITC (for VTT) qualified.

Additional Support Personnel Requirements

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
One site coordinator at each VTT site to operate the TNET equipment and coordinate classroom instruction. Must be FSC grad, served as 1SG, ITC, and SGITC qualified. (Enlisted)	1:16	1	2 hrs

Equipment Required for Instruction

<u>Id Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
441-06 LCD PROJECTION SYSTEM	1:16	1:1	No	1	No
6730-00-577-4813 SCREEN, PROJECTION	1:16	1:1	No	1	No
702101T134520 DELL CPU, MONITOR, MOUSE, KEYBOARD	16:16	1:1	No	1	No
7110-00-T81-1805 DRY ERASE BOARD	1:16	1:1	No	1	No
7510-01-424-4867 EASEL, (STAND ALONE) WITH PAPER	1:16		No	0	No
FSC-1 TNET COMMUNICATIONS EQUIPMENT SUITE (VTT LESSON ONLY)	1:16	1:1	No	1	No
FSC-2 TNET ROOM EQUIPMENT SUITE (VTT LESSON ONLY)	1:16	1:1	No	1	No
FSC-3 TNET AUDIO/VIDEO LINKAGE EQUIPMENT (VTT LESSON ONLY)	1:16	1:1	No	1	No
SNV1240262544393 36 - INCH COLOR MONITOR W/REMOTE CONTROL AND LUXOR STAND	1:16	1:1	No	1	No

* Before Id indicates a TADSS

Materials Required

Instructor Materials:

- VGTs: 1.
- TSP.
- FM 3-21.5

Student Materials:

- Pen or pencil and writing paper.
- All reference material issued for this lesson.

Classroom, Training Area, and Range Requirements

CLASSROOM XXI WITH T-NET CAPABILITY (VTT)
CLASSROOM, GENERAL PURPOSE, 600 SF, 16 PN
PARADE FIELD OR DRILL FIELD

Ammunition Requirements

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

Instructional Guidance

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Before class--

- Read all TSP material.
- Issue FM 3-21.5
- Issue PE-1 and SH-2.

During class--

- Cover all learning objectives.
- Conduct this lesson IAW this TSP.
- The DL (VTT) instructor will select an appropriate site before asking a student a question.

After class--

- Collect recoverable material.
- Report any lesson discrepancies to the Chief Instructor.

Proponent Lesson Plan Approvals

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Colyer, Donald J.	GS09	Training Specialist	
Adams, Chris L.	SGM	Chief Instructor, FSC	
Graham, Kevin L.	MSG	Chief, FSC	
Gratton, Steven M.	SGM	Chief, Functional Courses	
Bucher, George V.	GS11	Chief, CMD	
Lemon, Marion	SGM	Chief, CDDD	

SECTION II. INTRODUCTION

Method of Instruction: Conference / Discussion
 Technique of Delivery: Small Group Instruction (SGI)
 Instructor to Student Ratio is: 1:16
 Time of Instruction: 5 mins
 Media: None

Motivator

Camera: Main camera on the instructor. Ask each Distance Learning site if they are prepared for training.

Researching military history reveals that armies throughout the world participated in some form of drill. The primary value of drill was to prepare the troops for battle. For the most part, the drill procedures practiced were identical to the tactical maneuvers employed on the battlefield. Today the purpose of drill is to enable units to move from one place to another in an orderly manner. Drill also aids with disciplinary training by instilling habits of precision and response to leaders' orders. It also provides a means through ceremonies of enhancing the morale of troops, developing the spirit of cohesion, and presenting traditional, interesting, and well-executed military parades. It provides for the development of all soldiers in the practice of commanding troops.

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements. At the completion of this lesson, you [the student] will:

Action:	Conduct unit level drill and ceremonies.
Conditions:	As a first sergeant in a classroom or parade field environment given FM 3-21.5 and SH-2.
Standards:	Conduct unit level manual of the guidon, an in-ranks inspection, and a change of command acting in any or all of the company level key leadership positions, IAW FM 3-21.5 and the practical exercise checklist with 100% accuracy.

Safety Requirements

None

Risk Assessment Level

Low

Environmental Considerations

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

None

Evaluation

You will take a multiple choice examination. The examination will contain questions from this and other lessons. You must correctly answer 70 percent or more of the questions on the examination to receive a GO.

Instructional Lead-In

None

SECTION III. PRESENTATION

NOTE: Inform the students of the Enabling Learning Objective requirements.

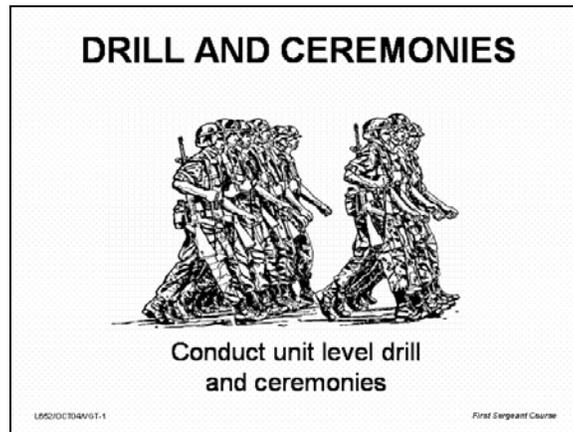
A. ENABLING LEARNING OBJECTIVE

ACTION:	Conduct Manual of the Guidon.
CONDITIONS:	As a first sergeant in a classroom or parade field environment given FM 3-21.5 and SH-2.
STANDARDS:	Conducted a manual of the guidon acting in any or all of the company level key leadership positions, IAW FM 3-21.5 and the practical exercise checklist with 100% accuracy.

1. Learning Step / Activity 1. Manual of the Guidon

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 20 mins
Media: VGT-1

SHOW VGT-1, DRILL AND CEREMONIES (During set up time).



NOTE: Explain to the students that the next 20 minutes is for them to conduct Manual of the Guidon (Situation 1, Requirement A). The students should rotate into either the First Sergeant, or guidon bearer position. The assigned class leader will ensure that as many of the students, as time allows, participate in this activity. Each D/L site must coordinate a training site. In the classroom environment, the instructor will ensure that the students accomplish the PE.

REMOVE VGT-1

CHECK ON LEARNING: The practical exercise serves as a check on learning for this ELO.

B. ENABLING LEARNING OBJECTIVE

ACTION:	Conduct an In-Ranks Inspection.
CONDITIONS:	As a first sergeant in a classroom or parade field environment given FM 3-21.5 and SH-2.
STANDARDS:	Conducted in-ranks inspection acting in any or all of the company level key leadership positions, IAW FM 3-21.5 and the practical exercise checklist with 100% accuracy.

1. Learning Step / Activity 1. In-Ranks Inspection

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 45 mins
Media: None

NOTE: Explain to the students that the next 45 minutes is for them to conduct an in-ranks inspection (Situation 2, Requirements A, B, and C). The students should rotate into the primary leadership positions of commander, executive officer, platoon leaders, platoon sergeants, and guidon bearer. The assigned class leader will ensure that as many of the students, as time allows, participate in this activity. Each D/L site must coordinate a training site. In the classroom environment, the instructor will ensure that the students accomplish the PE.

Break: Time: 00:50 to 01:00

Time: 01:00 to 01:20 (continue Learning/Step Activity 1, ELO B)

CHECK ON LEARNING: The practical exercise serves as a check on learning for this ELO.

C. ENABLING LEARNING OBJECTIVE

ACTION:	Conduct a Change of Command Ceremony.
CONDITIONS:	As a first sergeant in a classroom or parade field environment given FM 3-21.5 and SH-2.
STANDARDS:	Conducted a change of command ceremony acting in any or all of the company level key leadership positions, IAW FM 3-21.5 and the practical exercise checklist with 100% accuracy.

1. Learning Step / Activity 1. Change of Command

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 25 mins
Media: None

NOTE: Explain to the students that the next twenty-five minutes is for them to conduct a change of command ceremony (Situation 1, Requirement B). The students

should rotate into the primary leadership positions of commander, executive officer, platoon leaders, platoon sergeants, and guidon bearer. The assigned class leader will ensure that as many of the students, as time allows, participate in this activity. Each D/L site must coordinate a training site. In the classroom environment, the instructor will ensure that the students accomplish the PE.

CHECK ON LEARNING: The practical exercise serves as a check on learning for this ELO.

SECTION IV. SUMMARY

Method of Instruction: <u>Conference / Discussion</u>
Technique of Delivery: <u>Small Group Instruction (SGI)</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

Check on Learning

The practical exercise serves as the check on learning for this lesson.

Review / Summarize Lesson

The manner in which your company conducts formations reflects directly on the state of discipline and esprit possessed by your unit. A good rule to remember is not to have a formation just for the sake of having a formation. However, when you do conduct formations, ensure that they are proper in every aspect. Well-conducted formations have a way of instilling a sense of pride and discipline in your soldiers and NCOs alike. If you conduct formations properly, chances are your unit will function proficiently in other areas as well.

SECTION V. STUDENT EVALUATION

Testing Requirements

NOTE: Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.

You will take a multiple choice examination. The examination will contain questions from this and other lessons. You must correctly answer 70 percent or more of the questions on the examination to receive a GO.

Feedback Requirements

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

None

Appendix A - Viewgraph Masters

VIEWGRAPHS FOR LESSON 1: L652 version 1

Enabling Learning Objective A

Learning Step 1

VGT-1, Title Slide

DRILL AND CEREMONIES



Conduct unit level drill
and ceremonies

L652/OCT04/VGT-1

First Sergeant Course

Appendix B - Test(s) and Test Solution(s) (N/A)

Appendix C

PRACTICAL EXERCISE 1

Title DRILL AND CEREMONIES

Lesson Number / Title L652 version 1 / DRILL AND CEREMONIES

Introduction The primary value of drill and ceremonies is to prepare troops for battle. Drill and ceremonies enables commanders to quickly move their forces from one point to another, mass their forces into a battle formation that affords maximum firepower, and maneuver those forces as the situation develops.

Motivator The manner in which your company conducts formations reflects directly on the state of discipline and esprit possessed by your unit. As a first sergeant, it is imperative that you pay special attention to ensure that your unit conducts all drill and ceremonies properly. Remember that well-conducted formations have a way of instilling a sense of pride and discipline in your soldiers and NCOs alike.

Terminal Learning Objective **NOTE:** The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.

At the completion of this lesson, you [the student] will:

Action:	Conduct unit level drill and ceremonies.
Conditions:	As a first sergeant in a classroom or parade field environment given FM 3-21.5 and SH-2.
Standards:	Conduct unit level manual of the guidon, an in-ranks inspection, and a change of command acting in any or all of the company level key leadership positions, IAW FM 3-21.5 and the practical exercise checklist with 100% accuracy.

Safety Requirements None

Risk Assessment Low

Environmental Considerations None

Evaluation

- This is not a graded exercise. The instructor/DL coordinator will allow individual and group feedback during the After Action Review (AAR).
 - The time allotted for this practical exercise will allow you to perform the exercise to standard.
-

Instructional Lead-In

This practical exercise will help you correctly perform drill and ceremonies.

Resource Requirements**Instructor Materials:**

None

Student Materials:

- Guidon.
 - Inspection Checklist.
-

Special Instructions

Refer to the situations below and follow the instructions contained in the requirements for situations 1 and 2 for completion of this practical exercise.

Procedures

1. Instructors/DL coordinators assign the following positions to students on a rotating basis:
 - a. Company Commander.
 - b. Executive Officer.
 - c. First Sergeant.
 - d. Platoon leaders (Depending on class size).
 - e. Platoon Sergeants (Depending on class size).
 - f. Squad Leaders (Depending on class size).
 - g. Guidon Bearer.
 2. **SITUATION 1:** Your commander's change of command ceremony is in one week. You must form the company and rehearse for the change of command ceremony.
 - a. **REQUIREMENT:** Train your company guidon bearer on all required movements IAW FM 3-21.5, Appendix H. Groups have 20 minutes to complete this requirement.
 - b. **REQUIREMENT:** Perform a company change of command in accordance with FM 3-21.5. Groups have 25 minutes to complete this requirement.
 3. **SITUATION 2:** You are the new First Sergeant for Company C, 3/60 Infantry. Your commander wants to conduct an in-ranks inspection tomorrow. You decide to conduct an in-ranks inspection before the commander's. Groups have 45 minutes to complete the following requirements.
 - a. **REQUIREMENT:** Form the company without officers and conduct an in-ranks inspection in accordance with FM 3-21.5.
 - b. **REQUIREMENT:** Form the company with officers and conduct an in-ranks inspection in accordance with FM 3-21.5.
 - c. **REQUIREMENT:** Participate in AARs as directed by the instructor/DL.
-

**Feedback
Requirements**

None

Appendix D

HANDOUTS FOR LESSON 1: L652 version 1

This appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Advance Sheet	SH-1-1 and SH-1-2
SH-2, Drill and Ceremonies Performance Checklist	SH-2-1 thru SH-2-3

Student Handout 1

Advance Sheet for L652

Lesson Hours This lesson consists of two hours of practical exercises.

Overview The objective of this lesson is to familiarize you with the purpose of drill. The purpose of drill is to enable a first sergeant to move his/her unit from one place to another in an orderly manner. Drill also aids by instilling habits of precision and response to leader's orders. This lesson will provide a means, through ceremonies, of enhancing the morale of troops, developing the spirit of cohesion, and presenting traditional, interesting and well-executed military parades.

Learning Objective Terminal Learning objective (TLO).

Action:	Conduct unit level drill and ceremonies.
Conditions:	As a first sergeant in a classroom or parade field environment given FM 3-21.5 practical exercise checklist.
Standard:	Conduct unit level manual of the guidon, change of command, and an in-ranks inspection; acting in any or all of the company level key leadership positions, IAW FM 3-21.5 and the practical exercise checklist with 100% accuracy.

ELO A Conduct Manual of the Guidon.
ELO B Conduct an In-Ranks Inspection.
ELO C Conduct a Change of Command Ceremony.

Assignment

- Read Advance Sheet.
- Read FM 22-100, Chapters 8, 10, and Appendix H, before class
- Read Student Handout 2.

Additional Subject Area Resources None

Bring to Class

- FM 22-100.
- Student Handouts 1 and 2.
- Pen or pencil and writing paper.

Note to Students

It is your responsibility to do the homework prior to class. We expect you to come to class prepared and participate in the small group discussion by providing information you learned from your individual study, as well as your personal and observed experiences. Failure to study and read the assignments above will result in your inability to fully participate with the rest of the group. Not having your input affects the group's ability to fully discuss the information.

Student Handout 2

MANUAL OF THE GUIDON PRACTICE EXERCISE CHECKLIST

Action	Guidon Bearer Position	Go/No Go
Unit formation	1 step in front of and 2 (15 inch) left steps to the right of and facing the person forming.	
1SG forms unit	Three steps forward on the command, "Post."	
Facing movement	Raises ferrule 1" off marching surface (bending right elbow slightly) executes movement and lowers the ferrule to the order position keeping staff vertical throughout.	
Unit in marching movement	Faces right, double time to 5 steps forward of and centered on squad leaders of 1st Plt. (If Commander is at head of formation, executes 2 left steps).	
Order Guidon (position of attention)	Keeps ferrule on marching surface, touching outside of right foot. Holds staff in right hand forming "U" with fingers (extended and joined pointing downward). Right hand and arm behind staff. Staff rested against the hollow of the shoulder.	
Rest positions	On preparatory command, moves right hand up staff until forearm horizontal and grasps staff. On command of execution: thrusts ferrule forward until the arm is fully extended. Note: "At Ease" and "Rest" executed only from "order guidon."	
Carry guidon	On preparatory command for marching, grasps the staff with right hand and raises vertically six inches off marching surface. Simultaneously reaches across body (with forearm horizontal) grasps staff with left hand. Holds staff in position with left hand while sliding right hand down six inches and regrasps. On command of execution, snaps left hand to left side and simultaneously steps off.	
Order Guidon from Carry Guidon	Lets the staff slide through the right hand until the ferrule touches the marching surface.	
Raised Guidon	On preparatory command, raises guidon vertically with the right hand and simultaneously moves the left hand across the body until the right hand is in line with the right shoulder (elbow into side). Holds this position until the command of execution.	
Present Guidon	On preparatory command executes raised guidon. On command of execution, lowers guidon to the horizontal position resting under the armpit. Returns left hand to side sharply.	
Salute	Moves left hand sharply so the first joint of the forefinger is touching the staff with thumb and fingers extended and joined (palm down, wrist straight, forearm horizontal).	

IN RANKS INSPECTION PRACTICE EXERCISE CHECKLIST

Action	Position	Go/No Go
Form the Company #1	1SG positioned 9 steps in front of and faces the line where the front rank of each platoon will form. Commands "Fall In" or (at close interval), "Fall in."	
Form the Company #2	When all PSG are facing the 1SG, commands "Post" faces about and moves 3 steps forward. (Guidon bearer and PSGs move 3 steps forward on command). 1SG faces about.	
Prepare for inspection	1SG Directs "Prepare for Inspection". PSGs face about, open ranks and align platoons. When all PSGs are facing front, commands "At Ease."	
Inspection	a. 1SG inspects Guidon Bearer, executes half left in marching the right flank platoon (PSG commands over right shoulder, "PLT, attention" 1SG halts directly in front of PSG. PSG reports (saluting), "1SG, the platoon is ready for inspection. 1SG returns salute and inspects the PSG.	
	b. 1SG directs PSG to lead through the inspection, faces half left (in marching) and halts directly in front of the 1st squad leader (PSG halts in front of 2 nd person in 1st squad and commands "2nd, 3rd, 4th squads At Ease."	
	c. Executes proper movements during troop inspection.	
	d. After 1SG inspects the last soldier in the rank, PSG hesitates to allow 1SG to precede him. 1SG inspects rear of rank. (PSG commands next squad to attention).	
	e. 1SG halts in front of 2nd squad leader, PSG commands previous squad to "At Ease". Continues through the last squad.	
	f. When the 1SG completes the inspection of the platoon, the PSG commands the platoon to Attention ("Platoon, Attention") and overtakes the 1SG en route back to the front of the PLT (6 steps in front of and centered), exchanges salutes with the 1SG. The 1SG faces to the right (in marching) and moves to the next platoon. PSG faces about, commands "close ranks, march" and "at ease" then faces about and executes at ease.	
	g. When the 1SG completes company inspection, returns to post at center of company and commands attention ("Company, Attention"). Then dismisses the company.	
NOTE:	Follow steps above for commander's inspection, demonstrating the appropriate positions for the 1SG, the XO, the Plt Ldr, and the PSG.	

CHANGE OF COMMAND CEREMONY PRACTICE EXERCISE CHECKLIST

Note: Company is formed and inspected. Modify to fit available assets.

Action By	Position	Go/No Go
1SG	Moves from rear of reviewing party by the most direct route and halts directly in front of the Guidon.	
Outgoing Commander	4 steps in front of Guidon.	
Incoming Commander	Outgoing commander's right.	
Bn Commander	Between outgoing and incoming commander.	
Outgoing/ Incoming Commanders	Take one-step forward, executes facing movements to face each other.	
1SG	Takes Guidon (right hand above left), faces about.	
Narrator	Reads assumption of command order.	
1SG	Steps forward, presents guidon to outgoing commander.	
Outgoing commander	Grasps guidon with left hand above right, passes guidon to Bn Commander.	
Bn commander	Grasps guidon with right hand above left passes guidon to incoming commander.	
Incoming commander	Grasps guidon with left hand above right, passes guidon to 1SG.	
1SG	Grasps guidon with right hand above left faces about and passes guidon-to-guidon bearer.	
Both commanders	As the 1SG faces about, execute facing movements back to original direction (facing the colors).	
1SG	Faces about and returns to post behind reviewing party.	
Note:	The finial of the guidon remains to the outside of the Square while being passed during the ceremony.	