

# DRILL INSTRUCTION CARDS PACKAGE

## General Rules, Information and Instructions for the *Manual of the Guidon*

### CARDS G-1 THRU G-15

Adapted from the MCRD, Parris Island Drill Manual and the Marine Corps Drill and Ceremonies Manual, Marine Corps Order (MCO) P5060.20

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### G-1

#### GENERAL RULES AND INFORMATION

- The guidon is the company or platoon identification flag. It is carried on an 8-foot staff at ceremonies and at other times prescribed by the SNSI/NSI.
- The NJROTC flagstaff topping ornament for the guidon shall be the spearhead. The edges of the spearhead shall be aligned to the sides so the flat surface of the spearhead faces front.
- The guidon may be displayed in the unit between morning and evening colors except during inclement weather and when carried in formation.
- The NJROTC Naval Science Instructors should consider individuals with outstanding bearing and appearance and ability when selecting a guidon bearer.
- When acting as guidon bearer, the cadet is considered under arms and shall not be required to carry a weapon. If a weapon is carried, it shall be slung.

### G-1(a)

#### GENERAL RULES AND INFORMATION (Con't.)

- The guidon is brought to present guidon, parade rest, and order guidon with the company or platoon.
- When at route step or at ease march, the guidon may be carried in either hand.
- When at order guidon, bring the guidon to carry on the preparatory for marching at quick time.
- For marching at double time, on the preparatory command, hold the staff across the body with the spearhead to the left. The right hand remains in the same spot on the staff as at carry. The right forearm is level with the deck, elbow against the body. Grip the staff with left hand in front of the point where the neck and left shoulder join. The flat side surface of the spearhead should face front.

## G-1(b)

### GENERAL RULES AND INFORMATION (Con't.)

- When at order guidon, the guidon is brought to carry on the preparatory command for any facing or marching movement.
- The guidon staff should be marked with two thumb tacks.
  - One thumb tack marks the guidon bearer's right thumb position at order guidon.
  - The other thumb tack is placed 6 inches above the first tack to mark the guidon bearer's right thumb position at carry guidon.
- The two ways of grasping the guidon are identified as follows:
  - ***The "V" grip*** – (Used when at the order; when executing "Present Guidon"; and during "Eyes Right (Left)" and "Officers Center"). The staff is placed in the "V" formed by the thumb and the fingers of the right hand. The thumb is along the trouser seams, and the fingers are extended and joined.
  - ***The strong grip*** – (Used while on the march and during facing movements)The thumb is wrapped around the front of the staff with the fingers wrapped to the rear.
- All guidon movements will be executed at quick time cadence (112-120 beats per minute).  
When executing DRESS LEFT, the guidon remains at the carry until the command READY FRONT is given.

## G-3

### THE POSITION OF CARRY GUIDON

- This is the normal position of the guidon while marching at quick time.
- The guidon is carried using the strong grip with the ferrule 6 inches above the deck.
- The upper staff rests in the hollow of your right shoulder.
- The staff is vertical with the flat surface of the spearhead facing the front.
- Except for the right arm and hand, the entire body is at the position of attention.
- From carry guidon, movements to present guidon, and ready guidon may be executed.

## G-2

### THE POSITION OF ORDER GUIDON

- At order guidon, the ferrule rests on the deck, touching the outside edge of the right shoe close to the little toe.
- The staff is grasped in the "V" grip with the right elbow close to the side so that the forearm helps to support the staff..
- The upper staff rests in the hollow of your right shoulder.
- The staff is vertical with the flat surface of the spearhead facing the front.
- Except for the right arm and hand, the entire body is at the position of attention.

## G-4

### CARRY GUIDON FROM ORDER GUIDON

- This 3-count movement is executed on the preparatory command for any movement that will require the guidon bearer's feet to be moved.
- Execution is begun on a preparatory command such as "Forward," "About," etc.  
**Note: Unit leaders should pause before giving the command of execution in order to allow sufficient time for the guidon bearer to execute this movement.**
- On the preparatory command, reach across the body with the left hand and grasp the staff 2 inches above the right hand.
- Fingers of the left hand are joined and wrapped around the staff.
- Change the grasp of the right hand to the strong grip while raising the staff until the ferrule is 6 inches above the deck.
- Hold the staff vertical with the right hand.
- Return the left hand smartly to the side as in the position of attention.

## ORDER GUIDON FROM CARRY GUIDON

- This 2-count movement is executed without command at the completion of any movement that required the guidon bearer to come to carry guidon.
- When a series of movements are to be executed immediately one after the other, order guidon will not be executed until after the final one. However, during NJROTC drill competition, the guidon bearer *will* execute order guidon after each movement.
- Order Guidon is executed in two counts:
  - For the count of one, allow the staff to slip through the right hand until the ferrule rests on the deck. This may cause an audible sound as the ferrule makes contact with the deck.
  - For the second count, change the grasp to the “V” grip.
- ***The left hand does not assist in this movement.***

### G-6(a)

## PRESENT GUIDON FROM ORDER GUIDON OR CARRY GUIDON (Con’t.)

- The entire staff is horizontal to the deck.
- As the staff is lowered, turn it to the right so the sharp edge of the spearhead faces down.
- Hold your right elbow firmly against your body.
- ***AS THE STAFF IS LOWERED***, smartly turn the head and eyes 45 degrees to the right (left).
- Because your right hand is six inches lower on the staff at carry guidon than at order guidon, the ferrule will extend farther to the rear when at present guidon from order guidon than it will at present guidon from carry guidon.

### Present Guidon At Officers Center.

- At officers center, during a parade, the movement is executed without command upon halting.

## PRESENT GUIDON FROM ORDER OR CARRY GUIDON

- Present guidon from order guidon at the halt and from carry guidon on the march are both executed in the same manner with the exception that while at carry on the march, the head and eyes are turned 45 degrees to the right(left) upon the command of execution.

### Present Guidon From Order Guidon at the halt.

- The command is “**Present , ARMS**”.
- This movement is executed in one count.
- On the command of execution, **ARMS**, smartly lower the guidon straight to the front.
- The right arm is extended until the lower portion of the staff rests in the pit of the right arm.
- The entire staff is horizontal to the deck.
- As the staff is lowered, turn it to the right so the sharp edge of the spearhead faces down.
- Hold your right elbow firmly against your body.

### Present Guidon From Carry Guidon on the march.

- The command is “**Eyes, RIGHT (LEFT).**”
- This movement is executed in one count.
- On the command of execution, **RIGHT (LEFT)**, smartly lower the guidon straight to the front.
- The right arm is extended until the lower portion of the staff rests in the pit of the right arm.
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### G-7

## RETURN TO ORDER GUIDON AND CARRY GUIDON FROM PRESENT GUIDON

### Order Guidon From Present Guidon.

- The command is “**Order, ARMS.**”
- The command is given while at the halt.
- On the preparatory command, “Order,” grasp the staff smartly and audibly with your left hand, palm up, at a point just forward of the right hand..
- On the command of execution “**ARMS**”, with the left hand, pull the guidon staff up and back to the vertical position of carry guidon, pivoting it on the right hand as it is lowered back to the right side..
- Then, let the staff slide straight downward through the right hand until the ferrule rests on the deck (the left hand steadies the staff as it slides downward).
- Once the ferrule touches the deck, cut the left hand smartly back to its normal position at the left side
- The flat side of the spearhead is again facing the front.

### Carry Guidon From Present Guidon.

- The command is “**Ready, FRONT.**”
- The command is given while on the march.
- On the preparatory command, “**Ready,**” grasp the staff smartly and audibly with your left hand palm up at a point just forward of the right hand..

G-7(a)

### ORDER GUIDON OR CARRY GUIDON FROM PRESENT GUIDON (Con't.)

- On the command of execution “**FRONT,**” with the left hand, pull the guidon staff up and back to the vertical position of carry guidon, pivoting it on the right hand as it is lowered back to the right side.
- The flat side of the spearhead is again facing the front.
- Once the guidon is in position, smartly cut the left hand back to the left side and turn the head and eyes to the front, assuming the position of carry guidon.

#### Carry Guidon From Present Guidon at Officers Center During a Parade.

- The command is “**Carry, SWORD**” (“**Ready, TWO**” if officers are not armed with swords)
- On the Preparatory command “Carry (Ready),” grasp the staff with the hand and on the command of execution “**SWARDS (TWO)**” bring the staff back to the carry guidon position as described on card # G-3.

G-9

### EYES RIGHT AT THE HALT DURING A REVIEW

- The platoon guidon bearer executes eyes right with the platoon but remains at order guidon.
- Company guidon bearers will execute present guidon on the command of execution “**RIGHT**”, given by the Company Commander, turning his/her head 45 degrees to the right as the guidon is lowered.

G-8

### READY GUIDON FROM ORDER OR CARRY GUIDON

- This movement is used as a signal for aiding troops in the execution of commands when hearing verbal commands is difficult.
- When directed by the unit commander, the guidon is brought to ready guidon on specified preparatory commands.
- Ready guidon may be used as a signal for the execution of any command except present arms and eyes right (left) at which times the guide also renders honors.
- On the specified preparatory command, bring the left hand across the body to grasp the staff above the right hand. Change the grasp of the right hand so that the staff is gripped from the rear.
- Then raise the right hand to shoulder height, causing the guidon to be raised approximately 3 feet and centered on the body.
- **AT THE SAME TIME**, change the grasp of the left hand from above the right hand to just above the lower ferrule. This is the position of ready guidon.
- On the command of execution, smartly lower the right hand and staff to the position of carry guidon. At the same time return the left hand to a position above the right hand and steady the staff as the grasp of the right hand changed.
- Return the left hand to the position of attention.
- Ready guidon may also be executed without command during formation of a unit prior to march on for a review or parade. The guide executes it after the unit has been brought to attention (right shoulder arms if so armed) after the adjutant has commanded “**Sound, ATTENTION**”. Ready guidon is used to signal the adjutant that the unit is ready for his next command.

G-10

### GUIDON SALUTE FROM CARRY OR ORDER GUIDON

- The command is “**Guidon (Rifle), SALUTE**”.
- This movement may be executed on command, when in formation, or individually without command act of courtesy if the guidon bearer is not in formation, (i.e. during fall out, or in route to or from a formation).
- The movement is executed in two counts (including termination of the salute).
- *First count:* On the command of execution “**SALUTE,**” move your left hand, palm down, smartly to a position approximately 18 inches above your right hand, left arm parallel to the deck.
- The first joint of the forefinger touches the staff, fingers extended and joined, thumb along the forefinger.
- If executed as an individual act of courtesy, turn the head and eyes in the direction of the person being saluted. This concludes the count of one.
- *Second count:* After the salute is returned, or the command “**Order, ARMS (Ready, TWO)**” is given, move the left hand smartly back to the left side and return the head and eyes to the front.

### PARADE REST FROM ORDER GUIDON

- The command is **“Parade, REST.”**
- This movement is executed in one count, and the command is given only while halted at attention.
- On the command of execution, **“REST,”** slide the right hand up the staff to shoulder height. The staff remains in place and vertical.
- Without loss of motion, straighten the right arm so the staff of the guidon tilts forward at an angle of 30 degrees.
- The fingers and thumb of the right hand are wrapped around the staff.
- The ferrule remains on the deck in the same position as at order guidon
- The flat surface of the guidon spearhead remains facing front.
- Place your left hand behind you in the small of the back, fingers extended and joined, palm flat and facing the rear.
- **AT THE SAME TIME**, smartly move your left foot 12 inches to the left of the right foot.

### FALL OUT FROM ORDER GUIDON

- The command is FALL OUT.
- This command It may be given only from the position of order guidon.
- Upon the command, leave your position in ranks, but remain in the immediate vicinity, or go to a pre-designated area.

### AT EASE AND REST FROM ANY POSITION OF THE GUIDON

- The command is **“AT EASE”** or **“REST.”**
- It is executed in two counts.
- The command may only be given while halted at attention.
- On the command, and for the count of one, execute parade rest as described on card # G-11.
- On the second count, you may relax and, except for your right foot and the ferrule, move about.
- While at ease, you may not talk.
- While at rest, you are permitted to talk and you may hold the ferrule in either hand.

### DOUBLE TIME WITH THE GUIDON

- On the preparatory command **“Double Time,”** bring the staff across the body with the spearhead to the left.
- The right hand grasps the same spot as at carry.
- The right forearm is level with the deck and the elbow against the body.
- Grip the staff with the left hand in front of the point where the neck and shoulder join.
- The flat side of the spearhead should face front.

## G-15

### ORDER GUIDON FROM REST POSITIONS

From parade rest, at ease and rest:

- the command is “**Platoon (Company or Battalion), ATTENTION.**”
- On the preparatory command, go to parade rest if not already in that position.
- At the command “**ATTENTION,**” go smartly to order guidon.

From fall out:

- The command is “**FALL IN.**”
- Upon the command, resume your position in formation  
At and stand at attention at order guidon.