

OPEN RANKS PROCEDURES

STEP 1: The Flight Commander/Acting Flight Commander will form the flight at the designed inspection area. The command to form the flight is **FALL IN**.

The flight will fall in at the position of attention and execute an automatic Dress Right Dress and Ready Front.

The Flight Sergeant is always the last person in the fourth Element and ensure the flight is squared off.

STEP 2: The Flight Commander will then size the Flight. To do this, the Flight Commander will give the flight the command **RIGHT FACE** (Cadets are now in Column Formation) and say “*With the exception of the Guide, Element Leaders and Flight Sergeant, Taller Tap.*” Cadets in the formation will tap the person in front of them one time on the right shoulder (Lightly) with their right hand. When a cadet is tapped they will step out to their left and back at a 45 degree angle to allow the cadet who tapped them to move forward. Head and eyes will remain to the front throughout this movement..

STEP 3: Once all cadets have tapped and moved up, the Flight Commander will Command **RIGHT FACE** (cadets are now in Inverted Line formation) and say “*With the exception of the Flight Sergeant, Taller Tap.*” **Note:** *The Flight Sergeant is always the last person in the fourth element and doesn't move. The Element Leaders will Tap and move forward (if they are taller than the element leader in front of them).* When a cadet is tapped they will step out to their left and back at a 45 degree angle to allow the cadet who tapped them to move forward. The cadet stepping forward steps out with the left foot first and assuming their position. Head and eyes will remain to the front throughout this movement..

STEP 4: Once all cadets have tapped and moved up, the Flight Commander will Command **LEFT FACE** and repeat tapping instructions in STEP 2.

STEP 5: Flight Commander will command **COVER** and then **COUNT OFF**

STEP 6: Flight Commander will then give the command **LEFT FACE** (Flight is now in Line Formation).

STEP 7: The Flight Commander will ensure they are centered on the flight approximately six paces away and facing the flight and give the command **PARADE REST**. They will then do an About Face and go to Parade Rest to wait for the Inspection Official to arrive.

STEP 8: When Flight Commander sees the Inspecting Official approaching, they come to Attention, conduct an About Face and give the command **FLIGHT ATTENTION**.

They will then do an About Face, salute the inspection official and say ***“Sir/Ma’am the Flight is formed”***. The Inspection official will return the salute and say “Prepare your Flight for inspection” After the Inspection Official drops their salute. The Flight Commander will then drop their salute, conduct an About Face and give the command **OPEN RANKS MARCH.**

Immediately after giving the command Open Ranks the Flight Commander will pivot 45 degrees to the left on the ball of the right foot, taking a full 24 inch step with the left foot with coordinated arm swing and march to a position to the left of and abreast of the guide. Halt at the position of attention and conduct a Right Face.

STEP 9: The Flight Commander will begin aligning the chests/backs of each individual in the first rank with the guides chest/back. This will be accomplished by taking short steps to the right or left (upper body remains at the position of attention, do not lean) and calling out the cadet’s number to move up or back (ex: 2nd cadet up, 4th cadet back etc.)

Once the first element is aligned the Flight Commander will execute an in place pivot by stepping 90 degrees to the left with coordinated arm swing pivoting off the ball of the right foot and marching in a straight line without breaking the plane of the guide (Staying even with the guide/do not step forward).

The Flight Commander will halt abreast of the second element leader. Execute a right face and align the second element in the exact same manner as the first element.

The Flight Commander will continue the aligning process for all remaining elements.

Once the last element is aligned, the Flight Commander will execute a cross over step with coordinated arm swing by pivoting on the ball of the right foot and taking a full 24 inch step toward the guide

The Flight Commander will march at the position of attention take three full 24 inch steps past the guide and halt at the position of attention. They will then execute a Left Face and command **READY FRONT.**

The Flight Commander will then take one full 24 inch step forward with coordinated arm swing, halt at the position of attention and execute a Right Face (The guide should directly behind the Flight Commanders at this point.

The inspecting official then approaches and centers themselves on the Flight Commander, the Flight Commander will salute and say ***“Sir or Ma’am_____ Flight is prepared for inspection.”*** The Inspecting Official will return the salute. The Flight Commander drops his/her salute and stands at attention while the Inspection Official Inspects them.

After the Inspection Official conduct the inspection on the Flight Commander. The Inspection Official will state **“Accompany me on the inspection”**

The Flight Commander will then execute a left face and step in front of the First Element Leader and give the command “**SECOND, THIRD AND FORTH ELEMENTS PARADE, REST**”

The Inspecting Official will move to a position in front of the guide and begins the inspection of the Guide and first element. The Flight Commander should be abreast of the Inspection Official and one pace behind them.

As the Inspecting Official moves the Flight Commander will move down line with them by pivoting on the ball of the right foot, stepping across their body with the left foot, stepping with the right foot and planting it in front of the next individual ensuring their foot is 22 ½ degrees off the center line of their body. They will bring the trailing leg in the most direct route so as their heels are together, in line, feet forming a 45 degree angle and their upper body remains at the position of attention, arms suspended to the side

They will continue down the first element in the exact same manner

When the Inspecting Official is inspecting the last individual in the first element the Flight Commander will be in a position where they are not in front of anyone

As the Inspector finishes inspecting the last individual in the first element and steps to inspect the back of the first element the Flight Commander will step off in step with the inspecting official, execute a left flank and follow the inspecting official down line

The Inspecting Official will march to a position abreast of the second element leader, halt and executes a right face. The Flight Commander will execute the exact same movement at the exact same time abreast of the second individual in the second element ensuring they are one pace behind the inspecting official They will continue the same procedures as they did inspecting the first element through out the second, third and forth elements

After inspecting the back of the forth element the Inspecting Official will veer off to the right, and the Flight Commander will march past the forth element leader. Once in line with the guide the Flight Commander will execute a left flank march to the right of the guide and adjust their steps so that their heel strikes the ground abreast of the guide and take three full 24 inch steps, halt at the position of attention, execute a left face and command **FLIGHT ATTENTION**.

The Flight Commander will take one full 24 inch step forward, halt at the position of attention execute a right face and wait for the inspecting official to assume their position directly in front of them to out brief the Flight Commander on the inspection findings

STEP 10: Once the out brief is completed, the Flight Commander will salute the Inspecting Official and say “**Thank you Sir/Ma’am**” once the Inspecting Official has returned their salute, the Flight Commander will drop their salute and execute a left face and command **CLOSE RANKS MARCH**

Once the flight has halted, the Flight Commander will command **AT EASE** and march and center themselves on the flight, halt at the position of attention, execute a left face and go to at ease. At this time the Flight Commander briefs the flight on the inspection findings

CADET ACTIONS DURING OPEN RANKS

When the command Open Ranks is given. Cadets will take the appropriate number of steps forward and execute and automatic Dress Right Dress and hold it until give the command Ready Front. Assuming the flight is made up of 4 Elements. The following steps will be taken based on the element the cadet is in.

1st Element and the Guide takes **THREE** 24 inch steps forward beginning with the left foot, halts and executes and automatic Dress Right Dress.

2nd Element takes **TWO** full 24 inch steps forward beginning with the left foot, halts and executes an automatic Dress Right Dress

3rd Element take **ONE** full 24 inch steps forward beginning with the left foot, halts and executes an automatic Dress Right Dress.

4th Element take **ZERO** steps, but executes an automatic Dress Right Dress open hearing the command of execution March.

When the command Close Ranks March is given. Cadets will take the appropriate number of steps forward and halt at the position of attention. Assuming the flight is made up of 4 Elements. The following steps will be taken based on the element the cadet is in.

1st Element and the Guide takes **ZERO** steps. They simply stand still at the position of Attention

2nd Element takes **ONE** full 24 inch step forward beginning with the left foot and halts at the position of attention

3rd Element take **TWO** full 24 inch steps forward beginning with the left foot and halts at the position of attention

4th Element take **THREE** steps forward beginning with the left foot and halts at the position of attention