

STARFLEET  
MARINE  
CORPS



COLOR  
GUARD  
MANUAL



2011 EDITION

# STARFLEET MARINE CORPS

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## Color Guard Manual

2011 Edition



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Published: January 2011

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# Part 1 - Introduction

## Welcome Aboard!

This manual provides guidance for SFMC uniformity in the conducting a SFMC color guard at STARFLEET and SFMC events. 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 color guard 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.

## Copyright and Disclaimer

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## 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.

## Acknowledgments

This manual was compiled and written by Jeremy Carsten, as a seen need for the SFMC, and 3rd Brigade Honor Guard Commander. Thanks go out to the 3rd Brigade Honor Guard: Ken Kopacki, Michael Tolleson and Cory Matt. Other thanks are given to Jennifer Hoover, Brian Allen, Aaron Murphy, and William Hof who assisted in the development, and documentation, proof reading and photographs for this manual.

## 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).

## Part 2 - Forward

Ceremonial Drill evolved on most home worlds long ago, after the need of merely getting units from point A to point B had been accomplished. Drill became a tradition, a tool for training discipline, and show of a unit's pride. As traditions grew, and events came to mark important observations, the need rose to conduct another type of drill. Not merely something born out of traveling - but of marking an occasion with respect, honoring the members, traditions, and symbols with precise and purposeful movements.

In the SFMC we've established many traditions already, and enjoy a host of celebrations and occasions to observe. We've conducted Color Guard details, flag ceremonies. We've got our Marine Dress Mess, our summits, our conferences; even traditions at local Chapters. The Final Mission ceremony has been developed to pay respect to those that are no longer with us. In short, we have a need to train, practice, and develop Color Guard drill, to properly display our National, State, and Organizational Colors with pride and dignity at these events.

## Part 3 – Story: “First Day”

The group of newly selected members, just off the shuttlecraft, shuffled into the small briefing room of a truly ancient building. Jokes and jeers filled the small space while an old Gunnery Sergeant sat at the corner of his desk; waiting for all this new blood to finishing gathering inside. After an eternity the young new members, of a dozen different races and career paths, finally settled down, took seats and - eventually - stopped talking. The Gunny never said a word or even acknowledged their existence until the room was silent.

“This room is old,” he began, as if talking to himself. Maybe he was, for all the good his words might do. The young and ambitious seldom really heard the words of their predecessors, “older than the Federation, older than any unit from any member planet found anywhere within the Federation. Some young pup Marine Captain renamed the unit that resided here the 8 Indigo Company - bought fancy new phaser rifles to drill with - all in an attempt to modernize the unit. Few know that the ‘8<sup>th</sup> & I’ wasn’t a unit, but an address, referring to roads that no longer exist in these days of transporters, aircars and shuttlecraft. But back then, just as now, those that walked these halls had the toughest job in the Corps.”

The Gunny touched a panel on the desk, and a view screen that looked terribly out of place in the old wall came to life. It displayed a breakdown of the Company, and who would be assigned which duties. “I don’t care how much action you’ve seen out there. I don’t care how many friends you lost, or spoon heads you vaporized. Now you’re here, and this is the toughest job you’ll ever know.” He didn’t bother to acknowledge the fit of giggles that spread through the room. Instead he just stood up, adjusted his perfect uniform. He paced with his hands behind his back, his eyes affixed on the deck.

“Out there we had the enemy. We killed them, or they killed us. We completed the mission, or we failed. Things were black and white. Here, the enemy is different. The enemy is a shadow, a memory, a ghost that sits in the crowd, watching. Here, you’re only enemy is yourself. The work isn’t hard. Any Private First Class in his second year has performed these Color Guard details. Most Brigades have their own drill team to show off for their family and friends. Plenty of us have sent friends and comrades on their Final Mission in a torpedo casing. But here...that’s every day. Here, you parade the colors and remind a widow of her loss. You execute a perfect routine every time, because people are grieving...screwing up and interfering with that is not an option. Here we act like robots, giving the diplomats and survivors a show - never letting our own memories get in the way.”

His pacing stopped, and looked one young Staff Sergeant, who was still grinning at the old man, directly in the eye. “Here we don’t smile when we do well, because that’s all we do. It’s a fact - a given – that we will have perfection every time. You don’t grin, you don’t cry, you don’t drop your bearing for a nanosecond. Even when not performing and some kid who you just handed a folded flag to because his parents were both on a ship that was turned into slag by the Dominion runs up and tugs on your sleeve to thank you...you just nod and say you’re welcome.”

Your brothers in arms are going to give you grief for being a ‘pretty boy’ Marine, taking it easy here on Earth prancing about for the President and Commander Starfleet. You’ll just smile back, and nod. They don’t understand and they never will as they are not here. You will and you’ll bear their jokes quietly. We’ve always been a silent service. No one is supposed to notice anything about us except a perfect routine, every time, without comments. Seen but not heard.” The Gunny grinned,

in a rare show of emotion that might look less out of place on a Vulcan. "You might say we're like the trophy wife of the whole Corps." After a moment the smile faded back to his stoic, stone cold expression. "Only this wife has been to every funeral, for every man and woman that never came back."

After an awkward moment, he looked back at the chart, detailing the names of the new members in the room, and where they would start their next four years. "Behind me are the Platoon assignments. You'll find your name; you'll report and be ready to start practice in fifteen minutes. Today will be your only short day, seeing as it is already 0815, and we're in here chatting so pleasantly. In six months we'll know who can cut it and who can't. Those that do will know what I've talked about here today. The rest will just have been extended guests, but forever just outsiders. Dismissed."

## Part 4 – History

On ancient Earth, units would be identified by their flag that was carried into battle. The unit would rally around this flag, and commanders could see where their units were on the battlefield; providing cohesion in the heat of battle. As such, if the flag were to fall, not only could this be a dishonor, but it could send the unit, or several units, into confusion and chaos! It became an honor to be selected to guard the unit's flag, to ensure it remained standing tall before the enemy and remained with the unit to provide this needed service. The Color Guard detail evolved from this group selected to guard the colors.

The Color Guards of old earth grew rich in military tradition, and it is that tradition and style which we emulate respectfully within the SFMC.

## Part 5 - Color Guard Detail

### COMPOSITION OF THE COLOR GUARD

The standard SFMC color guard detail consists of at least three members. Additional colors (state, organization, etc.) will be to the left of the National Colors. Two guards will bear phaser rifles, or other applicable arms, at the flanks of the colors.

The Color bearers should not wear medals or ribbons and badges if using slings because they could be damaged by the slings. Slings are adjusted so that the colors are the same height when at the *Carry Colors* position. If this isn't possible, the National Colors are slightly higher than any State/Organizational Colors. If available, the Riflemen of the Color Guard wear the pistol belt of a matching color and material as the bearers slings.

Color Guards armed with rifles will be trained to execute a modified rifle manual (detailed below). This involves pauses on the part of one or the other Riflemen so that the rifles move to and from the right and left shoulders at the same time.

The Color Guard is formed and marches in one rank at close interval (shoulder to shoulder, no space between members) with the Color Bearers in the center. While marching, members of the Color Guard do not swing their free arms. The Color Guard does not execute *to the rear march* or *about face*. When the unit to which the Color Guard is attached executes any such commands, the National Colors bearer (detail commander) orders a movement appropriate for the Color Guard.

The Color Bearers are unarmed, but the end guards carry either pistols, rifles or other applicable arms. When participating in a ceremony inside a chapel, the Color Guard will be unarmed and uncovered.

All colors carried by the Color Guard are attached to staffs of equal height. The standard Color staff consists of a 9 1/2-foot, hardwood pole capped at each end by metal ferrules. Telescoping poles will be adjusted to the same height, or with National Colors slightly taller. An ornament screws into the top of the staff and a streamer attachment device may also be affixed to display an organization's award streamers. Streamers are placed with the senior streamer at the front of the staff. Subsequent streamers are then placed clockwise, around the staff, as symmetrically as possible. No streamers are attached to the National Colors.

## POSITIONS OF THE COLOR GUARD

**Order Colors** The position of Order Colors is the position of attention with the colors/rifle on the right side, flush with your right toe, held in a 'taco' grip (see pictures below). Unless otherwise stated, this is the position from which all orders start from. There are three orders to go to this position; "**FALL IN**", "**Atten - SHUN (HUT)**" or "**Order, COLORS.**"

Note: for Color Bearers an alternative grip to the 'taco' may be used for greater control over the flag pole. It is done with the thumb of the right hand to the inside, and fingers wrapping around the pole, save the index finger which points down toward the deck along the front side of the pole. If this is used, all Color Bearers must use it.



Order arms with the rifle



'Taco' grip on the rifle

**Parade Rest** The position of *parade rest* is the same as with unarmed drill, only the right hand slides up to the stacking swivel, or likewise position of the applicable rifle, and lets the rifle lean out at a roughly 45 degree angle and the right arm is straight. For Color Bearers, again the position is the same as unarmed *parade rest*, only you remain holding the flag pole on your right side, upright, and grounded to your right toe. The order to go to this position is, "**Parade, REST.**"

**At Ease/At Rest** Unlike in standard drill, the Color Guard is never *At Ease*, or *At Rest*. If given those commands, assume the position of *Parade Rest*.

**Port Arms** (for reference). This position is where rifle is directly in front of you, cutting across the body at a 45 degree angle, with the stacking swivel at the height of your left eye. The left hand grips the rifle at the center of the stock (usually top part of metal, or above metal of the bolt assembly), and the right hand grips at the small of the stock. If using this to move in a file, the Color Bearers will go to *Trail Arms* (see below).



Port Arms



Close up of grip

**Present Colors/Arms** (for reference). This position is where the rifle is directly in front of you, sling facing away, right hand on small of the stock in the 'taco' grip, left hand gripping center of stock, stacking swivel at eye level. This is a form of salute.

Note: If hand phasers or no weapons at all are used, then the guards in the Riflemen positions will simply render a *hand salute*. All other positions are not applicable to them.

**Carry Colors** (for reference with rifle). This position is *left shoulder arms* for the left Rifleman, and *right shoulder arms* for the right Rifleman. It is the position of attention, with the right/left arm bent at a 90 degree angle, hand cupping the butt of the rifle, with the sling side down. The stock of the rifle rests in the small of the shoulder/collar bone. The rifle is straight back, looking from the front, not leaning to the right or left. The right/left hand gripping the butt has the thumb reaching over the 'heel' of the butt to touch the index finger, forming a circle.

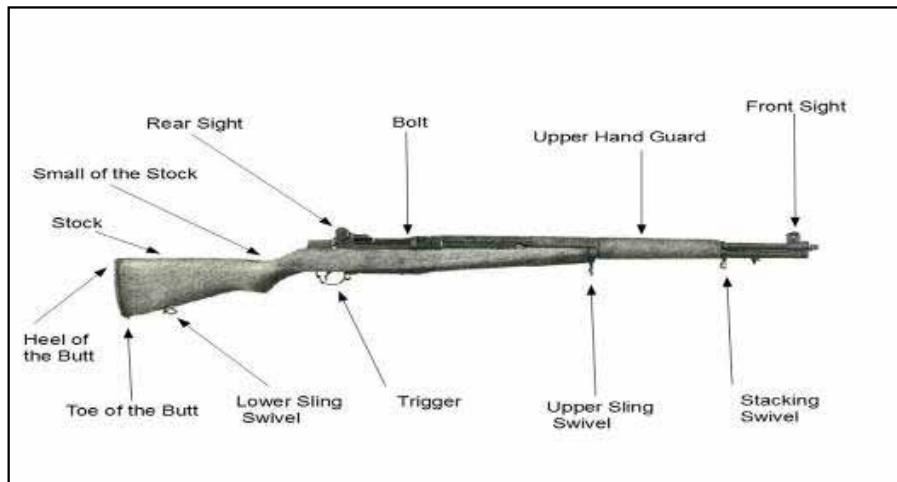
**Trail Arms** (for reference) In this position, the rifle bearers will lift the rifle about six inches off the deck, and carry it as such to the designated location. This is for short distances only (i.e. forming up while within view of the audience) For Color Bearers they will lift the flag pole six inches off the deck with the left hand, and continue to grip the pole with the left hand (the arm will go across the body,

forearm parallel to the deck) and the right will retain its grip lower on the pole.

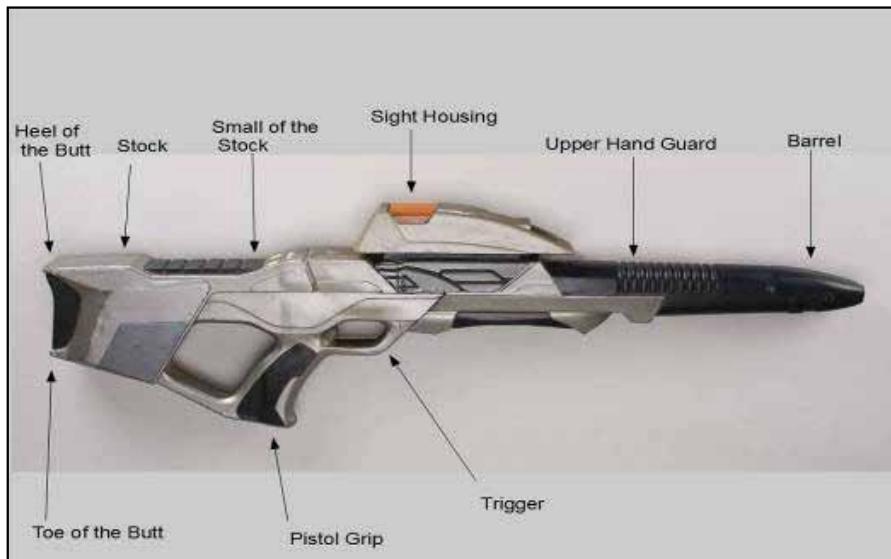


Right Shoulder Arms Close up

## SYNCHRONIZING THE MANUAL OF ARMS FOR COLOR GUARDS ARMED WITH RIFLES



M1 Diagram



Phaser Rifle Diagram

The manual of arms for Color Guards armed with rifles must be synchronized so that the rifles move (e.g., off of or on to the shoulder) at the same time. Since the left Rifleman is at *left shoulder arms* and the right Rifleman is at *right shoulder arms*, moving to and from the right/left shoulder to the order, present or back to the shoulder often involves different "counts" in the movement for each Rifleman. To get the rifles moving together one or the other of the Riflemen will have to do an occasional pause in the manual of arms so the other Rifleman may catch up.

When executing the manual of arms with the rifle, both Riflemen will wait holding a salute at the small of the stock (for *Carry Colors*) or the stacking swivel (for *Order Colors*), for the detail commander's command of "**Ready, CUT**" before executing the final count of any of these movements. The cutting away of this salute is NOT included in the counts for each movement below, as it is a separate movement, with a separate command.

**Carry Colors (from Order Colors)** The command is "**Carry, COLORS.**" This is a three-count movement for both Riflemen. The right Rifleman goes to right shoulder arms and the left Rifleman goes to the left shoulder arms. (Note: many rifle manuals have the *right shoulder arms* taking 4 counts. This manual recommends 'popping' the rifle into place on the 3rd count, vs. holding it upright for a count and guiding it on the forth.)



Order Colors



Carry Colors - Count 1



Carry Colors - Count 2



Carry Colors - Count 3



Ready, CUT

**Order Colors (from Carry Colors)** The command is “**Order, COLORS.**” This is a four count movement. The left Rifleman moves as normal, while the right Rifleman must pause for the first count.



Order Colors - Count 1



Order Colors - Count 2



Order Colors - Count 3



Order Colors - Count 4



Ready, CUT

**Present Colors (from Order Colors)** The command is “**Present, COLORS.**” This is a two-count movement for both Riflemen, with both executing *Present Arms* with the rifle.



Present Colors - Count 1



Present Colors - Count 2

**Order Colors (from Present Colors).** The command is “**Order, COLORS.**” This is a two-count movement for both Riflemen, with both executing *Order Colors* with the rifle.



Order Colors - Count 1



Order Colors - Count 2

**Present Colors (from Carry Colors)** The command is "**Present, COLORS.**" This is a three-count movement for both Riflemen. They both essentially go to *Port Arms*, followed by twisting the rifle into *Present Arms*.



Present Colors - Starting Position



Present Colors - Count 1



Present Colors - Count 2



Present Colors - Count 3

**Carry Colors (from Present Colors)** The command is "Carry, COLORS". This is a two-count movement for the left Rifleman and a three-count movement for the right Rifleman to return the weapons to the left and right shoulder from *Present Arms*. So, the left Rifleman must pause on the second count (holding *Port Arms*), before placing the rifle back on his left shoulder.



Order Colors - Count 1



Order Colors - Count 2



Order Colors - Count 3



Order Colors - Count 4

## MANUAL OF ARMS FOR THE COLOR BEARERS

Like the Riflemen's manual, the position of the last movement is held for **Order and Carry Colors**, until the command "**Ready, CUT**". This completes the movements for all members for the detail simultaneously.

**Carry Colors** The command is "**Carry, COLORS**." This is a two-count movement. The right hand immediately forms a normal grip, and lifts the pole up and to center of the body. The left hand helps seat the bottom of the pole into the cup of the sling, and remains there. The right hand grips the pole at just below eye level, the right arm at a 45 degree angle to the pole (this can be adjusted to a double hand grip if outside in windy conditions, with left hand gripping under the right.) The Color bearers continue to hold this position, looking down at the cup, head tilted forward until the command, "**Ready, CUT**." At that command the left hand returns sharply to the left side, and the head pops up to face forward once more.

Note: If the venue has a low ceiling and the flag poles will not fit if carried in a sling, they will go to *Trail Arms* when given the command to **Carry, COLORS**.

**Order Colors** The command is "**Order, COLORS**." This is a three count movement. The left hand goes to the cup of the harness on the first count, as the bearer's heads looks down at it. On the second count the pole is lifted out of the cup and the left hand aids it down to the right hand side. Once the pole is properly in place on the ground beside the bearers right toe, a salute is formed with the left hand to the pole once all is ready, and held, with the bearer's head continuing to looking down at the pole (best to just focus on the left hand at this point), until the command "**Ready, CUT**." At that command the left hand returns sharply to the left side, and the head pops up to face forward once more.

**Present Colors** Organizational Color Bearers execute this position at the first note of the National Anthem, To the Colors, or any of the Armed Services songs (or other nation's traditions as applicable). At the command of execution or the first note of the applicable songs, the bearers dip the flags to a 45 degree angle by extending the right arm. They are recovered to the *Carry Colors* following the last note of the music. If multiple organizational colors are used, the bearers should practice to keep their movements synchronized. In the United States, the National Colors never use this position.

Note: If flags are not carried in a sling, then they will be at the position of *Order Colors* when the music begins to play. If this is the case any state/organizational colors will *Present Colors* by completing a full grip on the pole, and letting it slide forward until the pole is at a 45 degree angle. At the last note of the music they are recovered by smoothly pulling the pole back until it is upright, then smartly sliding the right hand back down to the position of *Order Colors*. Again, if multiple organizational colors are used, the bearers should practice to keep their movements synchronized.

## MOVEMENTS OF THE COLOR GUARD

Before a Color Guard detail may move it must be formed. Some thought needs to go into the planning of this. While the command, like for any other unit is simply "**FALL IN**", the one in command of the detail (National Colors Bearer) must take into account the audience and layout of the venue. The Color Guard detail should **ALWAYS** look professional, organized, and 'on display'. As such, the audience should never see the detail preparing - only a polished presentation.

This can be done by forming the detail off to the side, or in a side room, or someplace the audience cannot easily see. The detail is brought to attention, formed into the proper order, and marched into place either abreast as the formed detail, or in a file, lead by the right Rifleman. Some creativity can be used to make this easier, so long as it looks clean and presentable.

**Note:** The preferred method is to form up out of sight, and if one cannot easily march abreast into view, march out at *Port Arms* led by the right Rifleman, with a 4 count delay between each member. Each member would simply march smartly to their position and immediately go to *Order Arms* - once the left Rifleman is at *Order Arms* - you are all formed up!

The Color Guard is formed with the right Rifleman to the right most, facing the direction of march, followed by the National Colors Bearer. Additional colors will be arranged to the left of the National Colors Bearer, and finally the left Rifleman. There is no space between the members of the detail; they are in a single rank, shoulder to shoulder. There is no arm swing while marching as a Color Guard detail.

**Forward, MARCH** This command can be given in a file, or abreast from the halt or *Mark Time*. This is a normal Quick Time pace (120 beats per minute, typical for parades or other extended marching), or slightly modified to be slower (100 beats per minute, for most venues). A pace of 80 beats a minute is reserved for funerals. Practice which will be used, and be most appropriate to the venue. If called from the *Mark Time*, it can be called on either foot (though it is best to try to keep the commands of execution called as the left foot strikes the deck). Take one more step in the *Mark Time* and begin with the next foot.

**Mark Time, MARCH** This command is the same for standard drill, though is not common as a separate command in a Color Guard detail. It can be given from the halt, or while marching. If given while marching, it can be called on either foot (though it is best to try to keep the commands of execution called as the left foot strikes the deck). Take one more step in the *Quick Time* and begin with the next step.

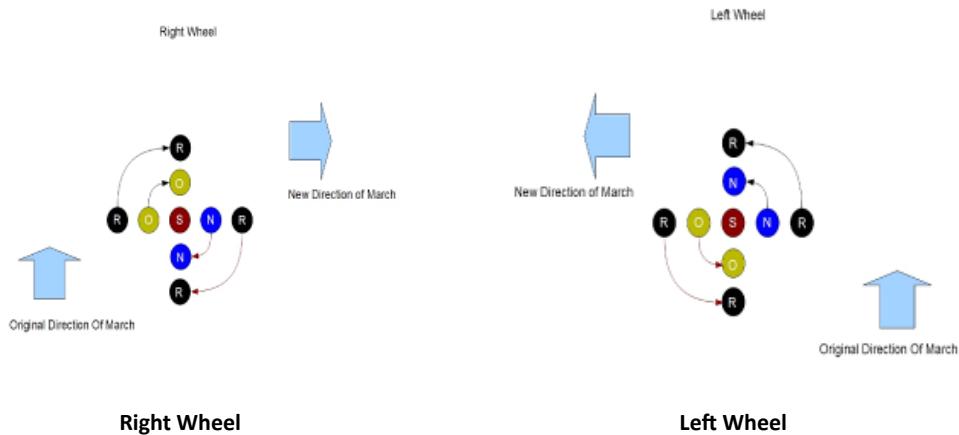
**Right/Left Wheel, MARCH** There are two ways to turn a marching Color guard detail, and this is the first and most preferred. It can be given from the halt, *Mark Time* or *Quick Time*. The command of execution is called on the left foot if marching, with members taking one more step then beginning to 'Mark Time/half step', starting on their next left step. The center most person of the detail (for odd numbers of people in a detail) or between the two center most members (in an even number detail) will be the pivot point.

On a *Right Wheel*, the pivot point (if odd number detail) will *Mark Time* while turning right and anyone to the right of them will 'half step' backward and turn 90 degrees to the left (these will be much smaller than half steps the closer one is to the pivot point). Anyone to the left of the pivot point will take half steps forward

while turning 90 degrees to the right. Care should be taken to ensure the line moves as one, without any 'bending' or breaking of the rank. When the movement is completed, the detail will remain at *Mark Time* until given another command. Use this time to ensure the rank is properly aligned.

A *Left Wheel* is the same, only reversing directions: the pivot point will mark time turning left and anyone to the left of the pivot point will 'half step' backward while turning right, and anyone to the right will 'half step' forward to the left.

Note: A rule of thumb for how long this should take is the number of people in the detail, times two equals the number of counts until the movement is complete. Practice this and ensure no one goes too fast or slow for their position within the detail. (For example, a 4 member detail will take 8 counts/steps to complete this while a 7 member detail will take 14!)

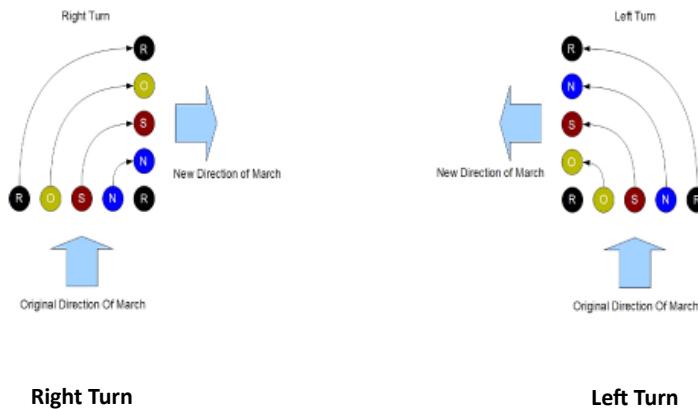


**Right/Left Turn, MARCH** This is the second and least preferred method of turning a Color Guard detail 90 degrees. The command may be called from the halt, *Mark Time* or *Quick Time*. The command of execution is called on the left foot if marching, with members taking one more step then beginning to '*Mark Time/half step*', starting on their next left step.

On a *Right Turn*, the right Rifleman is the pivot point, and Marks Time while slowly turning 90 degrees to the right. The rest of the detail 'half steps' (again these steps will be much smaller than a half the closer to the pivot point they are...and conversely, much longer the further they are!) while maintaining the alignment as they march forward and 90 degrees to the right. At the completion of this movement the detail will remain in *Mark Time* until given a new command.

A *Left Turn* is the same, only with the left Rifleman as the pivot point.

Note: While this seems easier in theory, it is much harder for the distant end Rifleman to keep up, especially in larger details. The same rule of thumb for completion is used as with the wheel movements. While in a wheel the challenge is part of the team walking backwards while trying to remain aligned. In a turn the challenge is the much longer distance the outside members must travel in the same amount of time. Recommend not using this maneuver for anything over a 4 person detail.



Right Turn

Left Turn

**Left About, MARCH** The most challenging movement for a Color Guard detail to perform smoothly. This movement will turn the detail 180 degrees from original direction of march, while maintaining the proper line up of the colors. It is essentially back to back *Left Wheels* (there is no Right About). In fact a detail commander may choose to use two consecutive *Left Wheels*, giving the detail time to ensure alignment half way through. The counts it will take for a *Left About* is four times the number of members in the detail.

Note: Many Color Guards also teach a "Counter March" to change the direction of march by 180 degrees - however this does not scale well, as it gets increasingly complicated the more members there are in the detail. As such, it is not included, nor recommended in this manual.

**Color Guard, HALT** This command may be given at the *Mark Time* or *Quick Time* (usually with the command of execution falling on the left foot, though either is technically acceptable). The detail takes one More step after the command of execution and then brings the other foot to a halt, just as in standard drill.

**GUIDE** This is a purposefully vague command, given while marching at *Quick Time*. It instructs the detail to carefully and smartly move around an obstacle while maintaining the rank. This is, essentially, a quick emergency fix, as Color Guards do not have flanks or obliques to use to navigate around something.

**FALL OUT** Just as with Falling In, a color Guard detail should not be seen dispersing by the general audience. Care should be given to planning as to where the detail will end up, or perhaps marching out of view in a file if needed.

## POSTING AND RETIRING THE COLORS

Again this is something that requires planning. The detail commander should work, in advance, with the event personnel to establish where the flags will be posted, and what room the detail has to work with. Many military Color Guards present the colors, then turn the entire detail around 180 degrees to face the wall they will be posted on. This then puts the National Colors bearer on the opposite side of where the National Colors will be posted! You can imagine the crisscrossing maneuvers that ensue to get the flags lined up properly in their stands; the order would have to again reverse in some smart order to place the flags - and then figure out how to march the detail away.

The colors will be posted in order of seniority, the National Colors (or host nations' Colors) being the most senior. The senior colors will be posted either in the center, and slightly higher/taller than others, or to its own right (audience left). If the National Colors are to be in the center position, then organizational colors will alternate to each side, in order of seniority, starting on the National Colors' right (audience left).

Note: Posting colors with the National Colors in the center adds another level of complication to this process, as it will not be the order the Color Guard detail marched in. Also, there is no provision for this type of display when multiple nations flags are involved, thus reverting back to the Host Nation's Colors being to its own far right. Keep this in mind when planning. If the National Colors must be posted in the center, I recommend using the 4 count delay between members marching in a file, letting the right Rifleman get to the far end of the area, each Color Bearer marching smartly to stand where they will post their colors, and the left Rifleman stopping at the other end. Takes some work, but it can be done.

Once in position to post, each Color Bearer will place the staff of their colors into the stand smartly. Each flag bearer should then arrange their flag so that it drapes nicely, hiding as much of the pole as possible. They remain in this position (both hands gently holding the flag open) until the command **Ready, CUT**, at which time they assume the position of attention. The detail commander can then order a **Present, COLORS**.

At many events this is where a vocalist will begin singing, if they have not done so during a marched presentation of the colors. If the National Anthem is sung at this point, hold the *Present Arms* until the music is completed, then the detail commander will order **Carry, COLORS**, or **Order, COLORS** - as appropriate. The detail can now be reformed smartly to march away; usually with a **Left, FACE**, and marching off the stage/area.

As you can see, this is not an exact science and each venue will have different challenges. Work with the event personnel, and practice in advance!

# Part 6 - Putting it Together

Now knowing the technical details of how a Color Guard detail forms and moves, we can now focus on the event. Typically a Color Guard detail will be required at Regional summits and the International Conference. Both of these have their own unique challenges. Other events might include a Chapter anniversary, or other regional function; the possibilities are endless, and the detail commander will have to work with the event coordinator for each venue to plan out how best to run the detail.

## SFI INTERNATIONAL CONFERENCE

If conducting the Color Guard detail at IC, the plan is generally to parade the colors down a central aisle, stopping in front of a head table. The problem is the place for the colors to be posted is behind the head table! This is typically overcome by going down to *Port Arms*, and executing a *Right Face*. (Note: If you leave the rifles at *Left/Right Shoulder Arms*, then as the Riflemen perform the facing movements/column movements, there is a risk of the rifle, which sticks out behind the Rifleman, smacking someone in the head. Not ideal for a professional performance.) The detail can then march in a column (normally, or 'staggered out by 2 or 4 counts between each member), smartly to where they need to be. Ideally this will be only two 90 degree turns, executed like a *Left Flank* for each member as they get around this head table obstacle.

If this is done, the Host Nation's Color Bearer will be able to end up in the right most position of the Color Bearers (left from viewing audience), with all the subsequent Nation flags already in the correct order.

Note: As of 2010 IC, Commandant Lieutenant General John Roberts established a rule for multiple National Flags. If more than two Countries flags are to be present only the host nation's colors will be paraded in. All other colors will be posted prior to the event beginning (i.e. during setup). The host nation's colors will be paraded and posted to the position of honor (Flag's right, audience's left). Since it would be considered a sign of disrespect in most nations to retire their colors while others were still posted, there should be no retiring of any colors at an IC where more than two national flags are in use.

For order of display from the Host Nation's flag (on its own far right/audience left) the other countries flags are displayed in alphabetical order, using the English language.

## REGIONAL SUMMIT

Most Summits will be conducted in the same manner as IC, though more organizational and state flags will likely be involved. As a more specific venue than IC, more accommodations can be made for various flags. The National Colors will still be posted to its own far right, followed by state flags, and organizational. State flags may be displayed in order of admittance into the Union or in alphabetical order. Any US territorial flags are after all state flags. Following these may be the STARFLEET flag, SFMC Flag, Regional flag and Brigade flag, in that order.

Note: While event planners can envision an epic display of many flags being paraded in and posted, the more flags there are, the more difficult the presentation will be. Not only will it be more complex, but it will require that many more people to be trained in a short amount of time. If at all possible - keep it simple.

## LOCAL EVENTS

Any smaller gatherings/events perhaps for a specific unit, or maybe a Brigade field day might call for a color guard detail. Since these will be a case by case basis the specifics cannot be discussed in one manual. However some things to consider are:

1. Will the colors be paraded in?
2. Will the colors be posted or just presented and paraded out?
3. What is the space you have to work with? What is the height of the ceiling if indoors?
4. Are there obstacles (like a head table) in the way of marching to post the colors?
5. How many flags are needed (or how few can you limit it to)?

# APPENDICES

## APPENDIX A: Color Guard Movements with Photos

All photos are taken from the perspective of the viewing audience, unless otherwise stated.



Fall In/Order Colors - with slings



Parade Rest



Carry Colors with slings - Count 1



Carry Colors with slings - Count 2



Carry Colors with slings - Count 3



Ready, CUT



Present Colors - Count 1



Present Colors - Count 2



Present Colors - Count 3



Present Colors - Count 3 - alt. angle



Fall In/Order Colors - without slings



Carry Colors without slings - Count 1



Carry Colors without slings - Count 2



Carry Colors without slings - Count 3



Ready, CUT

## Color Guard Manual

The following images of posting the Colors are taken from the perspective of the wall which they would be posted against. This is done for clarity of view to the reader.



In position, at Port Arms, facing the wall.



Side angle: Colors Bearers steps forward and place the staffs into the stands.



Color Bearers correct the way the flags hang, and hold this position until Ready, CUT



Side view of the same movement.



Color Bearers step back into position at the command Ready, CUT



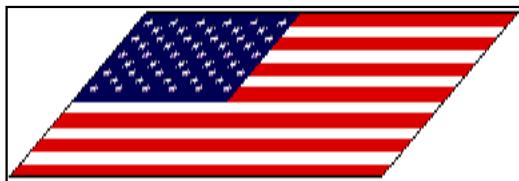
At the command Present, COLORS/ARMS The Riflemen go to Present Colors, and the Color Bearers render a Hand Salute.

After the music is done, if there is music, the detail commander give the command **Order, COLORS** or **Port, ARMS** (You want the Riflemen at *Port Arms* typically, so whatever command is sued, just practice and ensure they know what to do). The detail can then be marched away from the area in the most efficient manner possible; usually by giving a **Left, FACE, and Forward, MARCH**. The rightmost Rifleman would execute sharp flanking movements to get the detail where they need to be to fall out. Again, practice in advance at the location!

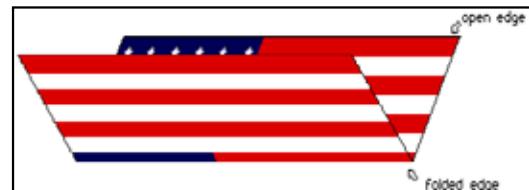
## APPENDIX B: Folding/Retreat of US Colors

As a US custom, the flag is lowered daily at the last note of retreat. Special care should be taken that no part of the flag touches the ground. The Flag is then carefully folded into the shape of a tri-cornered hat, emblematic of the hats worn by colonial soldiers during the war for Independence. In the folding, the red and white stripes are finally wrapped into the blue, as the light of day vanishes into the darkness of night.

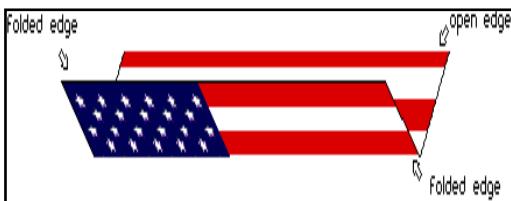
This custom of special folding is reserved for the United States Flag alone. It requires a minimum of two people to complete, though usually three or more are preferred.



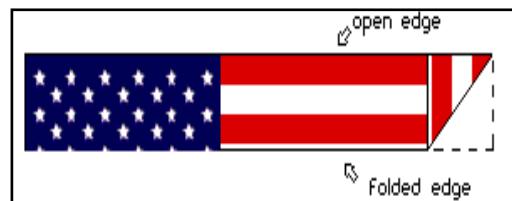
**Step 1:** Begin by holding it waist-high with at least one other person so that its surface is parallel to the ground.



**Step 2:** Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.



**Step 3:** Fold the flag **again** lengthwise with the blue field on the **outside**.



**Step 4:** Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



**Step 5:** Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



**Step 6:** The triangular folding is continued until the entire length of the flag is folded in this manner.



**Step 7:** When the flag is completely folded, only a triangular blue field of stars should be visible. The last portion of the red may be folded into the open art of the blue field triangle to finish, and secure the shape.

## 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.