COMMON TRAINING

PROFICIENCY LEVEL THREE

INSTRUCTIONAL GUIDE

SECTION 1

EO M308.01 – PREPARE A SQUAD FOR PARADE

Total Time: 90 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-803/PG-001, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Photocopy the drill sequence handout at Annex A and the aide-mémoire card at Annex B as required.

PRE-LESSON ASSIGNMENT

N/A.

APPROACH

An interactive lecture was chosen for TP 1 to introduce drill theory to the cadet.

Demonstration and performance was chosen for TP 2 as it allows the instructor to explain and demonstrate preparing a flight for a parade while providing an opportunity for the cadets to practice the skill under supervision.

INTRODUCTION

REVIEW

N/A.

OBJECTIVES

By the end of this lesson the cadet shall be expected to prepare a flight for parade.

IMPORTANCE

It is important for cadets to be able to prepare a flight for parade as they will be in placed in a team leader role and will need to know the formations and locations of all members on the parade square.

Unofficial convenience copy of A-CR-CCP-803/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-803-PF-001/A-CR-CCP-803-PF-001.pdf.
Verify against the official publication.

Teaching point 1 **Explain Drill Theory**

Time: 20 min Method: Interactive Lecture

SQUAD FORMATIONS

The term squad is a generic name for a group of cadets. This term can be interchanged with flight, platoon, division or any other applicable elemental or regimental term.

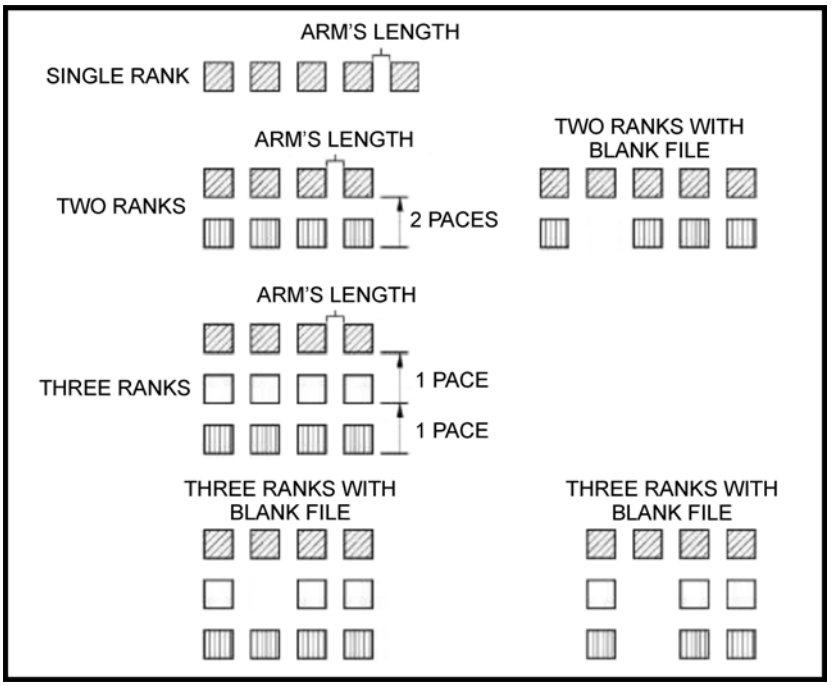
The squad formation should be implemented when there is a parade strength of less than 32 cadets.

Squad formations are essential to maintain control and ensure uniformity. The instructor shall determine the formation to be used, based on the number of cadets present, to include:

Single Rank. A single rank shall be formed when there are five or fewer cadets.

Two Ranks. Two ranks shall be formed when there are six to nine cadets.

Three Ranks. Three ranks shall be formed when there are 10 or more cadets.



A-PD-201-000/PT-000 (p. 2-2)

Figure 1 Squad Formations

Unofficial convenience copy of A-CR-CCP-803/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-803-PF-001/A-CR-CCP-803-PF-001.pdf.
Verify against the official publication.

When there are not enough cadets to form complete files, a file shall be left blank (as illustrated in Figure 8-1-1). The file blank shall be the second file from the left.

In two ranks, this blank file is without a rear rank cadet, and in three ranks, this blank file is without a centre and/or rear rank cadet.

The symbol for the Parade Commander (Pde Comd) is:

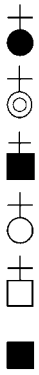
The symbol for the Parade Deputy Commander (Dcomd) is:

The symbol for the Squadron Warrant Officer (SWO) is:

The symbol for Flight Commander (Flt Comd) is:

The symbol for the Flight Sergeant (Flt Sgt) is:

The symbol Flight Marker (Marker) is:



Director Cadets 3, 2008, Ottawa, ON: Department of National Defence

Figure 2 Parade Appointment Symbols

SQUADRON FORMATIONS

A squadron consists of two or more flights. The aim of squadron drill is to manoeuvre the flight as one under the command of a parade commander and assistance of a parade deputy commander. Other senior non-commissioned officers (NCOs) not directly involved with the flights, shall be supernumeraries and form supernumerary ranks as directed by the parade commander. There shall be seven paces between flights for all formations.

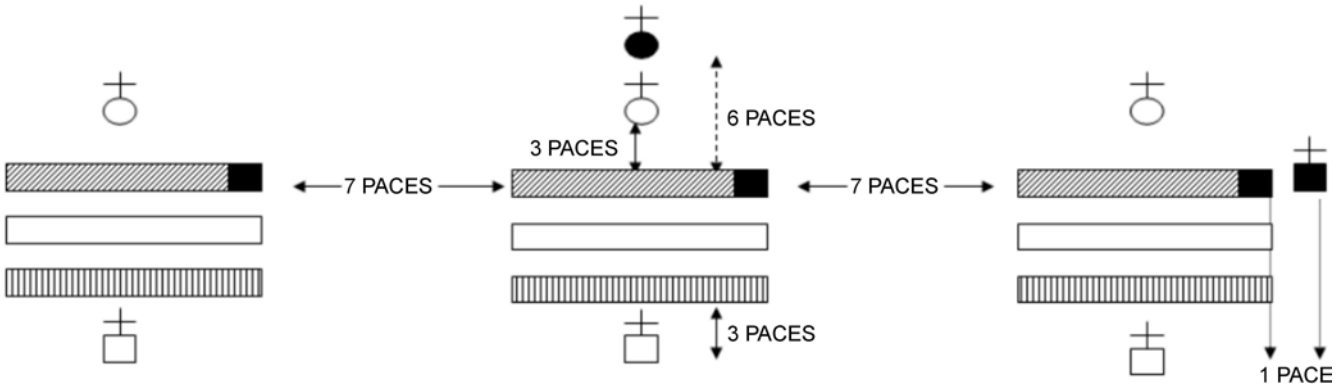
When space is limited, intervals and distances between flights may be decreased.

There are three squadron formations used by cadets, to include:

Line. A squadron is formed in line when flights are formed up side-by-side, seven paces apart and aligned facing the front, with parade appointments located in the front and rear of the formation (as illustrated in Figure 8-1-3).

To be formed in threes and in line is the common formation when a squad forms up.

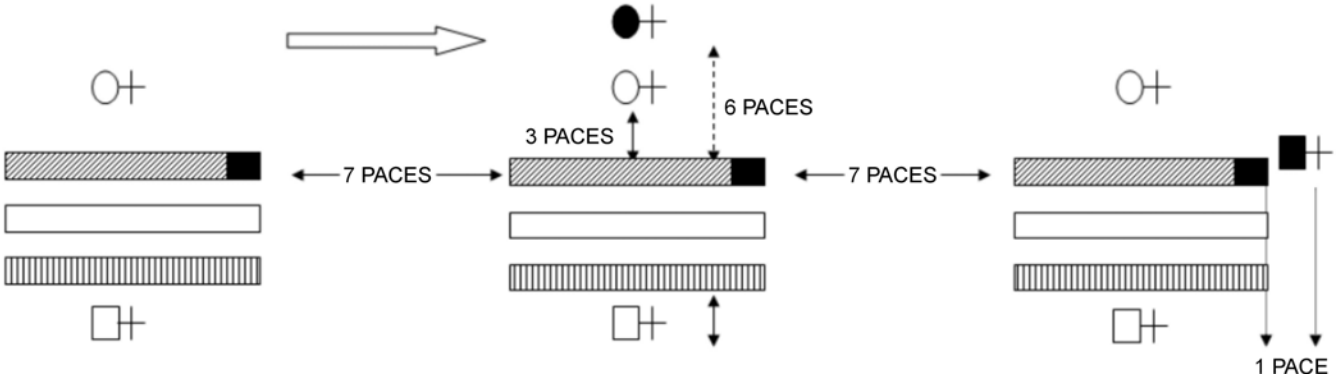
Unofficial convenience copy of A-CR-CCP-803/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-803-PF-001/A-CR-CCP-803-PF-001.pdf.
Verify against the official publication.



Director Cadets 3, 2008, Ottawa, ON: Department of National Defence

Figure 3 Squadron in Line

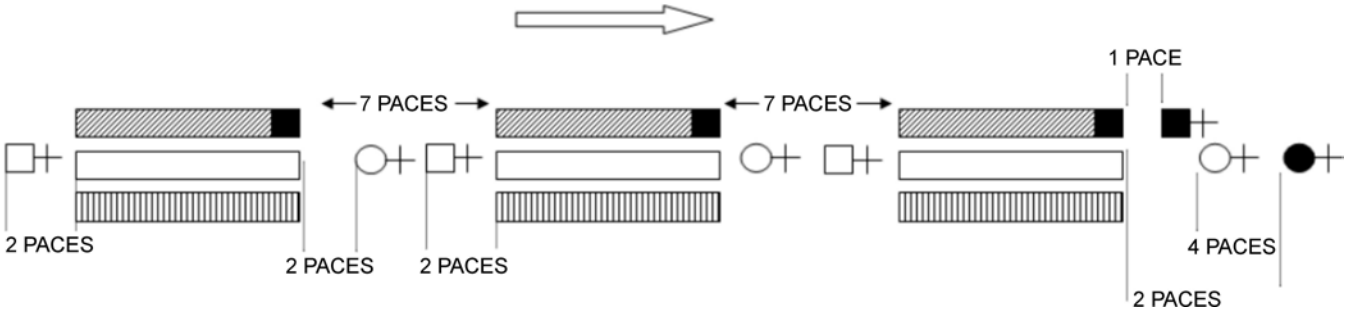
Column of Threes. A squadron is formed in column of threes when flights are turned to the right or left of the front, with parade appointments located in their positions in the front and rear of the formation and turned to the right or left with the flight (as illustrated in Figure 8-1-4).



Director Cadets 3, 2008, Ottawa, ON: Department of National Defence

Figure 4 Squadron in Column of Threes

Column of Route. A squadron is formed in column of route when flights are turned to the right or left, with parade appointments positioned to lead or follow the formation (as illustrated in Figure 8-1-5).



Director Cadets 3, 2008, Ottawa, ON: Department of National Defence

Figure 5 Squadron in Column of Route

Unofficial convenience copy of A-CR-CCP-803/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-803-PF-001/A-CR-CCP-803-PF-001.pdf.
Verify against the official publication.

LOCATION OF PARADE APPOINTMENTS

The unique nature of the cadet squadron allows for the adjustment of parade positions to be filled by cadet WOs and cadet senior NCOs. The following parade positions are normally filled by cadets when conducting a formal parade:

Parade Commander (Pde Comd). With a squadron in line or in column of threes, the Pde Comd is centred three paces in front of the line of flight commanders, facing the same direction as the flights except when addressing the squadron. With a squadron in column of route, the Pde Comd is centred four paces in front of the leading flight.

Parade Deputy Commander (DComd). The DComd is an appointment that is seldom assigned in a cadet squadron. If applicable, the DComd is centred three paces in front of the second single file from the right flank of the squadron and in line with the Flt Comd.

Squadron Warrant Officer (SWO). With a squadron in line or in column of threes, the SWO is located one pace to the right of the No. 1 Flight marker, in line with the front rank. With a squadron in column of route, the SWO is located one pace in front of the directing flank of the leading flight.

Flight Commander (Flt Comd). With a squadron in line or in column of threes, the Flt Comd is centred three paces in front of the flight. With a squadron in column of route, the Flt Comd is centred two paces in front of their flight.

Flight Sergeant (Flt Sgt). With a squadron in line or in column of threes, the Flt Sgt is centred three paces in rear of the flight. With a squadron in column of route, the Flt Sgt is centred two paces in the rear of their flight.



Prior to handing over to the Flt Comd, the Flt Sgt will be centred three paces in front of the flight. After handing over to the Flt Comd, the Flt Sgt assumes their position as stated above.

Flight Marker (Marker). The marker is the individual placed in the first rank of the first file to indicate the position which a body of cadets will occupy when covering and falling in. In all squad and squadron formations, the marker remains in the same location.

CONFIRMATION OF TEACHING POINT 1

QUESTIONS

Q1. What are the three squad formations?

Q2. What are the three squadron formations?

Q3. Where is the Flt Comd located when the formation is in line?

ANTICIPATED ANSWERS

A1. The three squad formations are:

- single rank,
- two ranks, and
- three ranks.

A2. The three squadron formations are:

- line,

Unofficial convenience copy of A-CR-CCP-803/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-803-PF-001/A-CR-CCP-803-PF-001.pdf.
Verify against the official publication.

- column of threes, and
- column of route.

A3. The Flt Comd is located three paces in front and centre of the flight.

Teaching point 2 — **Explain, Demonstrate and Have the Cadet Assume the Role of a Team Leader in Preparing a Squad for Parade**

Time: 60 min — Method: Demonstration and Performance

When preparing a squad for parade, the team leader, acting as the Flt WO, is responsible to ensure the squad is ready for parade by:

1. having the squad on the parade square by falling in a squad;
2. knowing who is present or absent by calling the roll;
3. ensuring uniformity of the squad by sizing in single rank and reforming threes (twos);
4. ensuring the squad is properly spaced by dressing a squad;
5. ensuring all cadets are well turned out by inspecting a squad; and
6. continuing with the parade by handing over the squad.



The purpose of this TP is to aid the cadets' comprehension of the process they have executed during Proficiency Level One and Two when preparing for parade during a training sessions.



If the time allotted is not sufficient for all cadets to assume the role of a team leader in preparing a squad for parade, additional time during nightly opening and closing parades shall be used to provide all cadets the opportunity for performance.

ACTIVITY

OBJECTIVE

The objective of this activity is to confirm the ability of a Proficiency Level Three cadet, as a team leader, to prepare a squad for parade.

RESOURCES

N/A.

ACTIVITY LAYOUT

N/A.

ACTIVITY INSTRUCTIONS

Distribute a copy of the drill sequence handout at Annex A and an aide-mémoire card at Annex B to each cadet.

Unofficial convenience copy of A-CR-CCP-803/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-803-PF-001/A-CR-CCP-803-PF-001.pdf.
Verify against the official publication.

This activity will be conducted IAW Annex A.



For this activity, it is recommended that instruction take the following format:

(1) Explain and demonstrate the complete skill while cadets observe.

(2) Explain and demonstrate each step required to complete the skill.

(3) Select a cadet to assume the role of team leader and practice the complete skill.

Note: Assistant instructors may be employed for demonstration purposes.

SAFETY

N/A.

CONFIRMATION OF TEACHING POINT 2

The cadets' participation in the activity will serve as the confirmation of this TP.

END OF LESSON CONFIRMATION

The cadets' participation in preparing a squad for parade will serve as the confirmation of this lesson.

CONCLUSION

HOMEWORK/READING/PRACTICE

N/A.

METHOD OF EVALUATION

This EO is assessed IAW A-CR-CCP-803/PG-001, Chapter 3, Annex B, Appendix 2 (308 PC).

CLOSING STATEMENT

When preparing a squad for parade with confidence and determination, it will affect how cadets respond to the orders given. Delivering words of command can allow a flight to move as a team in an organized and efficient manner as all members learn to work together.

INSTRUCTOR NOTES/REMARKS

Cadets shall perform these skills and be given feedback during weekly opening and closing parades, and ceremonial parades.

Assistant instructors may be required for this lesson.

REFERENCES

A0-002 A-PD-201-000/PT-000 Director History and Heritage 3-2. (2005). *The Canadian Forces Manual of Drill and Ceremonial*. Ottawa, ON: The Department of National Defence.

Unofficial convenience copy of A-CR-CCP-803/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-803-PF-001/A-CR-CCP-803-PF-001.pdf.
Verify against the official publication.

THIS PAGE INTENTIONALLY LEFT BLANK

Unofficial convenience copy of A-CR-CCP-803/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-803-PF-001/A-CR-CCP-803-PF-001.pdf.
Verify against the official publication.