

THE NAVY LEAGUE OF CANADA

ONTARIO DIVISION

ANNUAL INSPECTION ROUTINE

for

NAVY LEAGUE CADET CORPS

1. PURPOSE

1.1 The purpose of this order is to provide direction and guidance for the planning, preparation and conducting of Annual Inspections of Navy League Cadet Corps. While the ceremonial parade and other events should follow these guidelines, local conditions may require MINOR procedural changes. Every effort should be made to adhere to the Ceremonial procedures and present a well organized, properly executed program to the public.

2. GENERAL

2.1 Annual inspections for ALL Navy League Cadet Corps must be completed between 1st May and 15th June in any given year.

2.2 Since the Annual inspection provides one of the best opportunities for a cadet Corps to publicize itself within its community, planning, organizing, and method of execution is to commence at an earliest possible date.

2.3 The Inspecting Officer for the Ceremonial Inspection will be an individual assigned by the Division to act in this capacity. In Squadrons where there is an Area officer, they will act in the capacity of the Inspecting Officer.

2.4 IMPORTANT NOTE: The form OD16(DSO) requires that the Officers and Cadets be marked on their ability to receive and give orders etc. If the Inspecting Officer has insufficient viewing time to adequately mark these areas there is a potential for the marks in said areas being reduced.

3. REVIEWING OFFICER

3.1 Corps Commanding Officers are to arrange for their own Reviewing Officer who should be chosen for the benefit they can bring to the Corps, or to recognize their contribution to the welfare of the cadets. If assistance is needed in locating a Reviewing Officer, both Division or the Area Officer can usually assist in arranging a suitable individual for the task.

4. GENERAL INFORMATION - ANNUAL INSPECTION

4.1 The Branch is expected to help plan the Annual Inspection format with the Commanding Officer, the Corps Officers, plus take active participation in the inspection.

Normally the Navy League Chairperson and Branch representatives greet and provide nonalcoholic hospitality for visiting dignitaries on their arrival.

5. PROGRAM

5.1 A comprehensive program of the ceremonial activities is to be printed and distributed to all visitors. This program should include names, ranks and positions of visiting dignitaries as well as Corps Officers, Civilian Instructors and Branch members. Do not forget the Ladies Auxiliary.

6. BAND

6.1 A band, whether the Corps' own or one invited to perform for the occasion, can do much to enhance the Annual Inspection. One danger area to consider, however, is the fact that a large band playing in a confined area often results in reverberation or 'echoes'. This can disturb the concentration of cadence during the march past. In these instances it is recommended that drummers only be used, or the band be situated as a group in an area adjacent to the parade. The complete band can be utilized to provide music before and after the Ceremonies and/or during a special band evolution that should be a maximum of 10 (ten) minutes in length

7. INSPECTION ROUTINE

7.1 It is important to follow routine for any and all inspections. Bear in mind that the timings must be adjusted to the start time of your particular parade with the breakdown similar to what is indicated. With this in mind the following routine procedures should be followed with minor adjustments based upon the restrictions of the facilities in use and the demonstrations planned:

NOTE: a Complete Parade routine, including the orders to be given, is in Appendix A.

1300 The Corps Chief Petty Officer calls for markers and forms the ships company up on the parade square. The Divisional Petty Officers receive the Attendance Boards from the Regulating Petty Officer (if one appointed) and take attendance for the parade.

1310 The Officer of the Day (if one appointed) takes the parade from the Chief Petty Officer and falls in the officers. All Officers who do not hold a parade appointment shall fall in as supernumerary facing the deck beside the dais or alongside the bulkhead. The Gunnery officer shall take command of the guard, (if one is paraded). Otherwise the Gunnery officer will fall in with the other Supernumerary Officers. The Officers on Parade report their divisions to the Officer of the Day.

1345 The Officer of the Day calls for the messenger who reports smartly. The Officer of the Day sends their compliments to the Executive Officer and informs them that the ships company is ready for Colors and Prayers.

1348 The Executive Officer takes over the parade from the Officer of the Day. Upon their arrival, the Executive Officer quickly scans the parade to ensure that all required positions are manned in a proper fashion.

NOTE; Some Reviewing Officers do not wish to be on the deck for Colours and Prayers as they do not wish to keep the cadets standing around. The wishes of the Reviewing Officer are to be ascertained before the messenger comes for the

Executive Officer. If the Reviewing Officer does not wish to be on the deck for Colors etc. the Executive Officer carries on. Some adjustment with the times following will have to be made. **NOTE:** If the Reviewing Officer is on the Dais for Colors then the Executive Officer requests permission to of the Reviewing Officer to carry on with colours. At the completion of colours, the General Salute is given. At the completion of the General Salute, the routine is picked up at the second section of 1355.

Assuming the Reviewing Officer will not be on the deck for Colors and Prayers then the following will happen:

1351 After Colours and Prayers the Executive Officer will order the Special Duty men to make fast and Fall In to ensure that the whole of the ships company participates in the March Past. The messenger is then called by the Executive Officer. The messenger takes the Executive Officer's compliments to the Reviewing Officer and states the Ship's Company is standing by. After delivering the Executive Officer's compliments the messenger returns to the correct position on deck.

1355 On the Reviewing Parties arrival the Quartermaster calls out Reviewing Party Approaching Sir/Ma'am. At this point the Executive Officer brings the Ship's company to attention and **WHEN THE REVIEWING OFFICER HALTS AT THE FRONT AND CENTRE OF THE DAIS, GIVES A GENERAL SALUTE.**

After the General Salute if there is a guard on parade the guard officer reports the guard. The guard is inspected by the Reviewing Officer and the Guard Officer ONLY. When the Reviewing Officer is done with the guard the RO is escorted back to the dais by the Guard Officer. When the Guard officer has taken up the position again the Executive Officer reports the remainder of the ships company to the Reviewing Officer and asks if they wish to inspect. If the answer is yes the Executive Officer gives the open order march. (The Open Order march can be done before Colours and/or the Reviewing Officer is on the Deck) The Executive Officer orders '#1 division stand fast the remainder of the ships company Stand at Ease'. As the Reviewing Officer finishes #1 division the DO of #2 Division brings #2 to Attention and so on down the line. As Divisions are done being inspected the Divisional Officers should close order march and stand their Divisions at ease (unless otherwise ordered). Remember if there is a band and Quarterdeck staff that they get inspected also.

1425 Upon completion of the inspection the Executive Officer will bring the Ships company to attention, check that they are close order marched and then report to the Reviewing Officer for permission to Carry On with the March Past. The March Past usually takes two complete revolutions around the deck with the Eyes Right on the second pass. Upon the completion of the March Past the Executive Officer will advance the Ships company into line, Dress them and report to the Reviewing Officer requesting permission to carry on with displays and evolutions. The Ships Company will either be dismissed or will march off the parade deck and be dismissed from there.

At this time the Commanding Officer asks the reviewing Officer to take a seat and watch the evolutions that are to be performed. After these displays the Commanding Officer should tour the Reviewing Officer around the static displays. When the Reviewing Officer checks out the displays make sure there is at least one competent cadet at each display for questions. After the Reviewing Officer has gone through the displays the parents should be encouraged to do

so as well.

1530 At this time the Chief Petty Officer should form up and dress the ships company for the return of the Reviewing Party and comments by visiting dignitaries and presentations. **The parade at this point is in the hands of the Chief Petty Officer of the Corps. (If the Chief Petty Officer prefers not or you feel they should not do so, a Divisional Officer or the Officer of the Day can take over. You also have the option of having all the Officers come back out on parade with the Executive Officer in charge.)** If Officers are not to be on parade they should fall in superlunary at a suitable location.

On arrival of the Reviewing Party and Commanding Officer (if they are not already on the dais) the Chief Petty Officer brings the ships company to attention and requests permission to carry on with the remainder of the program. Once permission has been granted the ships company is stood at ease and then easy. The master of ceremonies will conduct the awards and presentations. Any presentation to the Reviewing Officer should be done by the Chief Petty Officer. When the presentations are all completed the master of ceremonies will ask the Reviewing Officer to say a few words to the ship's company. After the Reviewing Officer is finished other individuals may be asked to say a few words. Remember to keep it brief.

NOTE: After the speeches, and if the Reviewing Officer is not staying for Sunset, the Advance in Review Order and General Salute may be done under the command of the Corps Chief Petty Officer who requests permission of the Reviewing Officer to carry on. Should a decision be made that the Chief Petty Officer not undertake these duties, the Officer of the Day (if one is appointed) will take over the parade from the Chief Petty Officer, hand the parade over to the Executive Officer who will then fall in the remainder of the officers and request permission to carry on with the Advance in Review Order and General Salute. The Executive Officer will then return to the front of the Ships Company and conduct the Advance in review order and General Salute.

After the General Salute, the Commanding Officer leads the Reviewing Party away. When they have left, the Special Duty men take post, Sunset is completed and Officers dismissed. The Executive Officer either turns the parade back to the Chief Petty Officer or dismisses the Ships Company.

8 DISPLAYS

1. Effective displays can do much to enhance the Annual Inspection. Many Corps are fortunate enough in having attractive quarters appropriately decorated for the occasion. If at all possible the public should be encouraged to view the quarters after the parade is completed. The public should be made aware of the cadet training through the displays showing off the cadet activities and accomplishments. **PRESENT A MINIMUM OF FOUR STATIC DISPLAYS.**

9. DEMONSTRATIONS

9.1 Should be planned to allow participation by the maximum number of cadets to display the skills learned during the training year. Some suggestions for demonstrations are; Precision Drill, Band, First Aid. The scope is as limited as the imagination and skills of the Officers and mainly the Cadets. If a demonstration requires a commentary, then the person/cadet doing said commentary should be fully prepared and speak so that they can be heard by everyone. Inappropriate demonstrations (i.e. skits) are not to be included. It is possible to do a number of demonstrations simultaneously to keep the audience interested (i.e. semaphore, line heaving, knots, first aid, etc. can be in different sections of the deck and pointed out one at a time.

10. AWARDS AND PRESENTATIONS

10.1 A table suitably located shall be provided for the cadets to place their Trophies and Awards upon after presentation, and before returning to fall In to their division.

10.2 It has been a practice in some Corps to have the Reviewing Officer or the Inspecting Officer select a candidate to receive an award. **THIS PRACTICE IS TO CEASE.** All qualification for trophies and Awards shall be based upon the total year's performance and shall be determined by the Commanding Officer, the Officers and CI staff of the Corps. This should be decided at least three weeks in advance to give time for the trophies and such to be purchased and engraved. Another common practice in some Corps has been for an **OFFICER OF THE YEAR** to be selected by the cadets. **THIS TOO MUST NOT OCCUR.** This turns into a popularity contest. The cadets are not aware of the time and dedication spent by many individual Officers behind the scenes to make an accurate judgment.

10.WEATHER

11.1 Whenever possible, any Inspection should be held inside a suitable building, i.e. an Armoury or town arena. If such an area is not available and it has to be held outside, an appropriate Wet Weather program should also be planned well in advance. In other words do not leave your Annual at the mercy of the elements.

12. FIRST AID

12.1 Appropriate arrangements to administer First Aid must be made with personnel detailed for this. The local St. John Ambulance is usually willing to help. Other people you can use for this are the Supernumerary Officers and possibly some Branch or Ladies Auxiliary members.

13 CEREMONIAL

13.1 The ceremonial part of the inspection should NOT exceed 100 minutes under any circumstances. The following is a break down of the ceremonial in proper sequence of events;

13.1.1 RECEPTION AND CADET INSPECTION - 30 MINUTES MAXIMUM

(See section nine for inspection routine).

13.1.2 INSPECTING PARTY

The composition of the Inspecting Party will normally be as given below. If further dignitaries are present however, such as Navy League Board of Directors members, etc., they may be added, or substituted, to the group, after position 4, as desired. More than 6 is NOT recommended though allowed.

Legend

1. Reviewing Officer

2. Divisional Officer
3. Inspecting Officer
4. Commanding Officer
5. Branch NL Chairperson
6. Branch President

5> 3> 1>

6> 4> 2>

13.1.3 MARCH PAST

(See section nine for march past routine).

13.1.4 DEMONSTRATIONS (ACTIVE) - 20 minutes maximum.

This portion of the inspection requires good organization and control to ensure a smooth running program with no delays.

13.1.5 STATIC DISPLAYS - 10 Minutes Maximum.

The public should be encouraged to view the static displays firsthand. This is an area in which a Master of Ceremonies can do much to encourage public participation.

13.1.6 PRESENTATION of AWARDS - 10 minutes maximum.

Do not permit this area to drag out indefinitely. If a large number of Awards are to be presented, it might be best to present the main awards and presentations at this time, with the remainder being presented during a parent and cadet banquet or suitable alternative.

13.1.7 ADDRESS and REPLY - 20 minutes maximum.

(See section nine for speech recommendation).

13.1.8 ADVANCE in REVIEW ORDER -

This may be conducted with either 5, 7 or 15 paces depending on the size of the parade square in use. The Advance in Review Order is followed immediately by a General Salute after which the Reviewing Officer is escorted away.

13.1.9 SPACE LIMITATIONS -

In instances where the space precludes the ships company from being formed up in the Open Order, the Divisional Officer will command each rank to take one pace forward during the Inspection. This is not to be a default for it must be throughout the parade.

13.1.10 EXCEPTIONS -

13.10.1 COMBINED CORPS -

Many inspections are held in combination with RCSC Corps who require that their Senior Hands be in command for the Inspection, march past and subsequent ceremonies. In the Navy League we REQUIRE the Corps OFFICERS to be on Parade through the March Past. An Officer to be present for Sunset is recommended. At other times the officers should be fallen in Supernumerary.

13.10.2 When there is a combined Inspection the Sea cadets will proceed with their March Past first. The Navy League, with officers on parade, will do their March Past afterwards.

13.10.3 MASCOTS - forbidden on any and all Navy League Cadet Parades no matter what the circumstances.

14. REPORTS AND RETURNS

14.1 The Corps will complete the following in triplicate with the exception of the NL16 of which only one copy is required.

14.1.1 Annual Inspection report, NL16 E/F. (revised 2002)

14.1.2 Nominal Roll NL 6 E/F. Make sure it is complete, accurate and signed.

3. ODI16(DSO). The Corps is to complete the top section, the Area Officer will do the balance.

4. Stores Muster NL15

14.1.4 Annual Transfer Form

14.1.5 Commanding Officers report

14.2 The above will be turned over to the Inspecting Officer upon their arrival. The Inspecting Officer will complete all marking either following the inspection or at a later date at their own discretion. The Inspecting Officer will take the forms with them for distribution as required. The final marks will be forwarded to the Corps by Division. Arrangements must be made well in advance of the formal ceremony to allow the Inspecting Officer to inspect the quarters, files and stores.

15. OFFICERS ON PARADE

15.1 It is an important part of the Navy League Cadet program that the officers of each Corps parade with the cadets. As the marking scheme includes the areas of adherence to drill standards, smart and coordinated movements, power of command, ability to give orders etc., these can only be assessed if they can be seen. This also goes for the Senior Hands this is why they are allowed to take the second half of the parade minus Sunset.

16. PROTOCOL

16.1 During the course of the parade the Commanding Officer **MUST** dedicate their time to the Reviewing Officer. At **NO** time is the Commanding Officer permitted to leave the Reviewing Officer to attend to matters. It is the Executive Officer's job to run the administration of the ship. It is imperative that the Reviewing Officer's and Commanding Officer's escorts be accompanied by a Branch member. Should one not be available a Junior Officer or Civilian Instructor may be detailed to do this job. Chairs should be reserved and saved for them.

17. APPENDIX A

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| C.P.O. | Marches and halts three paces facing position to be occupied by marker #1 division. | Ship's company musters by division around the perimeter of the deck. |
| C.P.O. | Markers and Special Duty Personnel fall in. | Markers fall in line abreast three paces in front of the C.P.O. Markers are shoulder dressed. Special duty personnel assume their positions. The bell, ensigns and late book are ready. |
| C.P.O. | Markers number | Markers number in succession |
| C.P.O. | No 1 right remainder left turn. | Act as ordered. The C.P.O specifies the number of paces to be taken by #2, #3 marker etc. |
| CPO | No 1 stand fast remainder quick march | No 1 stand fast, the remainder quick marches the required paces and halts. |
| C.P.O. | Number 1 stand fast, remainder about turn. | No 1 stand fast the remainder about turns and covers off the No 1 marker. C.P.O. wheeling marches out 6 paces in front of Number 1 marker and ensures that the markers are covered off. |
| C.P.O. | Markers steady | Markers stand fast |
| C.P.O. | Markers left turn | Markers turn left. C.P.O. wheeling, marches to center of parade deck. |
| C.P.O. | Ship's company fall in | DPO comes to attention, about turns and faces their division |
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| D.P.O. | Division Attention | Division acts as ordered. No 2 and 3 orders their division to attention in succession following no.1. After the last division is at attention all DPO's will turn about and face the front together. |
| D.P.O. | No 1 Division quick march | Division acts as ordered. No 2 and 3 similarly order their divisions in succession. |
| D.P.O. | Division halt | D.P.O. halts the division on the marker - same as above. |
| C.P.O. | March on the Guard/Band | The following five orders are given if a guard or band is on parade. |
| G.P.O. | Aye Aye Chief, Guard and Band attention. | Acts as ordered. If no guard the Drum Major will give the orders. |
| G.P.O. | Guard shoulder arms | Act as ordered. If no guard delete. |
| G.P.O. | Guard and Band by the left quick march | Act as ordered. Guard marches on to the front center of the ship's company. Band at their position on the deck. If no guard the Drum Major gives the signal to march. |
| G.P.O. | Guard and Band Halt | Act as ordered. Guard marks time while band takes up their position. If no guard the Drum Major gives the signal to halt. |
| G.P.O. | Guard advance right/left turn | Act as ordered. If no guard delete. |
| G.P.O. | Guard order arms | Act as ordered. If no guard delete. |
| C.P.O. | Ship's company open order march | Act as ordered. |
| C.P.O. | Ship's company right dress | Act as ordered. D.P.O. turns about. C.P.O. and D.P.O. dresses ship's company. |
| C.P.O. | Ship's company, eyes front | Act as ordered. D.P.O. turn about. C.P.O. turns about after giving the order. |
| C.P.O. | Messenger | Messenger report to the C.P.O. and then reports to the O.O.D. 'Ships company mustered and ready for colors'. C.P.O. turns about. |
| C.P.O. | Ship's company stand at ease | Act as ordered. C.P.O. turns about and stands at ease. |
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| C.P.O. | Ship's company, attention | Act as ordered. 1. At the appearance of the OOD the C.P.O. turns about. 2. Remainder of the officer's fall in on the deck or next to the dais. |
| C.P.O. | Guard shoulder arms | Act as ordered |
| C.P.O. | | Turns about, salutes and reports the ship's company to the OOD, Is then ordered to take his place. C.P.O. salutes, turns right and marches, by wheeling, two paces to the right of no 1 right marker. The OOD takes two paces forward to assume the position of the C.P.O. All salutes are acknowledged. The OOD shall wait until the C.P.O. Is in position before giving any commands. |
| O.O.D. | Guard order arms | Act as ordered |
| O.O.D. | Ship's company stand at ease | Act as ordered |
| O.O.D. | Ship's company attention | Act as ordered |
| O.D.D. | Guard shoulder arms | Act as ordered |
| O.O.D | Officers fall in. | Officers come to attention, salute, right/left turn, march to their division. D.P.O. at right marker salutes and reports division to D.O. who orders the DPO to take post. DPO salutes, turns right and marches to the rear of the division by wheeling. The DO marches to front centre of the division. All salutes are acknowledge GDO and DO shall wait until all DPO's are in position before giving any commands. |
| GDO | Guard order arms | Act as ordered. If no guard delete. |
| GDO/ BO/ DO | Guard/Band/No 1 division stand at ease. | Act as ordered. Divisions are stood at ease by their DO's in succession from the front/right. I.e. Guard/band/#1 etc. When the last division stands at ease, all DO's turn about and stand at ease together. |
| OOD | Ship's company attention | Act as ordered |
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| OOD | Divisional officers report | All DO's march up to the OOD , salute, report their division then march back to their division by wheeling. |
| DO | No 1 (etc) division stand at ease | Act as ordered. DO's turn about and stand at ease |
| OOD | Ship's company attention | Act as ordered. OOD turns about after the order |
| OOD | Messenger | Messenger report to OOD. Salutes and after receiving orders, departs. Reports to XO 'Ship's company mustered and ready for colors Sir/Ma'am'. OOD turns about after the messenger departs to report to the XO. |
| OOD | Ship's company stand at ease | Act as ordered. OOD turns about and stands at ease. The messenger reports back to the OOD who comes to attention. All salutes are acknowledged. |
| OOD | Ship's company attention | Act as ordered. At the appearance of the XO the OOD turns about. |
| OOD | Guard shoulder arms | Act as ordered |
| OOD | | OOD turns about, salutes and reports the ship's company to the XO. The XO orders the OOD to take post. OOD salutes, turns right and marches by wheeling one pace to the right of CPO. All salutes are acknowledged. The XO shall wait until the OOD is in position before giving any commands |
| XO | | The XO takes two paces forward to assume the position of the OOD, scans the parade to ensure that all required positions are manned in a proper fashion. Turns about |
| XO | Quartermaster | QM responds with 'One minute to colors Sir/Ma'am' |
| QM | Colours Sir/Ma'am. | 1. QM salutes as this is said. 2. XO returns the salute and replies 'Very well, make it so'. |
| GDO | General Salute, present arms | 1. QM pipes the still. 2. Officers and C.P.O. salute only on |

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| | | <p>completion of pipe or with guard on at the completion of the present arms.</p> <p>3. Signalmen raise/lower the colours. (Flags are raised to the top of the mast with the Canadian Ensign the highest at all times). (Bells are only rung if the timing is appropriate).</p> |
| XO | Carry on | QM pipes the carry on |
| GDO | Guard shoulder arms | <p>1. Officers and C.P.O. shall drop the salute at the completion of the pipe if no guard or the last movement of the shoulder arms.</p> <p>2. Signalmen secure halyards.</p> |
| GDO | Guard order arms | Act as ordered |
| XO | Ship's company remove head dress | Act as ordered. All remove head dress except Guard and Band |
| XO | Ships company stand at ease | Act as ordered |
| XO | Ship's company stand easy | <p>Act as ordered</p> <p>1. XO removes his head dress. (Females do not remove caps).</p> <p>2. Leads the ship in the prayer or have MC read it.</p> <p>3. XO replaces head dress after the prayer</p> |
| XO | Ship's company attention | Act as ordered |
| XO | Ship's company replace head dress | Act as ordered |
| XO | Ship's company stand at ease | Act as ordered |
| XO | Ship's company stand easy, square away | Act as ordered |
| XO | Ship's company attention | Act as ordered. XO turns about after the movement |
| XO | Messenger | Messenger salutes and, after receiving instructions, leaves. Messenger reports to the Reviewing Officer 'Ship's company mustered and standing by'. XO turns about after the messenger departs to report to the Reviewing Officer |

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| XO | Ship's company stand at ease. | Act as ordered. XO turns about and stands at ease. The messenger reports back. The XO comes to attention. All salutes are acknowledged. |
| XO | Ship's company attention | Act as ordered. At the appearance of the Reviewing Officer the XO turns about. |
| XO | Guard shoulder arms | Act as ordered. XO turns about after the order is given |
| XO | NLCC general salute, present arms/Salute | All officers and the CPO only salute. Once the reviewing officer is on the dais the command is given. The band starts playing on the last movement of the present arms or salute. |
| XO | Shoulder arms/Attention | All officers and CPO act as ordered. |
| GDO | | <ol style="list-style-type: none"> 1. The GDO reports to the reviewing officer. 2. The guard is inspected by the Reviewing Officer and the GDO only. 3. When the reviewing officers completes the inspection the GDO escorts the reviewing officer back to the dais and returns facing the guard. |
| GDO | Guard order arms | Guard act as ordered |
| GDO | Guard close order march | Guard act as ordered. GDO makes about turn after the order is given. |
| XO | | After the GDO turns about, the XO reports to the Reviewing officer, 'Ship's company standing by, do you wish to inspect?' Once the Reviewing Officer accepts, the XO will return to his/her parade position |
| XO | No. 1 Division stand fast, remainder ship's company stand at ease. | Act as ordered. The DO of #1 division moves to the right of the division, salutes and reports the division ready for inspection. DO of #2 division will call the division to attention when the reviewing party is starting the inspection of the rear rank and moves to the right of the division. |
| DO | No 1 (etc) close order march | Act as ordered. Once the inspection is completed the DO will return to the position |

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| | | in front of the division facing them. |
| DO | No 1 (etc) stand at ease. | Act as ordered. DO will about turn after the command and stand at ease. |
| XO | Ship's company attention | Act as ordered. XO will report to the reviewing officer and request permission to carry on with the march past. XO returns to his/her parade position. |
| XO | Guard shoulder arms | Act as ordered |
| XO | NLCC will march past in column of route (and into line) guard leading, move to the right in column of route, right turn. | Act as ordered. Those in executive positions turn right and move to their positions by wheeling. |
| XO | NLCC by the left quick march | Act as ordered or mark time. Band starts to play on the command and follows the guard. |
| XO | In succession by division eyes right. | Each DO orders eyes right as they approach the dais. The XO and OOD salutes with the first division Officers and CPO salute, all others are eyes right except the marker of each Division. |
| XO | In succession by division eyes front | Each DO orders eyes front once the rear of the division is past the dais. XO and OOD salute with first division. If into line is part of the march past in succession must be given for the ship's company into line and eyes right and front. |
| XO | Ship's company halt (mark time followed by the halt. | Act as ordered |
| XO | Ship's company advance right turn | Act as ordered. Officers and cadets in executive positions march by wheeling to their positions |
| XO | Guard order arms | Act as ordered |
| XO | Ship's company right dress | Act as ordered |
| XO | Ship's company eyes front | Act as ordered |
| XO | | Reports to the Reviewing officer requesting to carry on with the displays. Returns to parade position. |
| XO | Guard shoulder arms | Act as ordered |

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| XO | NLCC will march off in column of route, guard leading (or band, division), move to the right in column of route, right turn. | Act as ordered. Those in executive positions turn right and move to their positions by wheeling. |
| <p>IT IS AT THIS TIME THAT THE C.P.O. MAY TAKE OVER THE ROUTINE AS PER PAGE FIVE SECTION 1535 OF THE ORDER. IF THE C.P.O. TAKES OVER THEN THE FOLLOWING ORDERS NEED TO BE ADJUSTED ACCORDINGLY. THE OOD OR XO WILL CONDUCT SUNSET CEREMONY.</p> | | |
| XO | | Ships company marches on after all displays are completed to the advance in review line. Ship's company will be at the open order march. |
| XO | | XO reports to the reviewing officer requesting permission to carry on with the awards |
| XO | Guard and band, ground arms and instruments | Act as ordered |
| XO | Ship's company stand at ease | Act as ordered |
| XO | Ship's company stand easy | Act as ordered. XO turns about after the order and stands at ease/easy. |
| XO | Ship's company, attention | Act as ordered. Reports to the reviewing officer after completion of awards and addresses and requests to carry on with the advance. |
| XO | Ship's company, close order march | Act as ordered |
| XO | Guard shoulder arms | Act as ordered |
| XO | NLCC will advance in review order, 7 paces, by the centre quick march | Act as ordered |
| XO | NLCC General salute, present arms/salute. | Officers and CPO only salute. The band starts playing on the last movement of the present arms or salute. |
| XO | Ship's company shoulder arms/attention | Act as ordered. Reviewing party departs. |
| XO | Quartermaster | QM responds with 'One minute to sunset Sir/Ma'am'. |
| QM | Sunset Sir/Ma'am | QM salutes as this is said. XO returns the salute and replies 'Very well, make it so'. |

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| GDO | General salute, present arms | QM rings the bell (if the timing is appropriate) and pipes the still. Officers and CPO salute on completion of the pipe with guard or at the completion of the present arms. Signalmen lower the colours. |
| XO | Carry On | Bugler or QM sounds the carry on |
| GDO | Guard shoulder arms | Officers and CPO shall drop the salute at the completion of the pipe if no guard or the last movement of the shoulder arms. Signalmen secure colours/halyards. |
| GDO | Guard order arms | Act as ordered |
| XO | Officer of the day | OOD reports to the XO who gives instruction to the OOD to fall out the Officers then dismiss the ship's company to their duties. |
| OOD | Officers fall out. | On the order to fall out the officers reply 'Aye Aye sir/ma'am', salute and march off by wheeling. |
| OOD | Chief | CPO reports to OOD receives instructions. OOD leaves the deck. All salutes are acknowledged. |
| CPO | Ship's company stand at ease | Act as ordered. CPO relays any instructions that are necessary |
| CPO | Ship's company attention | Act as ordered |
| CPO | March of the band/guard | Act as ordered |
| GPO | Guard shoulder arms | Act as ordered |
| GPO | Guard move to the right in two's right turn | Act as ordered |
| GPO | Guard and band by the left quick march | Act as ordered. Guard and band marches off the deck |
| CPO | Ship's company dismiss | Ships company turns right, observes the standard pause and marches off. |