

Correct Reporting During Formations

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This document is one of several documents that discuss drill problems that need improvement at COWG Encampment. The official reference for all drill and ceremonies procedures is AFMAN 36-2203, also known as the D&C Manual. The new CAP Pamphlet 60-20, CAP Drill & Ceremonies is CAP's equivalent to the Air Force Manual.

Read it, Teach it, Do it! We face a major drill problem, throughout CAP. Many cadets, teaching drill, have not read the D&C Manual. A lack of understanding or lack of knowledge of correct procedures results in incorrect instruction. This leads to the perpetuation of drill mistakes.

We will not allow this to happen at COWG Encampment. The encampment flight staff must be, or become, experts. We will require that cadet line staff obtain and read the D&C Manual thoroughly, teach procedures as described in the manual using the six-step process, and execute the maneuvers correctly. This process must begin *before* encampment. We will **READ IT, TEACH IT, DO IT!**

Formations Used for Reveille and Retreat

At COWG encampment, we form the group in line with squadrons in line. When this type of formation is described in the D&C Manual, it is in reference to Parades. This involves, a march-on, music, adjutants, etc. We simply do not have the time to do all that for opening and closing formation. Therefore, we use a modified version to form the group in line. There is separate document describing these formations.

After the group is formed, the fun begins! The number of improper reports heard during one formation is quite frustrating.

The REPORT command. This is a two syllable, single word command that should be given at *constant pitch* and uniform volume.

The REPORT Process. Here are some common *incorrect* reports with explanations. The incorrect parts are **underlined**.

1. Incorrect Report Example: **First Sergeant, Alpha Flight, all present or accounted for, or (Alpha Flight, ___ cadets absent)**

- When reporting to an NCO, do not address the NCO by title. When reporting to an officer, begin the report with Sir or Ma'am, as appropriate.

2. Incorrect Report Example: **Alpha Flight reports all present or accounted for, or (Alpha Flight reports ___ cadets absent)**

- The word "reports" is never used when reporting. The person giving the report has been ordered to **REPORT** and it is not necessary for them to state that they are "reporting".

3. Incorrect Report Example: **Alpha Flight, all present and accounted for**

- The correct report is "all present *or* accounted for". This report means "everyone is here, *or* some are not here, but I know where they are". (The TAC Officer or Senior Staff should know where they are, as well!)
- The "and" in this incorrect report, is essentially saying "everyone is here and some are not here and I know where they are". You cannot have it both ways.

Question - Under what circumstances, should the report " cadets absent" be used?

Answer - A formal report of an “absent cadet” report means: “*A cadet is absent and I don’t know where they are.*” *At encampment, this is a serious situation!* A missing cadet situation requires immediate attention. This situation should never get to the point that it is part of a formal report during morning or evening formation.

Saluting and returning salutes when giving/receiving reports. Any individual required to make a report salutes while reporting and holds the salute until it is returned. The individual receiving the report does not return the salute until the report is completed. The reporting individual should turn their head (not their body) toward the individual receiving the report. The individual receiving the report should turn their head (not their body) toward the reporting individual when returning the salute. There are no pivots during the reporting process.

POST Command - When posting following a report, the group first sergeant, flight sergeants, and first sergeants take the most direct route to their post. They ***do not*** have to make 90 degree square corners. At the same time, flight commanders and squadron commanders will take the most direct route to their post. They do not have to make square corners.