

# 715 MOHAWK SQUADRON NCM MANUAL



Name: \_\_\_\_\_

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# Dress Regulations

## I. Wearing of the Uniform

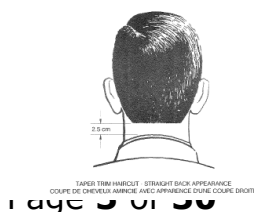
1. Cadets shall wear their uniform when:
  - a. Attending training or proceeding to or from place of training; and
  - b. Attending functions at which the wearing of the uniform is appropriate and authorized by Commanding Officer

## II. Uniformity of Dress

2. All cadets parading as a group shall be required to wear the same order of dress. The Commanding Officer may authorize certain appointments or groups to wear special uniforms as dictated by the type of parade function e.g. Flight Commanders, Instructors. Such authorization will be published in the Routine Orders.

## III. Personal Appearance

3. General: The standard of personal dress, appearance, and grooming shall be such as to reflect it on the individual, 715 and the cadet movement. The regulations are not intended to be restrictive but to ensure the maintenance of high uniform standards among the squadron.
4. Deportment: Chewing gum, slouching, hands in pocket, smoking, walking hand in hand, sitting on the ground and similar deportment which draws away from military appearance are unacceptable for cadets in uniform.
5. Hair Style – Males: Hair on the head shall be:
  - a. Neatly groomed;
  - b. Tapered at the back, sides and above the ears to blend with the hair style;
  - c. Styled in a manner that does not conflict with the proper wearing of headdress.
  - d. Sideburns are not acceptable
  - e. Facial hair, other than that of a regulation mustache, shall be kept clean and shaven.



6. Hair Style – Females

Hair shall be kept neat and well groomed and shall not extend below the lower edge of the tunic collar. It also shall not interfere with the proper wearing of headdress. Items used to secure hair shall not be visible.



SHORT HAIR STYLE  
CHEVEUX COURTS



CURLED HAIR STYLE  
CHEVEUX FRISÉS



STRAIGHT HAIR STYLE WITH BUN  
CHEVEUX TIRÉS EN CHIGNON



ONE STUD EARRING MAY BE WORN  
CENTRED IN EACH EAR LOBE  
LE PERSONNEL FÉMININ PEUT PORTER  
UN BOUTON D'OREILLE AU  
CENTRE DE CHACUN DES LOBES

7. Make Up

When in uniform, make up shall not be worn, with the exception of minimal foundation.





8. Jewellery





Shall not be worn by cadets in uniform except wristwatches, Medic Alert bracelets and one religious piece of Jewellery. Female cadets may wear one pair of plain stud earrings and it shall not exceed one quarter of an inch.

#### iv. Items of Dress

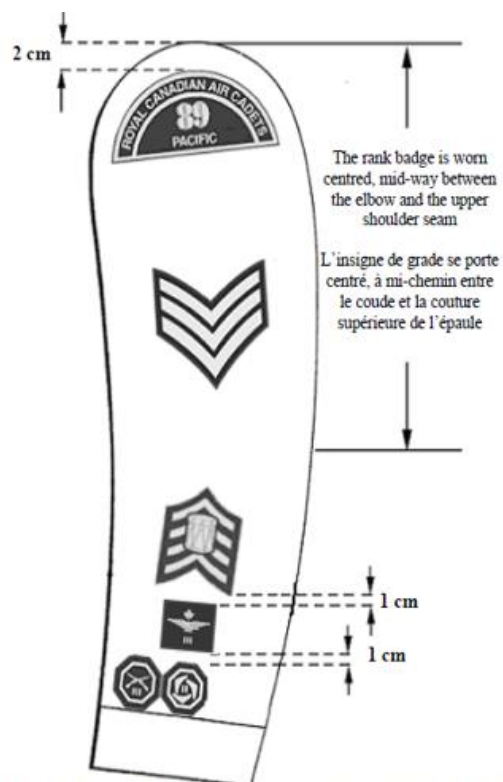
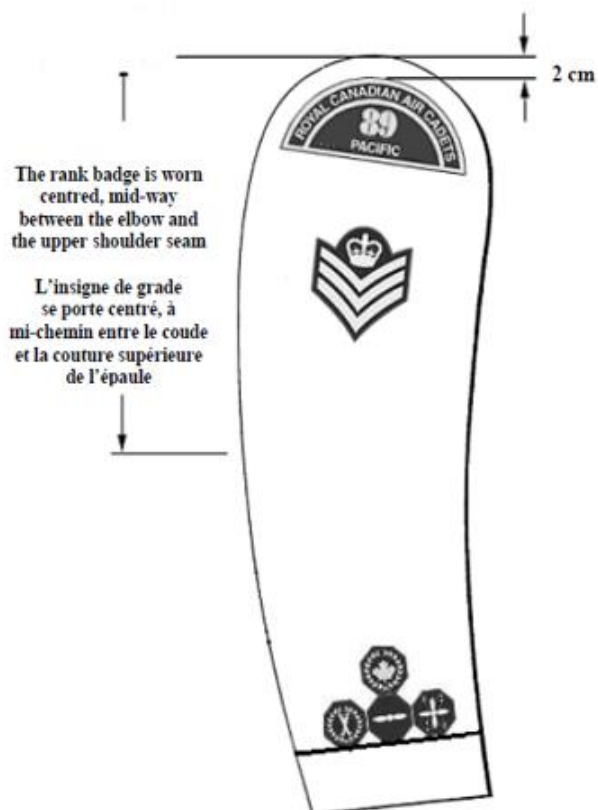
9. Wedge. The wedge shall be worn on the right side of the head, lower point of the front crease in the centre of the forehead and with the front edge of the cap 2.5-cm above the right eyebrow. Two Air Force buttons must be attached in pre-cut holes at the front. The new woven insignia is to be worn, the metal brass is no longer authorized.
10. Tunic. The uniform tunic shall be worn with tunic belt and fully buttoned with the exception of the top button. It shall be clean and wrinkle free at all times. The tunic belt shall be adjusted so that the excess of the belt on the left side is not more than 8 cm.
11. Sweater. May be worn with or without the tunic, but the tunic must be worn when proceeding to and from the squadron. Sleeves shall not be rolled or pushed up.
12. Shirt. Worn with the tie for formal occasions, or open neck, with or without the tunic. The shirt shall be maintained clean, and wrinkle free, with a single crease running down the centre of each arm.
13. Blue (Camp) T-shirt. Worn for sports parades and summer camp dress. Shall be kept clean and free of wrinkles.
14. Parka. When carried, shall be draped over the left arm. When worn shall be fully buttoned with the exception of the top button. Slip on rank insignia shall be worn on the epaulette and no badges.
15. Boots. Shall be laced using the straight across method and kept in good condition with shine on them and scuff free. Loose laces shall also be tucked in.
16. Socks. Grey wool or black socks shall be worn
17. Necktie. Shall be knotted neatly in either Four-Knot or Windsor-Knot. It shall also be tightened so that the top button of the dress shirt is not shown.
18. Pants. Shall be kept clean and free of wrinkles, lint and dirt. A crease shall run down the centre from the inside of the front belt loop down to the bottom of the pants. Another crease shall run down the centre from the centre belt loop in the back of the pants to the bottom of the pants. The length should extend to the 3<sup>rd</sup> eyelet of the ankle boot.
19. Belt. Shall be worn with the cadet pants and sized such that the brass tip extends just beyond the brass buckle without showing any black webbing.

## v. Order of Dress

C-1 – Ceremonial Dress			C-2 – Routine Training Dress		
		<ol style="list-style-type: none"> <li>1. Wedge, shirt with necktie, jacket, trousers with belt, boots and grey wool socks</li> <li>2. Worn with medals and pins of jacket</li> <li>3. Worn with pilot wings</li> <li>4. Name tag</li> </ol>			<ol style="list-style-type: none"> <li>1. Wedge, shirt with necktie, jacket, trousers with belt, boots and grey wool socks</li> <li>2. Worn with ribbons</li> <li>3. Worn with pilot wings</li> <li>4. Name tag</li> </ol>
C-2A – Routine Training Dress			C-2B – Routine Training Dress		
		<ol style="list-style-type: none"> <li>1. Wedge, shirt with necktie, trousers with belt, boots and grey wool socks</li> <li>2. Rank slip-ons worn on the shirt</li> <li>3. Worn with ribbons</li> <li>4. Worn with metal pilot wings</li> <li>5. Name tag</li> </ol>			<ol style="list-style-type: none"> <li>1. Wedge, shirt, jacket, trousers with belt, boots and grey wool socks</li> <li>2. Rank slip-ons worn on the shirt</li> <li>3. Worn with ribbons</li> <li>4. Worn with pilot wings</li> <li>5. Name tag</li> </ol>

C-3 – Routine Training Dress (Winter)		C-3A – Routine Training Dress (Winter)	
	<ol style="list-style-type: none"><li>1. Wedge, crewneck sweater, jacket, trousers with belt, boots and grey wool socks</li><li>2. Worn with ribbons</li><li>3. Worn with pilot wings</li><li>4. Name tag</li></ol>		<ol style="list-style-type: none"><li>1. Wedge, crewneck sweater, trousers with belt, boots and grey wool socks</li></ol>
C-4 – Routine Training Dress (Summer)		C-4A – Routine Training Dress (Summer)	
	<ol style="list-style-type: none"><li>1. Wedge, t-shirt, jacket, trousers with belt, boots and grey wool socks</li><li>2. Worn with ribbons</li><li>3. Worn with pilot wings</li><li>4. Name tag</li></ol>		<ol style="list-style-type: none"><li>1. Wedge, t-shirt, trousers with belt, boots and grey wool socks</li></ol>

## VI. Badge Placement



Note: If no Cadet Achievement and Certification Badges are worn, the Squadron Proficiency Level badge is worn immediately above the cuff

Nota: Si aucun insigne des accomplissements et certifications des cadets n'est porté, l'insigne de niveau de qualification d'escadron se porte juste au-dessus du parement de la manche



# **FLIGHT MANAGEMENT**

## **1. Flight Make Up**

<b>Commanders</b>	<ul style="list-style-type: none"> <li>• The governing head of flight</li> <li>• Responsible for development of flight</li> </ul>
<b>Second in Command</b>	<ul style="list-style-type: none"> <li>• Can be a rotating position</li> <li>• Supports Commander in their duties</li> </ul>
<b>Junior NCMS</b>	<ul style="list-style-type: none"> <li>• Generally, FCpls and Cpls</li> <li>• Assists in mentoring Junior cadets</li> </ul>

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## **2. Conduct**

<b>Always be Professional</b>	<ul style="list-style-type: none"> <li>• Professionalism is one of the best ways of attaining and retaining respect from subordinates</li> </ul>
<b>Firm but Friendly</b>	<ul style="list-style-type: none"> <li>• If subordinates see you as a friend they won't respect you</li> <li>• If you are too harsh and use fear to lead, you will be unapproachable and cadets will not come to you</li> <li>• Need to find balance</li> </ul>
<b>Delegate</b>	<ul style="list-style-type: none"> <li>• Don't do everything yourself, use your 2IC and Junior NCMS to complete tasks</li> <li>• Delegation is also an opportunity to develop new leaders in your Sub-Unit</li> </ul>
<b>Chain of Command</b>	<ul style="list-style-type: none"> <li>• Ensure all your cadets are following chain of command</li> <li>• This means that they should, in most cases, be approaching yourself or your 2IC for questions first and foremost – MAKE THIS CLEAR</li> </ul>

### 3. Communication

<b>Always have Pen and Paper</b>	<ul style="list-style-type: none"> <li>• Always carry something to write down, such as a clipboard</li> <li>• It is easy for information to get lost in translation, and for information to be forgotten especially when so much is often given out</li> </ul>
<b>Communicate Weekly</b>	<ul style="list-style-type: none"> <li>• Contact your cadets every week, to help them keep up on Sqn events</li> <li>• Shows them that you as a source of information and your cadets will reach out to you and respect you</li> <li>• Get their contact information and provide them with yours</li> </ul>
<b>Get to Know your Cadets</b>	<ul style="list-style-type: none"> <li>• Use your limited time with your cadets to learn more about your cadets</li> <li>• Learn their:             <ul style="list-style-type: none"> <li>○ Names</li> <li>○ Strengths and Weaknesses</li> <li>○ Interests</li> </ul> </li> <li>• Getting to know them will aid you in better utilizing them during tasks and develops trust</li> </ul>
<b>Chain of Command</b>	<ul style="list-style-type: none"> <li>• Ensure all your cadets are following chain of command</li> <li>• This means that they should, in most cases, be approaching yourself or your 2IC for questions first and foremost – MAKE THIS CLEAR</li> </ul>

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### 4. Uniforms

<b>Perfect your Uniform</b>	<ul style="list-style-type: none"> <li>• If your uniform is perfect your cadets uniform won't be</li> </ul>
<b>Inspect Regularly</b>	<ul style="list-style-type: none"> <li>• Inspections do not need to be formal</li> <li>• Walk through you cadets weekly to point out problems</li> </ul>
<b>Correct and Delegate</b>	<ul style="list-style-type: none"> <li>• If a uniform is wrong, don't just tell them its wrong show them how to correct</li> <li>• Use your Junior NCMs to show other cadets how to wear and maintain their uniform</li> </ul>

## 5. Drill

<b>Good Personal Drill</b>	<ul style="list-style-type: none"> <li>• <b>Don't get lazy with your drill</b></li> <li>• <b>If your drill is sharp your cadets will emulate that</b></li> </ul>
<b>Practice Regularly</b>	<ul style="list-style-type: none"> <li>• Do drill with your cadets in your spare time</li> <li>• Elimination is a great way to make it fun</li> </ul>
<b>Correct Errors Immediately</b>	<ul style="list-style-type: none"> <li>• Don't wait to fix an error, because then it will become habit and more difficult to fix later on</li> <li>• Delegate Junior NCMs to help cadets that need a bit more drill practice</li> </ul>

## 4. New Cadets

### Introduce Them

- **Introduce them to the flight, yourself included**
- **They may not even know your name yet**

### Exchange Contact Info

- Make sure you exchange contact info
- Add them to your flight list

### Show them the Ropes

- Delegate a Junior NCM to be their 'Buddy' who will show them the ropes of your sub-unit for the first few weeks

## **715 Mohawk RC (Air) CS – Marking Guide**

This information serves as a guide for uniform marking at 715 Mohawk Squadron – Burlington and is to be used with the 715 Mohawk Squadron Uniform Marking Sheet.

Each uniform is capable of getting a maximum score of 25. From this total score points shall be deducted for each infraction found. Uniform infractions are listed per uniform item below.

<b>Wedge</b>	<ul style="list-style-type: none"> <li>▪ dirt</li> <li>▪ lint</li> <li>▪ out of position</li> </ul>
<b>Hair</b>	<ul style="list-style-type: none"> <li>▪ touching ears</li> <li>▪ touching collar</li> <li>▪ sideburns – <i>males only</i></li> <li>▪ facial hair (other than regulation mustache) – <i>males only</i></li> <li>▪ hair pins visible - <i>females only</i></li> </ul>
<b>Tunic</b>	<ul style="list-style-type: none"> <li>▪ button missing</li> <li>▪ wrinkles</li> <li>▪ lint</li> <li>▪ improper badge placement</li> <li>▪ improper badge stitching</li> <li>▪ belt twisted</li> <li>▪ belt extends more than 8 cm</li> </ul>
<b>Belt</b>	<ul style="list-style-type: none"> <li>▪ no brass on brass</li> <li>▪ non-cadet belt</li> <li>▪ not centered</li> </ul>
<b>Pants</b>	<ul style="list-style-type: none"> <li>▪ wrinkles</li> <li>▪ lint</li> <li>▪ no crease</li> <li>▪ crease not centered</li> <li>▪ train tracks (two creases)</li> <li>▪ dirt</li> </ul>
<b>Socks</b>	<ul style="list-style-type: none"> <li>▪ not issued grey socks – <i>with exception of an allergy then black socks may be worn</i></li> </ul>
<b>Boots</b>	<ul style="list-style-type: none"> <li>▪ not polished</li> <li>▪ dirt</li> <li>▪ welts not blackened</li> <li>▪ improper lacing</li> <li>▪ laces not tucked</li> </ul>
<b>Shirt</b>	<ul style="list-style-type: none"> <li>▪ wrinkles</li> <li>▪ dirt</li> <li>▪ no crease in arms</li> <li>▪ improper crease in arms</li> </ul>

715 Mohawk Squadron Uniform Marking Sheet Flight: \_\_\_\_\_

Mar-1

Cadet Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sub Total

Wedge	0	1	2				/2
Hair	0	1	2	3			/3
Tunic	0	1	2	3	4	5	/5
Belt	0	1	2				/2
Pants	0	1	2	3	4	5	/5
Socks	0	1					/1
Boots	0	1	2	3	4	5	/5
Shirt	0	1	2				/2
Total							/25

715 Mohawk Squadron Uniform Marking Sheet Flight: \_\_\_\_\_

Cadet Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sub Total

Wedge	0	1	2				/2
Hair	0	1	2	3			/3
Tunic	0	1	2	3	4	5	/5
Belt	0	1	2				/2
Pants	0	1	2	3	4	5	/5
Socks	0	1					/1
Boots	0	1	2	3	4	5	/5
Shirt	0	1	2				/2
Total							/25

715 Mohawk Squadron Uniform Marking Sheet Flight: \_\_\_\_\_

Cadet Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sub Total

Wedge	0	1	2				/2
Hair	0	1	2	3			/3
Tunic	0	1	2	3	4	5	/5
Belt	0	1	2				/2
Pants	0	1	2	3	4	5	/5
Socks	0	1					/1
Boots	0	1	2	3	4	5	/5
Shirt	0	1	2				/2
Total							/25

# Drill Reference

## 1. Drill Symbols



Cadet Squadron Commander



Flight Commander



Deputy Squadron Commander



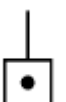
Flight 2IC



Squadron Warrant Officer



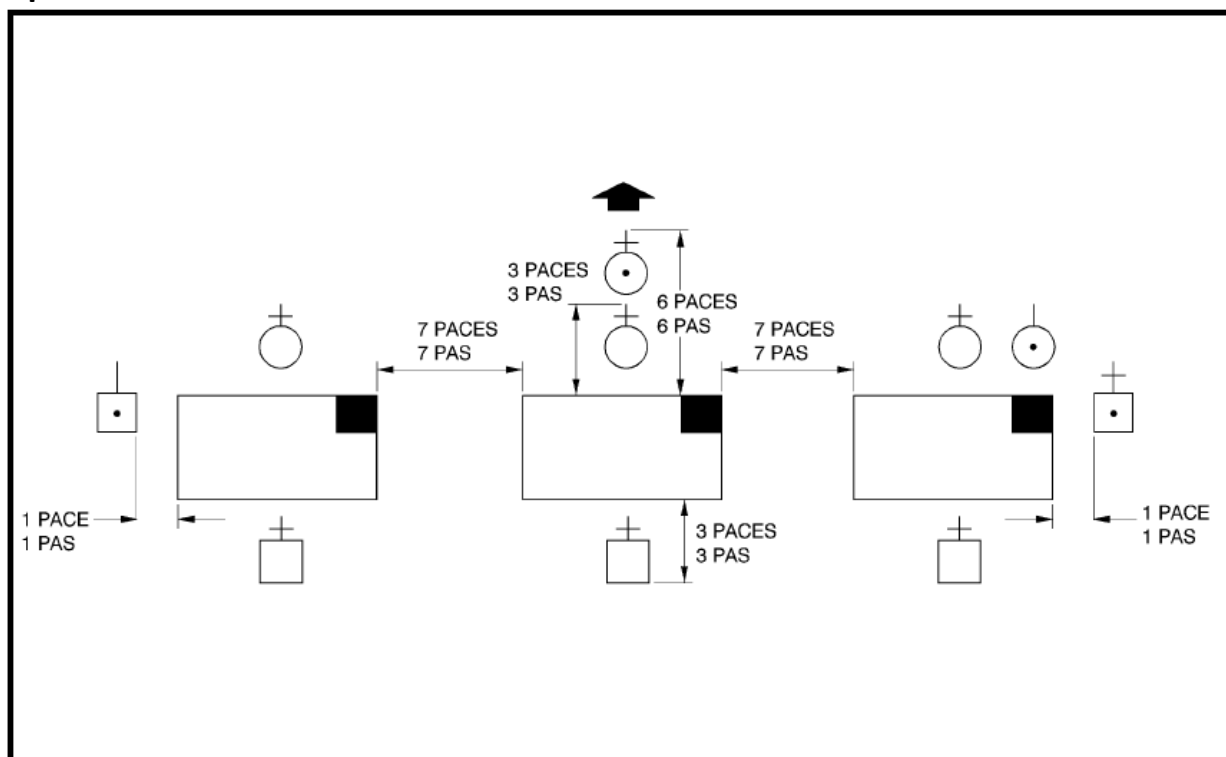
Marker



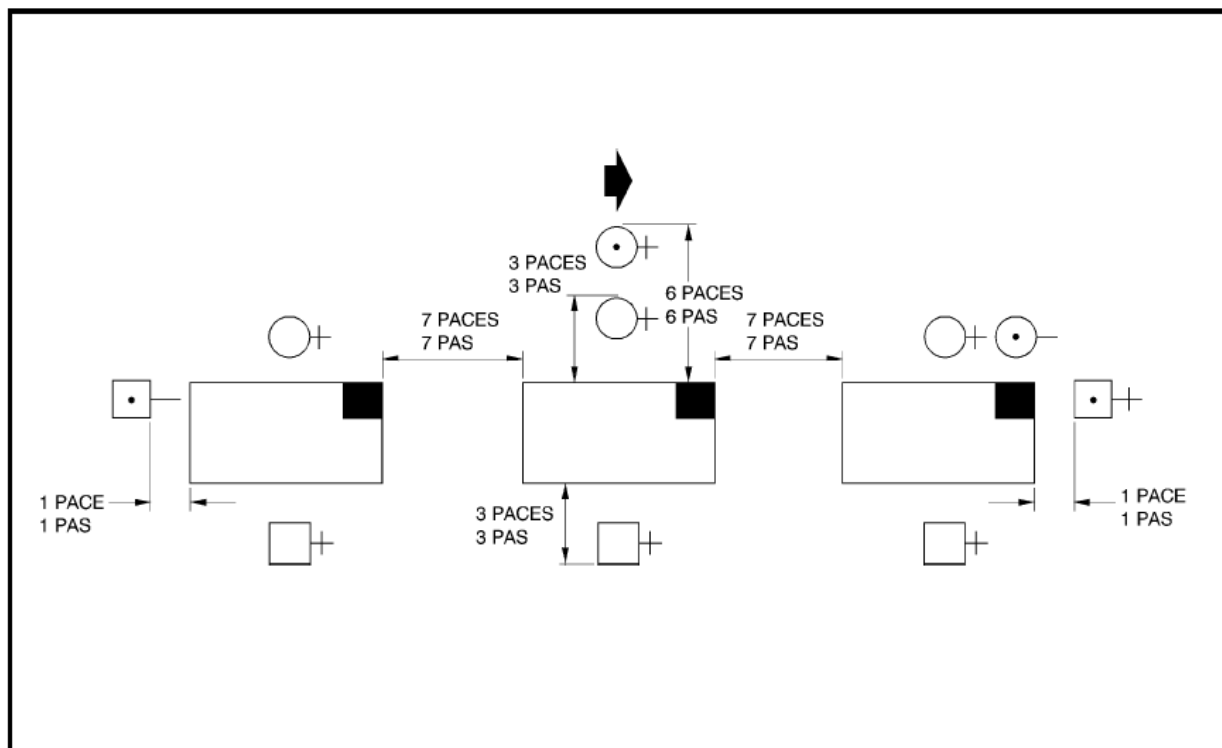
Warrant Officer

## 2. Drill Diagrams

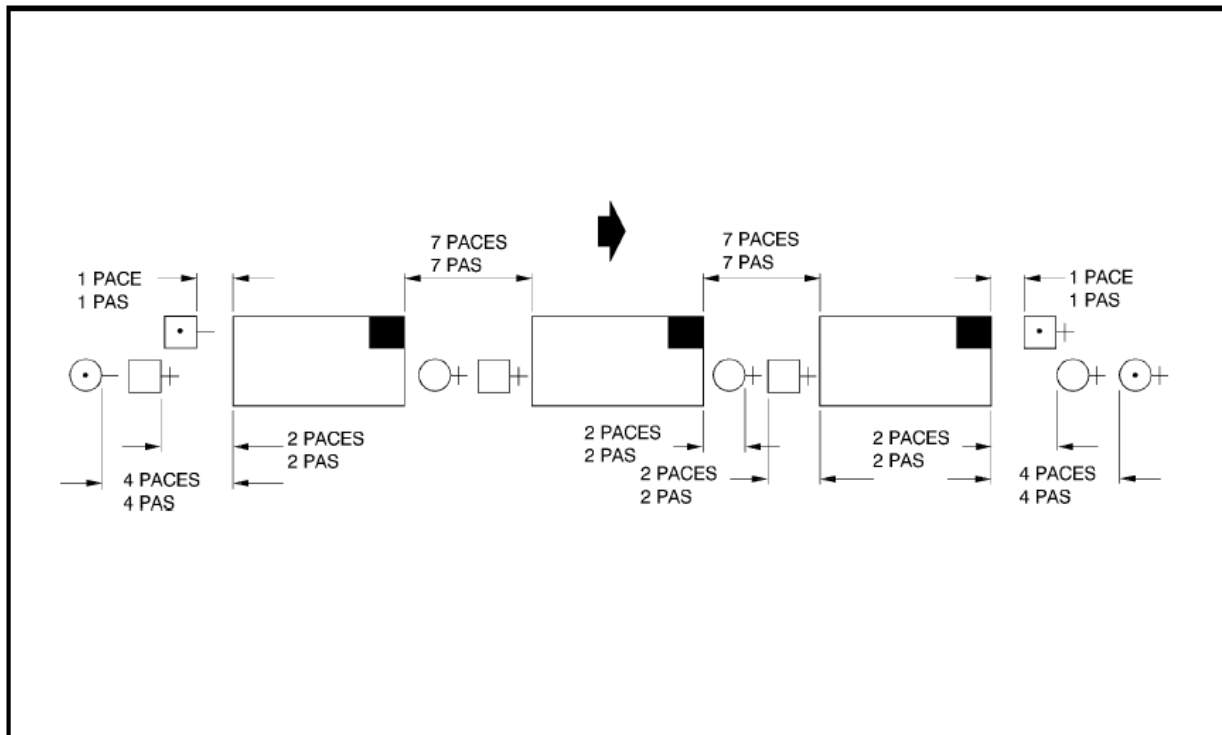
### Squadron In-Line



## Squadron in Column of Threes



## Squadron in Column of Route



### 3. Words of Command

#### Sizing

1. TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN SINGLE RANK – SIZE
2. SQUAD – NUMBER
3. ODD NUMBER ONCE PACE FORWARD, EVEN NUMBERS ONE PACE STEP BACK – MARCH
4. NUMBER ONE STAND FAST, ODD NUMBERS RIGHT, EVEN NUMBERS LEFT – TURN
5. REFORM THREES, QUICK – MARCH

#### Calling Roll

1. ANSWER TO YOUR NAME, STAND AT – EASE

#### Greeting the RO for Inspection

1. Put flight at ATTENTION
2. Move to position 2 paces in front of the marker
3. Salute the RO (if required) and report the flight
  - a. “Good evening sir/ma’am, my name is Sergeant Jones, Flight Commander of number one flight. We currently have 25 cadets on parade. Would you like to inspect?”
4. Take one pace to the left and about turn.
5. Follow next to the RO at a **slow march**
6. At end cut off RO and report
  - a. “That was number one flight. Do you have any questions or comments?”
7. Return to front of flight.
8. Give command CLOSE ORDER – MARCH and STAND AT – EASE
9. About turn and stand at-ease



# Terms of Reference

## 1. Cadet Squadron Commander

1. **Responsible to:** The Commanding Officer

2. **Responsible for:** All Cadets

### 3. **Scope:**

- a. Represents the Squadron on behalf of the CO
- b. Responsible for the well-being of all cadets in the squadron
- c. Should be in attendance at all squadron functions
- d. Ensures a smooth flow of information up and down the chain of command
- e. Ensures all cadets are performing their duties and sharing responsibilities
- f. Should, when possible, be the last cadet to leave
- g. Set and maintain a high standard of dress, drill and deportment
- h. Maintain a high level of moral and esprit-de-corps within the unit
- i. Develop leadership skills of Senior NCMs

### 4. **Duties:**

- a. When possible, arrive prior to arrival of cadets
- b. Before opening, ensure to brief the cadet staff on the training night
- c. Ensure the squadron is prepared for opening by 1845
- d. Ensure all Squadron activities are properly supervised by NCMs
- e. Ensure all NCMs are performing their assigned duties
- f. Encourage healthy inter-flight competition
- g. Conduct NCM meetings as required
- h. Initiate training opportunities for Senior NCMs to develop leadership skills and to learn other roles
- i. Undertake any other duties as directed by the CO or Squadron Staff

## **2. Cadet Deputy Squadron Commander**

**1.Responsible to:** Cadet Squadron Commander

**2.Responsible for:** All Cadets

**3.Scope:**

- a. Responsible for the well-being of all cadets in the squadron
- b. Should be in attendance at all squadron functions
- c. Ensures a smooth flow of information up and down the chain of command
- d. Ensures all cadets are performing their duties and sharing responsibilities
- e. Should, when possible, be the last cadet to leave
- f. Set and maintain a high standard of dress, drill and deportment
- g. Maintain a high level of moral and esprit-de-corps within the unit
- h. Develop leadership skills of Senior NCMs
- i. Support Cadet Squadron Commander

**4.Duties:**

- a. When possible, arrive prior to arrival of cadets
- b. Before opening, ensure to brief the cadet staff on the training night
- c. Ensure the squadron is prepared for opening by 1845
- d. Ensure all Squadron activities are properly supervised by NCMs
- e. Ensure all NCMs are performing their assigned duties
- f. Encourage health inter-flight competition
- g. Support the conduct of NCM meetings
- h. Initiate training opportunities for Senior NCMs to develop leadership skills and to learn other roles
- i. Undertake any other duties as directed by the CO, Squadron Staff or Cadet Squadron Commander

### **3. Training NCM**

**1.Responsible to:** Training Officer, Level Officer and Cadet Squadron Commander

**2.Responsible for:** Instructors

**3.Scope:**

- a. Ensure all instructors follow the Cadet Unit Training Plan (CUTP) as laid out by the TrgO
- b. Ensuring the ongoing individual training and development of all instructional staff
- c. Assisting instructors in the preparation of their classes
- d. Maintaining records showing the training progress of each cadet and instructor
- e. Inform Training Officer of any training, disciplinary or instruction issues or concerns.

**4.Duties:**

- a. When possible, arrive prior to arrival of cadets
- b. Ensuring the training schedule is posted each night
- c. Ensuring that all instructors are present and prepared for their class. This includes but is not limited to:
  - Lesson plans
  - Training aids
  - Classroom set up
- d. Assign available senior cadets to evaluate various classes
- e. Supervise the progress of each class and sit in when able
- f. File submitted records of cadet training
- g. Conduct cadet training staff meetings
- h. Undertake any other duties as directed by the Training Officer, Level Officers or Cadet Squadron Commander

#### **4. Standards NCM**

**1.Responsible to:** Supply Officer and Cadet Squadron Commander

**2.Responsible for:** Sub-Unit Staff, Supply NCM and Cadets

**3.Scope:**

- a. Ensure a high level of Drill, Dress and Deportment are maintained at all times whether in or out of uniform.
- b. Maintain uniform marking system
- c. Monitor and Supervise Sub-Unit Management

**4.Duties:**

- a. When possible, arrive prior to arrival of cadets
- b. Provide, and make available, copies of marking sheets for Sub-Unit Staff
- c. Make note of and follow up on any uniform deficiencies
- d. Report supply issues to the SupplyO and Supply NCM
- e. File completed uniform markings
- f. Support Sub-Unit Commanders in developing drill within squadron
- g. Ensure the proper drill is being upheld during parades and practices
- h. Ensure all cadets are maintaining a professional demeanor while in and out of uniform.
- i. Undertake any other duties as directed by the Squadron Staff or Cadet Squadron Commander

## **5. Senior Personnel Advisor**

**1.Responsible to:** Cadet Squadron Commander

**2.Responsible for:** Sub-Unit Staff

**3.Scope:**

- a. Support Sub-Unit Staff to maintain high standards of drill, dress and deportment within Sub-Unit
- b. Support Sub-Unit Staff to maintain a high level of morale and esprit-de-corps within Sub-Unit
- c. Develop and maintain leadership within the Sub-Unit
- d. *Note: Routine administration of Sub-Unit activities (attendance and weekly communication) is to be monitor by another NCM*

**4.Duties:**

- a. When possible, arrive prior to arrival of cadets
- b. Develop drill, dress and deport of Sub-Unit Staff
- c. Ensure Sub-Unit Staff are familiar with parade procedures
- d. Ensure Sub-Unit Staff are using their time effectively
- e. Ensure Sub-Unit time is not used for overly long inspections <10min
- f. Monitor the use of attention (*Cadets should not be at attention longer than necessary*)
- g. Help develop healthy and safe inter- squadron competitions
- h. Assist Sub-Unit staff implement parade square discipline
- i. Instruct Sub-Unit Commanders to develop 2ICs
- j. Undertake any other duties as directed by Squadron Staff or Cadet Squadron Commander

## **6. Sub-Unit (Flight) Staff**

**1.Responsible to:** Cadet Squadron Commander and Deputy Cadet Squadron Commander

**2.Responsible for:** Cadets within Sub-Unit

**3.Scope:**

- a. Maintain high standards of drill, dress and deportment within their Sub-Unit
- b. Maintain accurate Sub-Unit list
- c. Ensure cadets in Sub-Unit are kept well informed of all matters concerning them
- d. Maintain high level of esprit-de-corps within Sub-Unit

**4.Duties:**

- a. When possible, arrive prior to arrival of cadets
- b. Ensure Sub-Unit is formed up before opening
- c. Ensure accurate attendance is taken and submitted before opening
- d. Ensure regular inspections are done to develop uniform standards
- e. Initiate opportunities to develop Junior NCMs within Sub-Unit and provide opportunities to fill roles within Sub-Unit
- f. Encourage healthy competition with other Sub-Unit within squadron
- g. Supervise Sub-Unit during Sub-Unit related activities
- h. Undertake any other duties as directed by Squadron Staff or Cadet Squadron Commander

## **7. Senior Administration Advisor**

**1.Responsible to:** Admin Officer, Cadet Squadron Commander

**2.Responsible for:** Admin NCM and Sub-Unit Staff

**3.Scope:**

- a. Responsible for the supervision and evaluation of the Admin NCM and Sub-Unit Commanders
- b. Receive Visitors and Escort them to the appropriate location
- c. Support Sub-Unit staff in maintaining accurate record of cadets
- d. Develop and assist Sub-Unit Staff in their Administrative Duties

**4.Duties:**

- a. When possible, arrive prior to arrival of cadets
- b. Brief staff on expectation by opening
- c. Ensure Flight Staff are contacting their cadets weekly
- d. Ensure Flight Staff maintain an accurate list of cadets
- e. Ensure and assist Admin NCM fulfills their duties
- f. Maintain scheduled training timings
- g. Support and maintain sign ups
- h. Supervise clean-up of building
- i. Undertake any other duties as directed by AdminO or Cadet Squadron Commander

**5.In Case of Emergency:**

- a. Inform officer of the emergency
- b. Aid Officer with directing of vehicles, in necessary
- c. Ensure no cadets or staff leave the designated are, unless otherwise directed to do so
- d. Follow direction form Squadron Staff

## **8. Admin NCM**

**1.Responsible to:** Admin Officer and Senior Duty NCM

**2.Responsible for:** Sub-Unit Staff

**3.Scope:**

- a. Ensure accurate attendance and Sub-Unit lists are maintained
- b. Assist AdminO in filing of documentation
- c. Collect and Gather documents as directed

**4.Duties:**

- a. When possible, arrive prior to arrival of cadets
- b. Pick up attendance sheets by 1830hrs
- c. Return completed attendance to AdminO by 1900hrs
- d. Report attendance of late cadet to AdminO ASAP
- e. Assist AdminO in weekly administrative duties
- f. Undertake any other duties as directed by the AdminO or Senior Administration Advisor



## **9. Supply NCM**

1. **Responsible to:** Supply Officer, Standards Warrant Officer and Cadet Squadron Commander

2. **Responsible for:** Sub-Unit Staff and Cadets

3. **Scope:**

- a. Issuing, exchanging and receiving kit
- b. Conducting kit inspections s required
- c. Undertaking measures for recovering uniforms of cadets Struck of Strength (SOS)
- d. Liaison with Standards NCM of any uniform issues

4. **Duties:**

- a. When possible, arrive prior to arrival of cadets
- b. Signing out equipment required during the training night and insuring all equipment is returned at end of night
- c. Ensuring all issued uniform parts are of proper fit and are in good condition
- d. Undertake any other duties as directed by the Supply Officer, Standards NCM or Cadet Squadron Commander

## **10. Instructors**

**1.Responsible to:** Training Officer, Level Officer and Training NCM

**2.Responsible for:** Level Cadets

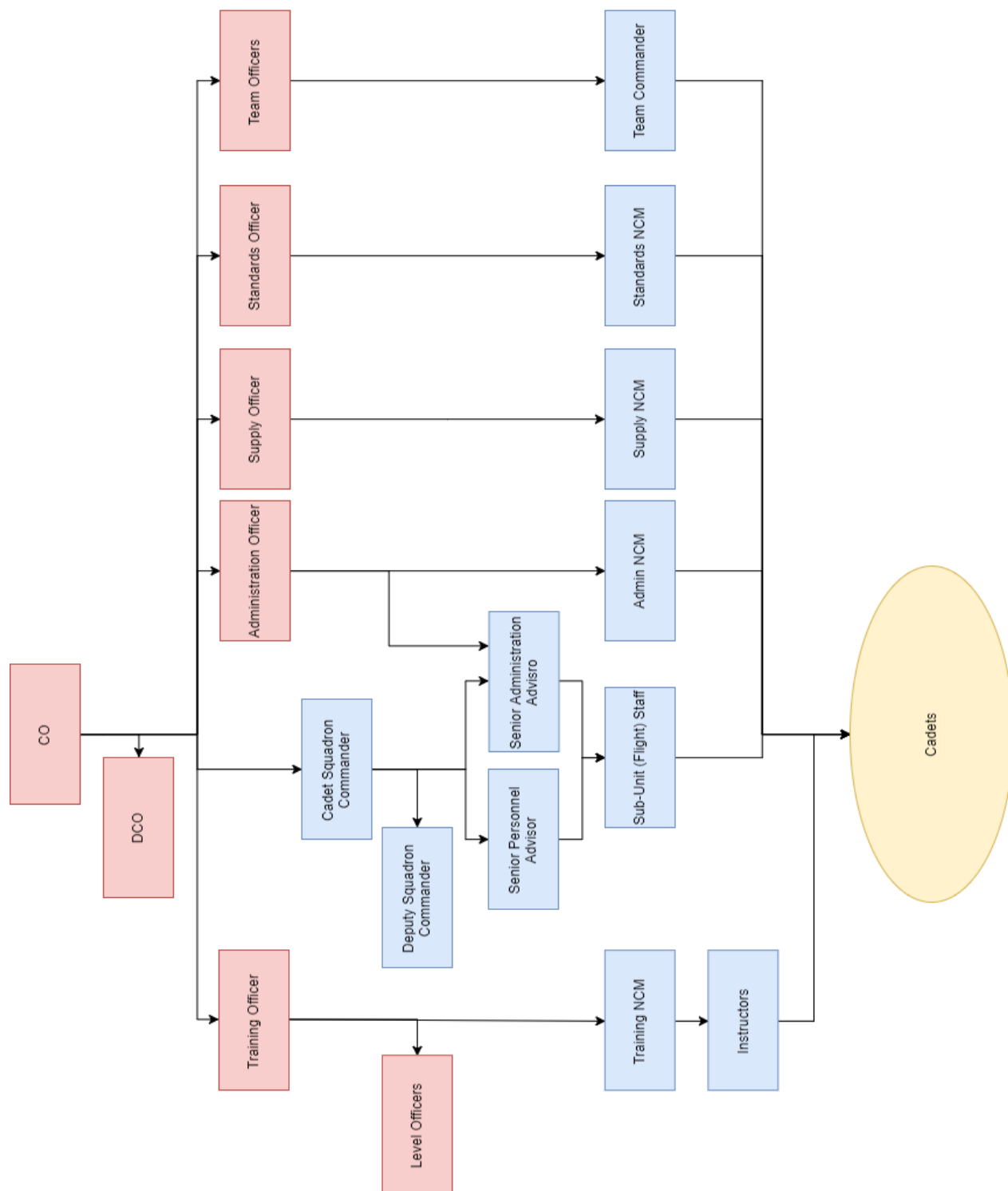
**3.Scope:**

- a. Administer specified level training
- b. Supervision of cadets
- c. Maintain a high level of drill, dress and deportment
- d. Follow the Cadet Unit Training Plan (CUTP) as specified by the TrgO
- e. Inform TrgO of any training issues

**4.Duties:**

- a. When possible, arrive prior to arrival of cadets
- b. Be prepared to teach when assigned with a lesson plan
- c. Inform the TrgO and Training NCM will in advanced if you are unable to teach
  - When able find a replacement to cover your class
- d. Prepare teaching materials and classroom before opening
- e. Report and significant occurrences that took place during class, both good and bad
- f. Ensure the classroom is cleaned up at the end of the period
- g. Submit any assessments to TrgO or Training NCM
- h. Undertake any other duties as directed by TrgO or Training NCM

## Chain of Command Diagram



## Lesson Plan Template

PO/EO MXXX.XX – ‘Name of Class’

INTRODUCTION	Time
<p><b>Objectives:</b> <i>What will the cadet know by end of class</i></p> <p><b>Importance:</b> <i>Why is this information important</i></p> <p><b>Review:</b> <i>Here is where you would review any applicable information</i></p> <p><b>TPs:</b> <i>These are the teaching points for the class</i></p> <p>1. Topic 1 -</p> <p>2. Topic 2 -</p>	
<b>TEACHING POINT 1 – Topic 1</b>	
<p><b>BODY 1:</b> <i>This is where you would put your information for this topic</i></p>	

Questions	Time
<i>This is where you would put your questions about topic 1</i>	
<b>TEACHING POINT 1 – Topic 2</b>	
<b>BODY 2:</b> <i>This is where you would put your information for this topic</i>	
<b>Questions</b>	
<i>This is where you would put your questions about topic 2</i>	

End Class Activity/ Questions	Time
<i>This is where you would outline your end of class activity or questions</i>	
<b>CONCLUSION</b>	
<b>Summarize:</b> <ul style="list-style-type: none"> <li>• <i>What did they learn?</i></li> <li>• <i>Why was it important?</i></li> <li>• <i>How did the cadets perform?</i></li> <li>• <i>Is there a follow up to this class?</i></li> <li>• <i>What is their next class?</i></li> </ul>	

***\*Classes may have more than 2 teaching points. Template may need to be modified to suit each class***