

NCO Training

Brief Overview

The Modules

- Role and expectations of the duty NCO
- Personal drill standards and giving commands
- Personal dress standards and dress regulations
- Welfare and disciplining cadets
- Briefing techniques
- Instructional techniques – theory lessons
- Instructional techniques – practical lessons
- Leadership and teamwork
- Chain of command and the flight system
- The Air Training Corps (structure and operations)

The Role of the Duty NCO

Squadron NCO Training Module 1

Objectives

- ➔ Understand the expectations of the Duty NCO
- ➔ Know the timings of an ordinary parade night
- ➔ Know the Duties that have to be carried out

Role of the Duty NCO

- ➔ Smooth running of the parade night activities
- ➔ Everything runs on time
- ➔ Everyone in the right place at the right time
- ➔ Assist with
 - ➔ nightly admin
 - ➔ security
 - ➔ health & safety duties

Nightly Admin – ie Registers

Security – ie dealing with visitors

Health & Safety Duties – making sure building is safe, cleaning

Eligibility

- All Cadet NCOs below the age of 18
- Carried out by all on a regular basis
- Fair roster drawn up by Staff/Senior Cdt NCOs

May be rostered, may be picked on a fair basis on the night

Duties - On Arrival

- Should arrive at 19:00 hrs
- Sign in Occurrences book
- Raise ensign (in summer)
- Supervise cadets signing in
- Attend staff brief
- Make sure kit is ready for lessons
- Form up first parade

Occurrences book should be left on Duty NCO desk

Enter date and time in correct format (ie 12 SEP 06 19:02), Reported by:
YOUR NAME, Occurrence: Signing in as Duty NCO, Action: None,
Signature

Other significant events during the night should be entered on separate lines

Also enter no of cadets attending that night. Late cadets go on a separate
line

Duties – during the night

- Assist with admin tasks in office
- Answer the phone
- Greet Visitors – check ID and escort if necessary
- Complete register
- Manage notice boards
- Collect post from TA Centre
- Inform instructors of break and 5 min warning

Admin tasks will be assigned by staff. Also see Duty NCO tasks box on whiteboard in office

Answer phone by saying something like , “Hello, Camberley Air Cadets, Cdt Cpl Bloggs speaking”

Get visitors to sign in visitors book and sign out when they leave

Check Authorised and Duty absences before completing blue register, also check that all staff have signed in at the back

Manage notice boards by removing out of date notices

Duties - Break

- Ensure canteen is manned
- Cadets are supervised by an NCO
- Kit & classrooms are ready for 2nd period
- Cadets and instructors in place for 2nd period

Canteen - (if not Committee then responsible Senior cadet ie SNCO)

Duties – end of night

- Ensure cleaning is carried out
- Form up final parade
- Lower ensign
- Ensure all cadets have signed out
- Close all windows and lock required doors
- Ensure all kit is tidied away
- Ensure everything is ready for the next duty NCO

Parade Night Timings

- 19:00 – Sqn HQ opens, Duty NCO arrives
- 19:05 – Staff ops brief
- 19:15 – first parade
- 19:30 – 1st training period
- 20:10 – break
- 20:30 – 2nd training period
- 21:10 – clean up
- 21:20 – final parade
- 21:35 – Start of Sqn close down
- 22:00 – Sqn HQ closes

Monthly duties

(End of Month)

- ➔ SNCO to carry out Health & Safety inspection
- ➔ Duty NCO to compile individuals monthly attendance records
- ➔ List given to CO for Flt Points
- ➔ Zero attendance list to be given to Flt Cdrs
- ➔ Flt Cdrs to contact non-attendees

General Expectations

- Be proactive do not wait for problems to happen
- Assist the staff, do not create more work by avoiding your duties
- If in doubt ask
- Raise problems with equipment and the building to staff
- Raise problems with cadets to the appropriate people

Non Compliance

- Continued failure to carry out duties will result in:
 - Extra duties
 - Reduction in flight points
 - No progression to more senior positions
 - Ultimately, recommendation to Wg Cdr for demotion

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Has this presentation met the objectives

Any Questions

