



AIR TRAINING CORPS



No. 17 (City of Christchurch) Squadron

DIRECTIVE

Cadet Corporal

1. CONDUCT AND PROFESSIONALISM	
Objective	NCOs act in a professional manner at all times and are respected by their subordinates and superiors.
Indicator	NCOs conduct themselves in a manner that is in-keeping with the standards of the Unit Standing Orders and NZCF Cadet Force Orders.
Methods	<ul style="list-style-type: none">• NCOs will be approachable to Cadets but will maintain a distinct separation between NCOs and Cadets - 'friendly but not familiar'.• Follow all lawful orders and guidance from superiors.• Be familiar with the Unit Standing Orders, NZCF Code of Conduct and the NZCF Social Media Policy.• Maintain a positive and supportive attitude when interacting with all other members of the Unit and the wider NZCF.
2. ATTENDANCE	
Objective	To set the example with a high percentage of attendance, to both routine parade nights and other Unit activities.
Indicator	NCOs have a minimum attendance rate of 80% at parade nights and other activities.
Methods	<ul style="list-style-type: none">• NCOs will make every attempt to attend parade nights and other activities.• If you cannot attend a scheduled activity ensure you follow the appropriate steps to excuse yourself and do so in a professional manner.• If applicable notify your place of work well in advance of a scheduled activity to increase your chances of getting leave.• If it becomes difficult to meet this requirement, proactively discuss this issue with the CUCDR.

3. CHAIN OF COMMAND

Objective	Function as the first point of contact for Cadets in the Unit chain of command.
Indicator	Cadets approach NCOs with queries, comments and problems; NCOs appropriately manage the queries, comments and problems by addressing them or referring them up the chain of command as necessary.
Methods	<ul style="list-style-type: none">● Display a friendly demeanour to encourage Cadets to approach.● Identify information that can be managed by themselves, and that which needs to be referred up the chain of command.● Information of no relevance to personnel's involvement within the Unit should not be raised or discussed.● Routine matters on parade nights are to be brought to the attention of SNCOs and/or raised at the NCO Meeting.● Information of a sensitive or personal nature should either be taken directly to the Unit Warrant Officer and/or a Commissioned Officer.● Urgent and/or serious matters are to be brought directly to the attention of a Commissioned Officer preferably the Unit Commander.

4. PARADE NIGHT DUTIES AND PARADE APPOINTMENTS

Objective	Parade nights run efficiently.
Indicator	Parade appointments are conducted in accordance with the NZAP 818 (Air Force drill manual) or to Unit expectations. Parade night duties are conducted in accordance with Unit expectations.
Methods	Carry out allocated duties: <ul style="list-style-type: none">● Raising/lowering of the Ensign.● Marker position on parade.● Duty NCO as per the Duties Checklist.● Dress and grooming inspection of Cadets.● Keep cadets under control during break.● Attend year group's lessons unless excused by the Warrant Officer.● Support instructors in monitoring Cadet behaviour in lessons and during break times.● Ensure the general tidiness of the NCO room and ATC building.

5. DRILL INSTRUCTOR

Objective	Drill lessons are taught to a high standard.
Indicator	Cadets in the Unit display a high standard of drill.

Methods	<ul style="list-style-type: none"> ● Determine when your allocated drill lessons occur. ● Ensure you have the Unit Drill Lesson Plan for your lesson. ● Make contact with any co-instructors and coordinate your instruction with them. ● Revise your lesson to ensure you are very familiar with its content and able to teach efficiently. ● Incorporate critiquing advice into future lessons to improve your performance.
6. OPERATIONS AND EXERCISE RESPONSIBILITIES	
Objective	Unit exercises run effectively.
Indicator	Exercise duties are conducted in accordance with Unit expectations.
Methods	<p>Carry out allocated duties</p> <ul style="list-style-type: none"> ● Ensure that your cadets eat and drink properly. ● Monitor the health of your cadets. If there is a problem, see a SNCO then the Medical Officer. ● Ensure that your cadets keep everything hygienic and look after Squadron equipment. ● Have a training programme and ensure that your cadets are on time. ● Ensure that your cadets have the right equipment, and if not, that they get loan gear. ● Give individual training when the need arises (e.g. drill). ● Be ready faster than the cadets so that you can supervise, especially preparing for inspections.
7. SUCH OTHER DUTIES	
As required/directed by superiors.	



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23 JUN 22