



# DIRECTIVE

## CADET SERGEANT

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

### 3. CHAIN OF COMMAND

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

### 4. SUPERVISION AND COACHING

<b>Objective</b>	JNCOs are supported to function in their roles and develop professionally.
<b>Indicator</b>	JNCOs perform their required duties to a high standard.
<b>Methods</b>	<ul style="list-style-type: none"><li>● Identify the JNCOs assigned to your flight.</li><li>● Observe these JNCOs informally in their duties during parade nights and activities.</li><li>● Offer constructive feedback on the JNCOs' ATC task related performance.</li><li>● Provide support and encouragement as necessary to the JNCOs.</li><li>● Communicate any concerns you might have with JNCOs' performance to the W/O.</li></ul>

### 5. PARADE NIGHT DUTIES AND PARADE APPOINTMENTS

<b>Objective</b>	Parade nights run efficiently.
<b>Indicator</b>	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.

<b>Methods</b>	<p>Carry out allocated duties:</p> <ul style="list-style-type: none"> <li>● Flight commander or Supernumerary position on parade.</li> <li>● Orderly NCO as per the Orderly Checklist.</li> <li>● Supervise the Duty NCO.</li> <li>● Dress and grooming inspection of JNCOs and Cadets.</li> <li>● Ensure the general tidiness of the NCO room and ATC building.</li> <li>● Assist other NCOs with their duties.</li> </ul>
<b>6. OPERATIONS AND EXERCISE RESPONSIBILITIES</b>	
<b>Objective</b>	Unit exercises run effectively.
<b>Indicator</b>	Exercise duties are conducted in accordance with Unit expectations.
<b>Methods</b>	<p>Carry out allocated duties:</p> <ul style="list-style-type: none"> <li>● Know where your JNCOs are, who is in their flight, and make sure they know where their cadets are.</li> <li>● Look after the well-being of your JNCOs.</li> <li>● Ensure that your JNCOs eat and drink properly, and that they ensure the cadets eat and drink properly.</li> <li>● Ensure that your JNCOs make the cadets keep everything hygienic.</li> <li>● Have a training programme and ensure that your subordinates get their cadets to the right place at the right time.</li> <li>● Take physical training sessions as required.</li> <li>● Ensure that your JNCOs have the right equipment, and that they ensure their cadets are well equipped.</li> <li>● Ensure that JNCOs and cadets look after Squadron equipment properly.</li> <li>● Give lessons and individual training as required.</li> </ul>
<b>7. DRILL AND CLASSROOM INSTRUCTOR</b>	
<b>Objective</b>	Drill and classroom lessons are taught to a high standard.
<b>Indicator</b>	Cadets in the Unit display a high standard of drill and achieve well in mid and end of year exams, and Unit Standards.
<b>Methods</b>	<ul style="list-style-type: none"> <li>● Determine when your allocated lessons occur.</li> <li>● Construct a lesson plan for your lesson ensuring you incorporate appropriate training aids, and student activities.</li> <li>● Follow the lesson plan submission guidelines.</li> <li>● Create and organise training resources as required for your lesson.</li> <li>● Make contact with any co-instructors and coordinate your instruction with them.</li> </ul>

	<ul style="list-style-type: none"><li>● Revise your lesson to ensure you are very familiar with its content and able to teach efficiently.</li><li>● Incorporate critiquing advice into future lessons to improve your performance.</li></ul>
--	---

**8. SUCH OTHER DUTIES**

As required/directed by superiors.



**K. E. Cole**  
SQNLDR, NZCF  
CUCDR  
23 JUN 22