



# AIR TRAINING CORPS



No. 17 (City of Christchurch) Squadron

## DIRECTIVE

### CADET WARRANT OFFICER

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><li>• Ensuring NCOs conduct and professionalism is to a high standard.</li></ul>
2. GENERAL DISCIPLINE AND DRESS	
<b>Objective</b>	To ensure cadet discipline and cadets dress is to the expected standards at all time whilst no officer is present.
<b>Indicator</b>	Cadet discipline and dress is to a high standard as expected by the unit, and as in the CFOs.
<b>Methods</b>	<ul style="list-style-type: none"><li>• Have an inspection for cadets before parade each night, picking up faults</li><li>• Note people whose uniform are not up to standard repeatedly and set them suitable tasks each week until their uniform is up to standard.</li><li>• Set the flight NCOs as the people responsible for their cadet's uniforms and let them get their cadets uniforms up to standard.</li><li>• Ensure cadets address people by rank at all times to increase discipline.</li></ul>

	<ul style="list-style-type: none"> <li>● During briefings inform cadets about their conduct.</li> <li>● Identify troublemakers and keep a close eye on them, and if they play up discipline them soon as possible.</li> </ul>
<b>3. ATTENDANCE</b>	
<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 90% 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>
<b>4. CHAIN OF COMMAND</b>	
<b>Objective</b>	Act as a bridge between the officer and NCO teams
<b>Indicator</b>	Officers are aware of NCO activities and vice versa
<b>Methods</b>	<ul style="list-style-type: none"> <li>● W/O communicates information from NCOs to officers through officer meeting or direct communication when relevant.</li> <li>● W/O communicates information from officers to NCOs through NCO meeting or direct communication when relevant.</li> <li>● Display a friendly demeanour to encourage Cadets 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> </ul>
<b>5. SUPERVISION AND COACHING</b>	
<b>Objective</b>	F/S are supported to function in their roles and develop professionally.
<b>Indicator</b>	F/S perform their required duties to a high standard.

<b>Methods</b>	<ul style="list-style-type: none"> <li>● Ensure each flight has a F/S or NCO acting as F/S.</li> <li>● Observe the F/S informally in their duties during parade nights and activities.</li> <li>● Offer constructive feedback on the F/S ATC task related performance.</li> <li>● Provide support and encouragement as necessary to the F/S.</li> <li>● Communicate any concerns you might have with F/S performance to the relevant flight commander.</li> <li>● Train 2IC F/S in Warrant Officer duties.</li> </ul>
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## 6. PARADE NIGHT DUTIES AND PARADE APPOINTMENTS

<b>Objective</b>	Parade nights run efficiently.
<b>Indicator</b>	<p>Parade appointments are conducted in accordance with the NZAP 818 (Air Force drill manual) or to Unit expectations.</p> <p>Parade night duties are conducted in accordance with Unit expectations.</p>
<b>Methods</b>	<p>Carry out allocated duties:</p> <ul style="list-style-type: none"> <li>● Weekly NCO brief posted prior to parade night.</li> <li>● Warrant Officer position on parade.</li> <li>● Dress and grooming inspection of NCOs.</li> <li>● W/O duties and administration during the parade night including running the NCO meeting.</li> <li>● Ensure NCOs are productively employed during the night.</li> <li>● Supervise fire evacuations.</li> <li>● Ensure the general tidiness of the NCO room and ATC building.</li> <li>●</li> </ul>

## 7. OPERATIONS AND EXERCISE RESPONSIBILITIES

<b>Objective</b>	Unit parade nights and camps 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>● Maintain organisation of the NCO team.</li> <li>● Look after the well-being of NCOs and cadets.</li> <li>● Teach lessons as required and support other NCO lessons.</li> <li>● Supervise the overall running of training.</li> <li>● Run parades.</li> <li>● Perform duties as required.</li> <li>● Act in position of camp WO or allocate and brief appropriate replacement.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that F/S are doing their jobs and give counselling to flight NCOs.</li> </ul>
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<b>8. DRILL AND CLASSROOM INSTRUCTOR</b>
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<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 the end of year exam.
<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> <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>

<b>9. SUCH OTHER DUTIES</b>
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As required/directed by superiors.
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**K. E. Cole**  
 SQNLDR, NZCF  
 CUCDR

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Receipt of this directive is acknowledged:

Signed: .....

Date: .....

Cadet Warrant Officer Noah Willcox