

Final Draft

03 Sep 14

872 KANATA AIR CADET SQUADRON
COMMANDING OFFICER'S DIRECTIVE 14-03

SQUADRON DUTY PERSONNEL ASSIGNMENT AND TASKS

INTRODUCTION

1. The Squadron will assign members to the following Duty tasks on regular parade nights and for designated Sqn activities where Duty personnel are required:
 - a. Duty Officer;
 - b. Duty Sergeant; and,
 - c. Duty Flight Corporal.
2. The Duty roster will be published in Routine Orders.

DUTIES

Duty Officer

3. The Duty Officer will be appointed on a weekly basis. Duty period will usually be from the end of each Wednesday evening parade until the end of the following Wednesday evening parade.
4. During regular weekly parades and designated Sqn activities, the Duty Officer shall:
 - a. Supervise the Duty Sergeant and Duty Flight Corporal as required;
 - b. Greet visitors and Sqn members who need access to room 106 and take initial action as required;
 - c. Ensure that the assigned training rooms, classrooms as well as common areas (including washrooms) are accessible, clean and in good order prior to use by Sqn personnel. Any irregularities i.e., litter, rubbish (food scraps, gum wrappers, etc), notes on blackboards, missing equipment, that could be blamed on the Sqn must be reported and if possible, photographed. See para 10. In the case of actual damage, the school custodian must be informed of the situation as well.
 - d. Ensure that classrooms and all other areas used by the Sqn during the regular weekly parade or activity are left clean and in good order by doing a final verification before, during or after the dismissal parade, of all classrooms and common areas used;
 - e. Complete the Duty Officer Report (see ANNEX A) and pass it to the Sqn DCO for conservation at the end of the regular weekly parade or designated Sqn activity; and,
 - f. Carry out other tasks as requested by the CO or DCO.

Duty Sergeant

5. The Duty Sergeant will be appointed for a specific Wednesday evening parade or for a designated Sqn activity. Duty period will usually be from 15 minutes before

the start of a parade / activity and will end 15 minutes after dismissal.

During regular weekly parades, the Duty Sergeant shall:

- a. Monitor the arrival of Sqn personnel at the main door and ensure that Cadets are channeled to the parade square. Visitors and guests must be properly greeted and escorted to room 106 and presented to the Duty Officer;
- b. Ensure that each Flight nominal roll is collected at 1910 hrs and brought to the Duty officer or to the Administration Officer at room 106;
- c. Ensure proper order during the Break period;
- d. Monitor the GRS radio issued to Duty personnel;
- e. Report to the Duty Officer at room 106 at the end of the last training period of the evening; and,
- f. Carry out other tasks as requested by the Duty Officer.

Duty Flight Corporal

6. The Duty Flight Corporal will be appointed for a specific Wednesday evening parade or for a designated Sqn activity. Duty period will usually be from 15 minutes before the start of a parade / activity and will end 15 minutes after dismissal.

During regular weekly parades, the Duty Flight Corporal shall:

- a. Assist the Duty Sergeant to monitor the arrival of Sqn personnel at the main door and ensure that Cadets are channeled to the parade square. Visitors and guests must be properly greeted and escorted to room 106 and presented to the Duty Officer;
- b. Transcribe the training schedule and classroom allocation on the blackboard located on the parade square wall;
- c. Assist the Duty Sergeant to ensure proper order during the Break period;
- d. Monitor the GRS radio issued to Duty personnel;
- e. Report to the Duty Officer at room 106 at the end of the last training period of the evening; and,
- f. Carry out other tasks as requested by the Duty Officer.

NORMAL DUTIES

7. When not specifically employed as Duty personnel, the Duty Cadre shall carry on with their normal duties, i.e. Level training, Sqn appointment duties, etc.

DRESS

8. The Duty Cadre shall wear the Dress of the Day.

DUTY CADRE INSIGNIA AND GRS RADIOS

9. The Duty Officer shall issue Duty insignia and a GRS radio to the members of the Duty Cadre and shall collect them at the end of the Duty period.

DUTY OFFICER REPORT

10. A Duty Officer Report blank appears as ANNEX A. The back of the form can be used as required. Additional pages, can be added as required.

Approved by the Commanding Officer on xx xxx xx.

ANNEX A TO: COMMANDING OFFICER'S DIRECTIVE 14-03

DUTY OFFICER REPORT

-Duty Officer: Rank _____ Name _____

-Period of Duty - From _____ to _____

**-Incoming calls:
(date, caller, subject, action or referral)**

-Parade Night or Designated Activity: Date _____

-Duty Staff: Duty Sgt _____ Duty F/Cpl _____

-Final verification of all classrooms and areas used completed at _____ hrs.

-Issues to follow-up:

-Duty Officer Signature _____ Date _____