



758 “Argus” Squadron
Duty Officer and Duty NCO Standards and Checklist

DUTIES OF THE DUTY OFFICER (DutyO)

1. The DutyO shall be responsible to the CO.
2. The CO **shall not** perform the duties of DutyO.
3. The DutyO shall be responsible for:
 - A. Briefing the Duty NCO at the beginning and end of their shift;
 - B. Ensuring that the Duty NCO carries out his/her assigned duties;
 - C. Ensuring adherence to the following:
 - i) Regular Parade Night Procedure; and
 - ii) Duty NCO Checklist.
 - D. Reviewing and signing the Duty NCO Checklist as required;
 - E. Ensuring that any problems occur during his/her shift are dealt with in the proper manner and if necessary referred to the appropriate officer within the squadron or to the Commanding Officer;
 - F. Performing a final physical condition and security check of facilities used during his/her shift;
 - G. Remaining on duty from 1815h on the assigned training night until the last cadet leaves on that training night, or ensuring a “stand in” is available and notified to replace the Duty Officer when he/she is unable to perform his/her function;
 - H. Ensuring access to classrooms and parade areas and ensuring the areas are kept clean and secure at the end of any training session; and
 - I. Undertaking other duties as directed by, or on behalf of, the Commanding Officer.



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DUTIES OF THE DUTY NCO

- 1) The Duty NCO shall be responsible to the Duty Officer (DO).
- 2) The DO **shall not** perform the duties of the Duty NCO.
- 3) The Duty NCO shall be responsible for:
 - A) Reporting to the Duty Officer before commencement of the duty shift;
 - B) Ensuring adherence to the following:
 - i) Regular Parade Night Procedures; and
 - ii) Duty NCO Checklist.
 - C) Assembling Duty Squad and set up all training areas for training nights;
 - D) Assisting SWO in maintaining discipline and supervision when:
 - i) Cadets are moving between classes, ensuring that cadets move in a sound, timely and disciplined manner to their next classes; and
 - ii) Cadets are on break.
 - E) Carrying out all other tasks as outlined in SOP: Regular Parade Night Procedure;
 - F) Assisting the Duty Officer with any problems that occur during the shift and reporting any problems to the SWO, Duty Officer, or nearest staff member as they arise; and
 - G) Undertaking other duties as directed by, or on behalf of, the Commanding Officer.



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SOP: REGULAR PARADE NIGHT PROCEDURES

GENERAL: The following is a list of timings, tasks, and procedures to be completed and fulfilled during the general facilitation of a regular parade night. All personnel should be aware and have full knowledge of this document. Any questions pertaining to the tasks and procedures within this document should be forwarded to the TrgO.

TIMINGS, TASKS AND PROCEDURES

Nightly Routine Procedures are outlined below:

1815h: **DutyO** will report to LHQ and open all classrooms, office, and Parade Square with the exception of the Supply Room and the Stores Area.

1830h: **Duty NCO** will arrive NLT the time indicated and report to the DutyO, obtain the Squadron Attendance Roll from Administration and the Duty NCO clipboard.

DutyO will brief the Duty NCO on the events for the evening and begin set up of classrooms as required for the evening.

Level 5 Cadets that are on Admin and Supply duty for the evening report to the AdminO and SupO NLT the time indicated.

AdminO and SupO will brief the Level 5 duty Cadets on the routine and tasks for the evening.

Senior Cadets arrive and prepare paperwork and get ready for their flights.

1845h: Flights will be formed up and Flight Commander and 2IC will conduct inspections.

Flight Commander announces classroom locations, flight news, and updates.

Duty NCO will report to the SWO and assist with the organization of opening parade.

1855h: FALL-IN procedure commences.

Once the fall-in procedure has concluded, the **Duty NCO** will retain the attendance until after Opening Parade. Duty will then take the place at the duty desk to greet any late Cadets and update the attendance. There must always be one person at the duty desk to greet any and all cadets who wish to sign in, see supply, or see any of the officers in the back hallway.



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- 1900h:** OPENING PARADE commences.
CO and Officers march on.
Opening announcements will be made as necessary.
- 1905h:** **Duty NCO** will assist and ensure all Cadets proceed to their respective classes.
- 1910 - 1940h:** PERIOD ONE
- L.5 Cadets on Admin duty** will ensure “absent cadets without excuse” have been called, make entries of results in attendance log sheet, then submit results to AdminO; as well as, perform any task assigned during briefing.
- L.5 Cadets on Supply duty** carry out duty and task assigned during briefing.
- Duty NCO** ensures late cadets are recorded in log sheet, and then send cadets to class ASAP.
- 1945 – 2015h:** PERIOD TWO
- 2020 – 2035h:** CANTEEN BREAK
- Duty NCO** will ensure that order is maintained during Canteen Break;
- Duty NCO** will assist senior cadets in supervision for cadets traveling to and from various areas.
- Duty NCO** will assist and ensure all Cadets proceed to their respective classes;
- 2040 – 2110h:** PERIOD THREE
- 2115h:** FALL-IN
- Squadron SWO** forms up and gets ready for Closing Parade
- 2120 – 2130h:** CLOSING PARADE commences
- CO and Officers march on
- Announcements will be made as necessary
- DISMISSAL



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2130 – 2140h: CLEAN-UP

DutyO will supervise Duty Flight during clean up and shut-down

Duty Flight Commander will ensure all areas are cleaned—all garbage is picked up, items and boards are returned to their proper location(s), and all lights are turned off at Victoria Park and Lion’s Hall;

It is recommended that DutyO and Duty Flight Commander do a physical walk through together, to check and secure all premises used during the evening;

DutyO will give “OK” to Duty Flight Commander for dismissal of duty flight after he/she satisfy with the inspection;

DutyO will supervise remaining cadets until picked up by parents;

DutyO shall be dismissed upon the CO’s discretion and/or notifies the CO that he/she is leaving;

CO or designated officers shall ensure all doors are closed and securely locked at LHQ, alarm is activated and lights are out prior to leaving the premises.



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ANNEX A

DUTY FLIGHT COMMANDER CHECK LIST:

VIC PARK

Garbage sweep:

- Parade Square
- Classrooms
- Washrooms

Items to be returned:

- Board(s)
- Training equipment
- Chairs (re-stack)
- Table(s)
- Hangers
- Flags and stand

Other:

- Windows closed / locked
- Lights out
- Doors closed

LIONS HALL

Garbage sweep:

- Classrooms
- Hallway
- Washrooms

Items to be returned:

- Board(s)
- Training equipment
- Chairs (re-stack)
- Table(s)

Other:

- Lights out
- Doors closed

LHQ

Garbage sweep:

- Conference room
- Hallway
- Washrooms

Items to be returned:

- Training equipment
- Table(s)
- Chairs (re-stack)

Misc. items turned into Lost & Found:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____



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ANNEX B

DUTY NCO CHECK LIST:

- Report to DutyO at the commencing of shift Time reported: _____
- Take notes of taskings from DutyO
- Obtain Attendance Roll and Duty Clipboard
- Distribute Attendance Roll to Flight Commanders
- Setup Parade Square Flags
- Setup Training areas as instructed (if any)
- Report to SWO and assist in organizing before and during Opening Parade
- Collect and submit Attendance Roll to AdminO Time submitted: _____
- Assist in maintaining discipline and supervision during changes of classes
- Assist in maintaining discipline and supervision during Canteen break time
- Report to SWO and assist in organizing before and during Closing Parade
- Report to Duty Flight Commander for further instructions / taskings
- Report to Duty Officer with check list for signature and submit check list.

Notes and Comments from Duty NCO:

Notes and Comments from Duty Officer:

Signature of Duty NCO
NCO Rank & Name: _____

Signature of Duty Officer
Officer Rank & Name: _____