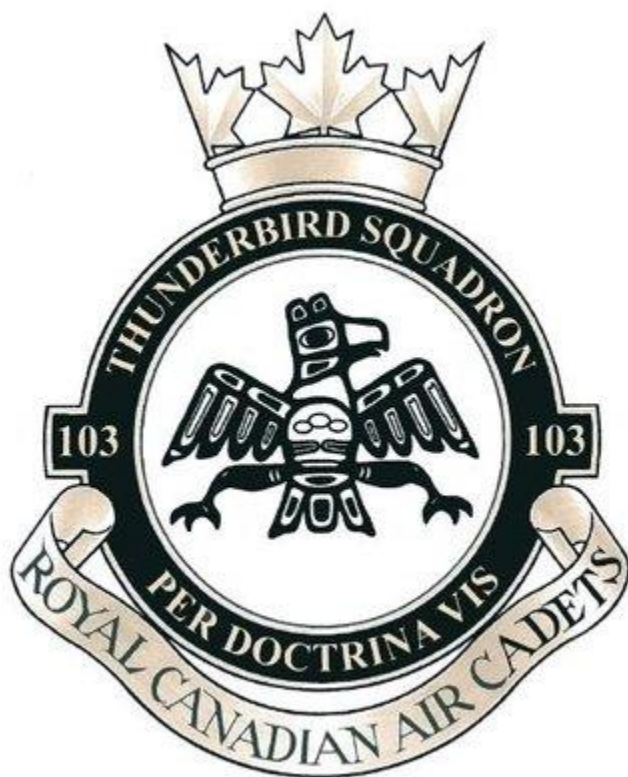


# 103 Thunderbird Royal Canadian Air Cadet Squadron



Joining Instructions  
NCO Training Course 2019  
15-18 Feb 2019

## INTRODUCTION

1. Leadership, instruction in and out of the classroom, physical fitness and general cadet knowledge are all staples of being an effective NCO with the cadet movement. This training weekend is going to be used to teach all attending course cadets a mix of essential and advance skills required by their current or future positions at their home squadron from a diverse pool of instruction outlining a cross section of the air cadet program throughout the lower mainland. A training weekend is to be organized for the family day long weekend. To accomplish this exercise cadets will be divided into four courses with their own NCO IC and support staff.
2. To accomplish this most efficiently a large cadre of staff cadets have been canvased and selected to fill various staffing positions through out the training weekend.
3. Even thou slatted to staff the NCO TC, cadets will receive a classroom evaluation, professional development and a performance evaluation at the completion of the training weekend.

## DRESS INSTRUCTION

4. Staff cadets will be dressed in C1's during the opening and graduation ceremonies. During training hours staff cadets will be dressed in C2's. After training hours cadets are authorized to wear appropriate civilian attire. Staff cadets will also be participating in physical activity and should bring clothing appropriate to conducting PT indoors or outdoors. There will also be a mess dinner on the Saturday evening and a white shirt and bow tie is recommended to be worn under their tunics for the dinner.
5. Attached are kit lists specific for staff cadets and should be used as a reference on what to pack. Staff cadets have the option of brining additional items if they will assist in their duties.
6. All participants are responsible for brining adequate personal kit for the forecasted conditions and for the entirety of the activity. Be advised that the host squadron will not be held responsible for lost or stolen personal items. Members are cautioned to have their items clearly identified and to restraining for brining valuables or electronics.

## TRANSPORTATION

7. All cadets will meet at the 103 LHQ for 1800hrs. Transportation is to be arranged by the attending squadrons, but preferred method is to have the parents of cadets drop off cadet to facility the filling of any missing permission forms.

## ACCOMMODATION

8. All staff cadets will be housed on site for the duration of the training weekend starring on the Friday evening.

## MEALS

9. All cadets participating will be provided fresh rations for the duration of the training weekend starting from Saturday morning.

10. If you have any dietary requirements ensure your officer staff informs the OIC of the training week prior to your arrival during the training weekend. **THIS MUST BE COMMUNICATED TO THE OIC AS SOON AS POSSIBLE PRIOR TO ARRIVING.**

11. There will be no meals provided on the Friday evening, cadets are encouraged to eat dinner prior to arriving.

#### MEDICAL

12. All cadets participating will provide their squadron staff with a permission form outlining any allergic reaction, specific medical requirements (prescription medication) and provincial medical coverage.

13. Minor first aid will be delivered by qualified Adult staff on site, proper forms and record keeping will be completed for all first aid given.

14. Major first aid will be delivered by the local hospital, parents will be notified, and an adult staff member will transport the cadet in question to the hospital. Again, proper record keeping will be completed.

#### CONTACT INFORMATION

15. OPI – Captain Zakir Khan (525 CO)  
[khan.ibn.zakir@gmail.com](mailto:khan.ibn.zakir@gmail.com) or 778-877-9226



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## Teams,

I would like to officially welcome you to the 103 Non-Commissioned Officer Training Course 2019. Success of this course is based solely on the staff cadets who staff it.

The NCO TC is designed to give squadrons NCO's specific training that isn't provided in the new training program or provided too late in their career. Feeding off knowledge from multiple squadrons, cadets are taught more than just drill dress and deportment, they are taught evaluation techniques, military writing and much more.

Staffing the NCO TC is a large endeavor, but this year with the high number of staff cadets who have applied, we are hoping to have one of the most successful courses ever run.

In this package is all the information staff cadets will require to properly prepare for their jobs during the Family Day long weekend. Please look over the content as it's expected that some of your class prep work will be done prior to the course. This being, please have your cadets photocopy everything they need prior to attending the course.

If you have any questions please don't hesitate to ask, as we're the team that's going to produce the best NCO course ever run.

This package includes the following information

1. Welcome letter (this document)
2. Course Descriptions
3. Course Outlines
4. Schedule (with assigned classes)
5. Permission Forms
6. Kit List
7. Terms of Reference (read and sign prior to arriving)
8. Positions

## 103 NCO TC COURSE BREAKDOWN

1. The following document identifies which cadets are suited to each course, additionally what type of training and performance objectives can be expected on each of the courses.
2. Junior Course
  - a. The Junior Course is designed for Level 2 and Accelerated Level 1 Cadets. This course is designed to provide a junior cadet the strong foundation required to be successful in cadets. Topics will enforce GCK, Uniform Prep and Maintenance, How to be a follower, Basic Leadership, Deportment and Dress.
  - b. Cadets will receive evaluations on uniforms, drill and GCK knowledge.
3. Senior Course
  - a. The senior course is designed for Level 3 cadets. The theme of the course will be to ensure the cadets leave with a strong ability to run through small leadership tasking's. The cadets will receive training in drill, dress, GCK, leadership, deportment, and how to evaluate uniforms.
  - b. These cadets can expect to receive a performance objective checks in advanced drill and commands, small leadership taskings, and uniform evaluation abilities.
4. Instructor Course
  - a. The instructor course is an intense program established to teach Level 4 cadets how to become active instructors at their local squadrons. This course will also be open to current instructors who wish to become more effective instructors at their home squadrons. The cadets will receive training and be evaluated on dress, classroom instruction, drill instruction, and how to evaluate instruction. Also cadets will learn how to teach with minimal training support to simulate instruction in the field.
  - b. Cadets will be evaluated on their instructor ability in the classroom and on the drill floor
5. Professional Development Course
  - a. The professional development course is designed for "advanced" level 4 cadets and junior level 5's who are showing high levels of potential for future command positions at their squadrons. Cadets who attend this course should already excel in their abilities at their home squadrons and have exemplarily drill, dress, and deportment. The cadets that participate in this course can expect to receive and be evaluated on the

following training: parade sequences, military writing, organizing training exercises, how to be a mentor, improved drill and deportment and how to conduct a mess dinner.

b. They can expect to be evaluated on their personal conduct, uniform, organizational abilities, and military writing. Along with organizing our mess dinner and how they run the parade tryouts and grad parade set up.

c. This course will be taught by the supervising squadron officers who must also attend the Pro-D Session in January.

6. Staff Cadet

a. Staff cadets will typically be level five cadets or higher. The NCOs that participate as staff at the NCO Course should have a high level of dress, drill, deportment, and instructional ability. Staff Cadets must attend the Pro-D session in January. Staff cadets can expect to receive an instructional evaluation to further their development as well.

7. These courses have been designed to enhance and develop NCOs within the new Air Cadet program. It is critical to ensure that your cadets are placed into the correct course to ensure they receive the training that is best suited them. In addition, please feel free to provide this information to your cadets so that they may prepare themselves prior to attending their course. In addition, a copy of all evaluations will be made available to your escort officer to bring back to your home squadrons.

### Permission Form

What: NCO Training Course 2019

When: 15 Feb 19 @ 1800hrs – 18 Feb 19 @ 1600 hrs

Where: 103 LHQ, 1513 Forbes Ave, North Vancouver

How: Parents to arrange transportation to and from 103 LHQ

Why: The 103 run NCO Training Course is a great opportunity for cadets to perfect their leadership, drill, dress and deportment in a fun environment that feeds off the knowledge of all the attending squadrons.

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Name of Course Cadets: \_\_\_\_\_

Age: \_\_\_\_\_ Rank: \_\_\_\_\_ Level: \_\_\_\_\_

Course attending: **STAFF**

Care Card Number: \_\_\_\_\_

Emergency contact: Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Dietary Needs / Allergies / Medication:

\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_ have approved my son or daughter to attend the NCO training course at 103 Thunderbird squadron over the family day long weekend.

Parent signature: \_\_\_\_\_

## NCO TC 2019

### KIT LIST

The Following items are recommended things to bring for the NCO course; if you personally need any additional items don't hesitate to bring it. Just remember we have limited space here at the squadron and you are responsible for all your own kit during the training course. All electronic devices are the responsibility of the cadet. Cell phones are prohibited during training hours but will be allowed during "free" time in the evening, but remember this course has a high workload and there will be limited amounts of "free" time.

- Issue Cadet Uniform:
  - o Wedge
  - o Nametag
  - o Tunic
  - o Tie
  - o Collared shirt (for travel and grad parade)
  - o Blue Summer camp T-shirt (day to day use)
  - o Pants
  - o Belt
  - o Grey Socks
  - o Boots
- Boot polishing kit
- Iron and board
- Pens and lots of paper for note taking/assignments
- Sleeping wear
- Toiletries
  - o Toothbrush and toothpaste
  - o Showering equipment – soap, towels, **SHOWER SANDALS**, shampoo
  - o Face wash
  - o Shaving kit
  - o Anything else required
- Sleeping bag, pillow and air mattress
- **Shorts, T-shirt and sweatshirt for PT**
- Civilian clothes for evening wear
  - o 1 pr Jeans
  - o 1 pr Shorts
  - o 4 or 5 sets of underwear
  - o 4 or 5 prs of socks
  - o Multiple T-Shirts
  - o Running shoes
- Mess Dress
  - o White Dress shirt
  - o Bow Tie
- Staff Cadets can bring any other items that will be required to teach their class or accomplish their assigned TOR.



## NCO Course Terms of Reference

### CAMP WARRANT

The Camp warrant officer positions is an important one for the NCO TC. The Following tasks are the basic requirements for you to be successful at your job. Going above and beyond the basic requirements and completed any other assigned tasks are mandatory.

1. Ensure all staff cadets are completing their assigned tasking's
2. Maintain esprit de corps
3. Liaise with all other Warrant Officer Positions
4. Liaise with the Officer In Charge and complete any assigned tasks
5. Assist and provide advice on any disciplinary action required over unsatisfactory conduct
6. Assist and Provide advice on issuing out good and bad chits
7. Provide Input with the award giving process
8. Assist the other Warrant Officers with parade positions tryout and graduation parade
9. Any other assigned duties

By signing the following I have read and understand all of my duties and responsibilities as the Camp Warrant Officer.

---

Camp Warrant Name, Rank

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Date

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OIC Name, Rank

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Date

## NCO Course Terms of Reference

### CAMP STANDARDS

The Camp Standards officer positions is an important one for the NCO TC. The Following tasks are the basic requirements for you to be successful at your job. Going above and beyond the basic requirements and completed any other assigned tasks are mandatory.

1. Ensure the standard of drill, dress and deportment is kept at a high standard at all times.
2. Discipline and provide corrective action for any laps in drill, dress and deportment.
3. Write and issue corrective and commendation chits with assistance from the camp warrant officer.
4. Staff is always carrying themselves to a high standard.
5. Maintain their personal drill, dress and deportment at an exceptionally high standard so as to serve as a model for the rest of the cadets.
6. Liaise with the Camp WO and the OIC with any issues that may come up
7. Assist with the planning and execution of Graduation Parade
8. Any Other assigned duties

By signing the following I have read and understand all of my duties and responsibilities as the Camp Standards Warrant Officer.

---

Camp Standards Warrant Name, Rank

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Date

---

OIC Name, Rank

---

Date

## NCO Course Terms of Reference

### CAMP ADMIN

The Camp Admin officer position is an important one for the NCO TC. The Following tasks are the basic requirements for you to be successful at your job. Going above and beyond the basic requirements and completed any other assigned tasks are mandatory.

1. Ensure all records for cadets during indoc are kept up to date
2. Ensure all uniform marks daily are entered into the cadets folder
3. Ensure all digital and analog records are kept up to date through out the course.
4. Ensure each cadet has the appropriate evaluation forms in their folder
5. Assist the OIC and Admin O with post camp packages
6. Help make the graduation parade certificates
7. Assist with the planning and execution of the Mess Dinner
8. Any Other assigned duties

By signing the following I have read and understand all of my duties and responsibilities as the Camp Administration Warrant Officer.

\_\_\_\_\_  
Camp Admin Warrant Name, Rank

\_\_\_\_\_  
Date

\_\_\_\_\_  
OIC Name, Rank

\_\_\_\_\_  
Date

## NCO Course Terms of Reference

### CAMP TRAINING

The Camp Training officer position is an important one for the NCO TC. The Following tasks are the basic requirements for you to be successful at your job. Going above and beyond the basic requirements and completed any other assigned tasks are mandatory.

1. Ensure classes are being taught at a high level of effort and professionalism
2. Ensure classes are being taught with information from the approved outlines and IG's
3. Timings are being kept as per the schedule
4. Assist Instructors with ideas for visual aids and classroom tips
5. Keep a list of any training discrepancies that arise and submit them to the OIC at the end of the course.
6. Ensure the Morning PT period is conducted as per the schedule. Brief the assigned PRO-D course cadets who are running PT and provide feedback and written feedback about their progress to the admin warrant to be filed in the cadets progress report.
7. Any Other assigned duties

By signing the following I have read and understand all of my duties and responsibilities as the Camp Training Warrant Officer.

\_\_\_\_\_  
Camp Standards Training Name, Rank

\_\_\_\_\_  
Date

\_\_\_\_\_  
OIC Name, Rank

\_\_\_\_\_  
Date

## **NCO Course Terms of Reference**

### **Course Warrant**

A Course Warrant positions is an important one for the NCO TC. The Following tasks are the basic requirements for you to be successful at your job. Going above and beyond the basic requirements and completed any other assigned tasks are mandatory.

1. Ensure your drill dress and deportment are at a high standard to ask a roll model for your course cadets
2. Ensure your course cadets meet their timings
3. Ensure a course senior is assigned, briefed and de-briefed after each assignment, which is going to be after each timings change.
4. Keep record of all course seniors to be submitted in to the cadets camp file
5. Assist in issuing corrective and commination chits to your course cadets with help of the camp standards warrant.
6. Any Other assigned duties
7. Ensure secondary duties are accomplished
8. Ensure standard of instruction and deportment of your instructor are kept to an acceptable level
9. Evaluate instructors within your course

By signing the following I have read and understand all of my duties and responsibilities as A Course Warrant Officer.

\_\_\_\_\_  
Course Warrant Name, Rank

\_\_\_\_\_  
Date

\_\_\_\_\_  
OIC Name, Rank

\_\_\_\_\_  
Date

## **NCO Course Terms of Reference**

### **Evaluations Staff**

A Evaluation staff positions is an important one for the NCO TC. The Following tasks are the basic requirements for you to be successful at your job. Going above and beyond the basic requirements and completed any other assigned tasks are mandatory.

1. Integrity and the standard of evaluations are kept uniform through out all evaluators
2. Ensure all cadets get their appropriate evaluations done daily
3. Organize "re-test" evaluations where necessary
4. Assist all other staff as required
5. Ensure all evaluation forms are grouped by course completed with all information.
6. Have all evaluation forms handed into the admin warrant in a timely manner.
7. Any Other assigned duties

By signing the following I have read and understand all of my duties and responsibilities as the Evaluation Staff Warrant Officer.

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Evaluation Staff Staff Name, Rank

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Date

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OIC Name, Rank

---

Date

## **NCO Course Terms of Reference**

### **Instructor Staff**

An Instructor staff positions is an important one for the NCO TC. The Following tasks are the basic requirements for you to be successful at your job. Going above and beyond the basic requirements and completed any other assigned tasks are mandatory.

1. Keep a high stand of drill, dress and deportment as to maintain a good image to your students
2. Be Prepared with your lesson content
3. Have “out of the box” instructional methods and visual aids
4. Maintain class discipline
5. Maintain classroom moral
6. Report any troubled cadets to the training warrant
7. Report any commendations to the standard warrant.
8. Be on time for your lesson as time is a luxury for this course.
9. Sign out any issued training aids or kit from the Service and Support Warrant
10. Any Other assigned duties

By signing the following I have read and understand all of my duties and responsibilities as the Evaluation Staff Warrant Officer.

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Instructor Staff Name, Rank

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Date

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OIC Name, Rank

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Date

## **NCO Course Terms of Reference**

### **Service and Support Staff**

A Service and Support Warrant positions is an important one for the NCO TC. The Following tasks are the basic requirements for you to be successful at your job. Going above and beyond the basic requirements and completed any other assigned tasks are mandatory.

1. Ensure all 103 kit is kept in good condition
2. Ensure any issued supplies is recorded
3. Ensure all issued supplies or kit is taken in at the end of the course
4. Ensure LHQ cleanliness
5. Ensure comms and kept charged in "on-line" at all times
6. Ensure LHQ Security at all times, also record all personal arriving and exiting the LHQ area including course cadets
7. Assist the other staff with Grad Parade and Mess Dinner set up
8. Wear full uniform for indoc day, mess dinner and grad parade the rest of the course be dressed in "combats" or appropriate civilian attire.
9. Keep their dress of the day in good condition
10. Any Other assigned duties

By signing the following I have read and understand all of my duties and responsibilities as the Service and Support Warrant Officer.

---

Service and Support Staff Name, Rank

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Date

---

OIC Name, Rank

---

Date



### List of Positions

(WO1) Camp Warrant - **WO1 Sato, T** (103)  
(WO1) Camp Standards – **WO2 Batten, N** (103)  
(WO1) Training Warrant – **WO2 Vahedi, A** (103)  
(WO1) Camp Admin -

(WO1) Evaluation Warrant – **CPO1 Matsuura, M** (105)  
(WO1/WO2) Evaluation Team – **WO2 Macfarlane, C** (103)  
(WO1/WO2) Evaluation Team – **WO2 Gray, N** (513)

(WO2) Junior Course Warrant – **WO2 Chopra, C** (278)  
(FSGT's) Instructors – **Fsgt Arguelles** (103)  
(FSGT's) Instructors – **Fsgt Stokes** (103)  
(FSGT's) Instructors – **Fsgt Hillier, C** (103)  
(FSGT's) Instructors – **Sgt Hill, T** (103)

(WO2) Senior Course Warrant - **WO2 Lee, C** (759)  
(WO/FSGT's) Instructors – **Fsgt Cheung, T** (103)  
(WO/FSGT's) Instructors – **Fsgt Chopra, K** (278)  
(WO/FSGT's) Instructors – **Fsgt Altamirano, D** (103)

(WO2) Instructor Course Warrant - **WO1 Yeung** (525)  
(WO2) – Instructor – **Fsgt Pitag, K** (89)  
(WO2) – Instructor – **Fsgt McLaren, J** (89)

(CIC) Pro D Course – **Capt Mok** (525)  
(CIC) **Lt Khan, E** (525)  
(CIC) **CI Hunt, C** (525)  
(CIC) **CI Wu, K** (525)

(SGT/FSGT) Service and Support – **WO2 Drasyl, N** (103)