## **313** Duty NCO

1. The Duty NCO will be assigned by the Administration Officer on a monthly rotational basis and shall be responsible to the Administration Officer for carrying out all assigned duties.
2. The Duty Sergeant will report to the Duty Officer at 1815 hrs on the day of duty.
3. The Duty Sergeant shall be responsible for:
   1. Accompanying the duty officer on his/her inspection of the facilities prior to the squadron using it;
   2. Ensuring all new cadets to the squadron are fully familiar with the facilities by giving tours of the building;
   3. Ensuring the Duty Flight understands and carry outs their assigned duties;
   4. Supervise the Duty Flight;
   5. Assisting in supervising the break;
   6. Supervising the Duty Flight during clean up; and
   7. Any other duties as may be assigned.
   8. Directing all visitors to the appropriate personnel throughout the evening;
   9. Collecting the roll sheets from the Cadet Flight Commanders immediately following inspection;
   10. Providing 5 minute warnings prior to the end of all classes;
   11. Assisting in setting up canteen
4. A comprehensive listing of the duties of the Duty NCO is contained in the DUTY NCO CLIPBOARD - which he/she will obtain when reporting for duty.
5. The Duty NCO will have completed his/her duties when dismissed by the Duty Officer.