



**COMMON TRAINING
PROFICIENCY LEVEL FOUR
INSTRUCTIONAL GUIDE**



SECTION 1

EO M408.01 – DISCUSS COMMANDING A FLIGHT ON PARADE

Total Time:

30 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-804/PG-001, *Proficiency Level Four Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Photocopy CATO 55-04, *Air Cadet Dress Regulations*, for every three cadets, for reference during the group discussion.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

A group discussion was chosen for this lesson as it allows the cadets to interact with their peers and share their knowledge and opinions about commanding a flight on parade. Sharing in the discussion encourages the cadets to examine their own thoughts and feelings and may prompt them to re-examine their previously held ideas. Participating in a group discussion improves the cadets' listening skills and team development.

INTRODUCTION

REVIEW

Nil.

OBJECTIVES

By the end of this lesson the cadet shall have discussed commanding a flight on parade.

IMPORTANCE

It is important for cadets to discuss commanding a flight on parade in a professional and confident manner as their performance can positively influence the cadets within the flight. It is important to be aware of the key attributes required to successfully command a flight while on the parade square, such as maintaining a high standard of appearance, presence and bearing.

Teaching Point 1

Discuss commanding a flight on parade.

Time: 25 min

Method: Group Discussion

BACKGROUND KNOWLEDGE



The point of the group discussion is to draw the following information from the group using the tips for answering / facilitating discussion and the suggested questions provided.



Proficiency Level Four cadets will be given opportunities to fill various parade appointments (eg, Flight Commander, Flight Sergeant). The term team leader has been used throughout this EO to encompass any position.

COMMANDING A FLIGHT ON PARADE

The aim of drill is to contribute to the operational effectiveness of the Cadet Program. This aim can be achieved by ensuring cadets march and manoeuvre on the parade square as one unit and by promoting discipline, alertness, precision, pride and the cohesion necessary for success.

Communicating Effectively

As the team leader, there will be various occasions when effective communication will be required, such as when:

- communicating drill commands; and
- speaking to the flight, in a more informal method.

When speaking to cadets in a flight, clear and positive communication is necessary to aid in achieving the aim of drill. Profanity, personal sarcasm or negative comments shall never be used.

When calling drill commands, the team leader must develop and use a vocabulary of short, concise words to impress on the flight that the movement must be performed smartly. When communicating or referring to drill commands and movements, words to use could include:

- sharp,
- crack,
- drive,
- seize, and
- grasp.

Sharp drill movements are dependent on the words of command being properly delivered. Words of command are to be pronounced clearly and distinctly, with confidence and determination, since they convey an order which is to be promptly obeyed.



When correcting errors, the team leader is to address the cadet in a positive tone. The most effective way to correct errors is to explain and demonstrate the correct method and then have the cadet(s) complete the movement(s) the correct way while being observed. This allows the cadet to learn from their error(s).

Executing Sharp Personal Drill

Team leaders must execute all drill movements confidently, correctly and smartly. The characteristics of drill are efficiency, precision and dignity and these qualities are developed through self-discipline and practice.

Team leaders who display constant proficiency in drill are recognized throughout the Cadet Program as highly trained, well-disciplined and professional. Well executed drill develops individual pride, mental alertness, precision and esprit-de-corps. It also sets the standard for the completion of parades and builds a sense of confidence between the team leader and cadet that is essential to high morale.

Maintaining Dress IAW Dress Instructions

Team leaders shall be well groomed with footwear cleaned and shone. The uniform shall be clean and properly pressed at all times.

Dress instructions help ensure a positive image and a high standard of dress are consistent among all cadets when in uniform. Showcasing a high standard of personal dress, appearance and grooming will aid in exhibiting confidence and reflect that the team leader has knowledge of the dress instructions.



Refer to CATO 55-04, *Air Cadet Dress Regulations* for further information on dress standards.

Exhibiting a Positive Attitude

Team leaders should always exhibit a positive attitude toward the members of the flight while on the parade square because a positive attitude will encourage the cadets to want to follow the example set by the team leader.

The positive attitude taught and developed on and off the parade square must be maintained by the team leader at all times.

Conducting Oneself in an Appropriate Manner

As the team leaders are expected to set the example for the flight, it is important to project an image of discipline and self-control.

Chewing gum, slouching, sauntering, placing hands in pockets and similar deportment that detracts from a proud and orderly appearance are unacceptable for team leaders.



The appearance, presence and bearing of the team leader must be of the highest standard since this example may be imitated by the cadets within the flight.

GROUP DISCUSSION



TIPS FOR ANSWERING / FACILITATING DISCUSSION:

- Establish ground rules for discussion, eg, everyone should listen respectfully; don't interrupt; only one person speaks at a time; no one's ideas should be made fun of; you can disagree with ideas but not with the person; try to understand others as much as you hope they understand you; etc.
- Sit the group in a circle, making sure all cadets can be seen by everyone else.
- Ask questions that will provoke thought; in other words avoid questions with yes or no answers.
- Manage time by ensuring the cadets stay on topic.
- Listen and respond in a way that indicates you have heard and understood the cadet. This can be done by paraphrasing their ideas.
- Give the cadets time to respond to your questions.
- Ensure every cadet has an opportunity to participate. One option is to go around the group and have each cadet answer the question with a short answer. Cadets must also have the option to pass if they wish.
- Additional questions should be prepared ahead of time.

SUGGESTED QUESTIONS:

- Q1. What attributes do you expect from a person when they are commanding a flight? Why?
- Q2. As a member of a flight, what were some of the positive attributes that you noticed / remember about your team leader they were on the parade square?
- Q3. What are some leadership competencies you have noticed in the past as a member of a flight? What competencies should you exhibit when commanding a flight on parade?
- Q4. Have you ever commanded a flight on parade? If so, what did you learn from this experience(s)? What went well when you commanded a flight on parade? What did not go well when you commanded a flight on parade?
- Q5. Why is it important to communicate effectively to the cadets within the flight when commanding a flight on parade?
- Q6. Why is it important to exhibit a positive attitude when commanding a flight on parade?
- Q7. As a team leader it is important to maintain a positive attitude and a high standard of dress? Why?



Write the mentioned / discussed topics on a flip chart and display them for the cadets so they can refer to them.



Other questions and answers will develop throughout the group discussion. The group discussion should not be limited to only those suggested.



Reinforce those answers given and comments made during the group discussion, ensuring the teaching point has been covered.

CONFIRMATION OF TEACHING POINT 1

The cadets' participation in the group discussion will serve as the confirmation of this TP.

END OF LESSON CONFIRMATION

The cadets' participation in the group discussion will serve as the confirmation of this lesson.

CONCLUSION

HOMEWORK / READING / PRACTICE

Nil.

METHOD OF EVALUATION

Nil.

CLOSING STATEMENT

When assigned to command a flight on parade it is important to conduct oneself with professionalism and confidence. A team leader who portrays a high standard of appearance, presence and bearing positively affects how cadets conduct themselves and respond to orders that are given on the parade square.

INSTRUCTOR NOTES / REMARKS

Nil.

REFERENCES

A0-002 A-PD-201-000/PT-000 Director History and Heritage 3-2. (2005). *The Canadian Forces manual of drill and ceremonial*. Ottawa, ON: Department of National Defence.

A3-006 CATO 55-04 Director Cadets 3. (2005). *Air cadet dress instructions*. Ottawa, ON: Department of National Defence.

THIS PAGE INTENTIONALLY LEFT BLANK



**COMMON TRAINING
PROFICIENCY LEVEL FOUR
INSTRUCTIONAL GUIDE**



SECTION 2

EO M408.02 – IDENTIFY PARADE SEQUENCE

Total Time:

30 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-804/PG-001, *Proficiency Level Four Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Photocopy the parade sequence from A-CR-CCP-801/PF-001, *Proficiency Level One Instructional Guides*, Chapter 8, Section 13, Annex A, PO 108 (Participate in an Annual Ceremonial Review [ACR] Parade), to distribute during TP 2 to each cadet.

Photocopy the ACR sequence from A-CR-CCP-801/PF-001, *Proficiency Level One Instructional Guides*, Chapter 8, Section 13, Annex D, PO 108 (Participate in an ACR Parade) to distribute during TP 3 as a reference for every three cadets.

Review any regional orders regarding conducting ACR parades.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

An interactive lecture was chosen for this lesson to orient the cadets to the parade sequences of a parade night and an ACR.

INTRODUCTION

REVIEW

The review for this lesson is from EO M408.01 (Discuss Commanding a Flight on Parade).

QUESTIONS:

- Q1. What are some examples of communicating effectively when commanding a flight on parade?
- Q2. What attributes should a cadet demonstrate when commanding a flight on parade?
- Q3. What are some important aspects of your dress to follow / maintain when commanding a flight on parade?

ANTICIPATED ANSWERS:

- A1. When speaking to cadets in a flight, clear and positive communication is necessary to aid in achieving the aim of drill. When commanding a flight on parade, the team leader must develop and use a vocabulary of short, concise words to impress on the flight that the movement must be performed smartly.
- A2. Some of the attributes would include:
- communicating effectively;
 - executing sharp personal drill;
 - maintaining dress IAW dress instructions;
 - exhibiting a positive attitude; and
 - conducting oneself in an appropriate manner.
- A3. Team leaders shall be well groomed with footwear cleaned and shone. The uniform shall be clean and properly pressed at all times.

OBJECTIVES

By the end of this lesson the cadet shall have identified the parade sequence of a parade night and an ACR.

IMPORTANCE

It is important for cadets to know the sequence of a parade night's opening and closing parades and an ACR as they will be in placed in a team leader role and will need to know the commands, formations and locations of all members on the parade square. Cadets will be looking to their team leader for guidance during a parade night's opening and closing parades and during an ACR.

Teaching Point 1**Discuss the roles of parades within the Cadet Program.**

Time: 5 min

Method: Interactive Lecture



This TP is intended to introduce the many parades that may be conducted within the Cadet Program.



Cadet squadrons may have specific traditions that they follow for some of their parades.

ROLES OF PARADES WITHIN THE CADET PROGRAM

The purpose of parades is to move cadets in an orderly and efficient manner using precise movements required for displays and ceremonies. Parades also showcase the cadets' knowledge of drill to spectators.

Parade Night

Cadet squadrons conduct an opening and closing parades most times when they meet for training, as it allows cadets to take attendance, practice drill and inspect uniforms. These parades also provide an excellent opportunity for announcements, presentation of awards and promotions. Opening and closing parades usually follow the ACR sequence, allowing cadets to learn the ACR sequence throughout the training year.

ACR

Each year, cadet squadrons are required to conduct an ACR parade. The ACR parade provides an opportunity for cadet squadrons to showcase what they have learned that year and to demonstrate their grasp of drill for family, friends and the community.

Remembrance Day

Every year on November 11, Canadians gather at memorials from coast to coast to remember those who have lost their lives in war or peacekeeping missions. Cities across Canada host Remembrance Day ceremonies and are usually attended by government officials, veterans, serving military members, police, cadets and the general public. At a Remembrance Day ceremony, cadet squadrons may march in the parade or provide a guard(s) for the cenotaph or memorial.

Special Ceremonial Parades

Special ceremonial parades may be conducted throughout the cadet training year. The following is a list of special ceremonial parades that may be conducted:

- Battle of Britain,
- Battle of the Atlantic,
- Ceremony of the Flags,
- Change of Command,
- Drumhead Ceremony,
- Freedom of the City,

- Military Funeral,
- Retreat and Tattoo,
- Sunset Ceremony, and
- Trooping the Colour(s).

Drill demonstrations may be performed during special ceremonial parades. Standard drill movements must be used at all times.



Refer to A-PD-201-000/PT-000, *The Canadian Forces Manual of Drill and Ceremonial*, for further information on special ceremonial parades.

CONFIRMATION OF TEACHING POINT 1

QUESTIONS:

- Q1. What is the purpose of parades?
- Q2. What two parades are normally conducted on a parade night?
- Q3. Identify some of the special ceremonial parades that may be conducted.

ANTICIPATED ANSWERS:

- A1. The purpose of parades is to move cadets in an orderly and efficient manner using precise movements required for displays and ceremonies. Parades also showcase the cadets' knowledge of drill to spectators.
- A2. Cadet squadrons conduct an opening and closing parades on a parade night.
- A3. The following is a list of special ceremonial parades that can be conducted:
- Battle of Britain,
 - Battle of the Atlantic,
 - Ceremony of the Flags,
 - Change of Command,
 - Drumhead Ceremony,
 - Freedom of the City,
 - Military Funeral,
 - Retreat and Tattoo,
 - Sunset Ceremony, and
 - Trooping the Colour(s).

Teaching Point 2**Describe the parade night sequence.**

Time: 10 min

Method: Interactive Lecture



This TP describes the opening and closing parade sequences during a parade night from the view of a team leader commanding a flight on parade.

Distribute to each cadet a copy of the ACR parade sequence located at A-CR-CCP-801/PF-001, *Proficiency Level One Instructional Guides*, Chapter 8, Section 13, Annex A, PO 108 (Participate in an Annual Ceremonial Review [ACR] Parade).

The parade night sequence that is provided in this TP is one way to conduct the parade. Cadet squadron have some flexibility regarding their own routines.

PARADE NIGHT SEQUENCE

It is necessary to know and understand the sequence of the opening and closing parades as a team leader commanding a flight on parade. Team leaders will be required to lead cadets on the parade square through a series of drill commands, formations and movements while effectively communicating.

Opening Parade

The sequence for the opening parade is as follows:

1. **Form up.** Through a series of drill commands, the cadets of the flight will form up for the opening parade.
2. **Roll call.** Attendance is taken by the team leader to determine if cadets are present, excused or absent.
3. **Inspection.** The inspection can be conducted by the team leader, the Cadet Squadron Commander or an officer. In most cases, the team leader conducts the initial inspection of the flight, before the Cadet Squadron Commander or an officer conducts the main squadron inspection.
4. **March past.** This allows the squadron to practice marching for the ACR or any other upcoming parades. As some cadet squadron may not have the required space, a march past may not be possible or is not always required.
5. **Announcements.** This is a good opportunity for any announcements, awards, presentations and / or promotions to be given.



Cadet squadron may present awards or promotions at the opening parade or the closing parade.

6. **Dismissal.** The dismissal signifies the end of the opening parade and the beginning of the training session(s).

Closing Parade

The sequence for the closing parade is as follows:

1. **Form up.** Through a series of drill commands, the cadets of the flight will form up for the closing parade.
2. **Announcements.** This is a good opportunity for any announcements, awards, presentations and / or promotions to be given.

3. **Advance in review order.** This allows the squadron to practice the advance in review order for the ACR and any other upcoming parades. As some cadet squadrons may not have the required space, an advance in review order may not be possible or is not always required.



Final compliments to royalty, senior officials and higher military commanders shall be paid after completing the advance in review order.

4. **Dismissal.** The dismissal signifies the end of the closing parade and the end of the training session.



Refer to PO 108 (Participate in an Annual Ceremonial Review [ACR] Parade) Annex A, for further information.

CONFIRMATION OF TEACHING POINT 2

QUESTIONS:

- Q1. How do team leaders lead cadets on parade?
Q2. What is the sequence for the opening parade?
Q3. What is the sequence for the closing parade?

ANTICIPATED ANSWERS:

- A1. Team leaders lead cadets on parade through a series of drill commands, formations and movements while effectively communicating.
- A2. The sequence for the opening parade is as follows:
- form up;
 - roll call;
 - inspection;
 - march past;
 - announcements; and
 - dismissal.
- A3. The sequence for the closing parade is as follows:
- form up;
 - announcements;
 - advance in review order; and
 - dismissal.

Teaching Point 3**Describe the ACR sequence.**

Time: 10 min

Method: Interactive Lecture



This TP is intended to highlight the ACR sequence from the view of a team leader commanding a flight on parade.

Distribute a copy of the ACR parade sequence located at A-CR-CCP-801/PF-001, *Proficiency Level One Instructional Guides*, Chapter 8, Section 13, Annex D, PO 108 (Participate in an Annual Ceremonial Review [ACR] Parade) to every three cadets. This handout outlines the entire format for an ACR parade sequence.

The ACR format that is provided in this TP is one way to conduct the parade. Cadet squadrons have some flexibility regarding their own routines.

ACR SEQUENCE

The ACR parade provides an opportunity for cadet squadron to showcase what they have learned that year and to demonstrate their grasp of drill for family, friends and the community.

Each year, cadet squadron are required to conduct an ACR parade. The main sections of the parade sequence for the ACR are as follows:

- form up;
- reception of the reviewing officer (RO);
- inspection by the RO;
- march past;
- awards and presentations;
- advance in review order;
- departure of the RO; and
- dismissal.



Upon completion of the march past, squadrons may choose to mount live demonstrations (eg, drill team, music, etc). The reviewing officer's address normally takes place once the squadron has reformed on the parade square. After dismissal, squadrons may invite guests to visit their various static displays.

CONFIRMATION OF TEACHING POINT 3**QUESTIONS:**

- Q1. How often are cadet squadrons required to conduct an ACR parade?
- Q2. What is the purpose of an ACR parade?
- Q3. What is the sequence of the ACR parade?

ANTICIPATED ANSWERS:

- A1. Each year cadet squadrons are required to conduct an ACR parade.
- A2. The ACR parade is an opportunity for cadets to showcase what they have learned that year and to demonstrate their grasp of drill for family, friends and the community.
- A3. The parade sequence for the ACR is as follows:
- form up;
 - reception of the reviewing officer (RO);
 - inspection by the RO;
 - march past;
 - awards and presentations;
 - advance in review order;
 - departure of the RO; and
 - dismissal.

END OF LESSON CONFIRMATION

QUESTIONS:

- Q1. What is the purpose of parades?
- Q2. What parade do the opening and closing parade sequences follow?
- Q3. What is the purpose of an ACR parade?

ANTICIPATED ANSWERS:

- A1. The purpose of parades is to move cadets in an orderly and efficient manner using precise movements required for displays and ceremonies. Parades also showcase the cadets' knowledge of drill to spectators.
- A2. Opening and closing parades usually follow the ACR sequence, allowing cadets to learn the ACR sequence throughout the training year.
- A3. The ACR parade is an opportunity for cadets to showcase what they have learned that year and to demonstrate their grasp of drill for family, friends and the community.

CONCLUSION

HOMEWORK / READING / PRACTICE

Nil.

METHOD OF EVALUATION

Nil.

CLOSING STATEMENT

When placed in a team leader role it is important to remember that cadets will be looking for guidance and knowledge on the parade square. Team leaders will be expected to guide cadets through a parade night and ACR sequence through a series of drill commands, formations and movements.

INSTRUCTOR NOTES / REMARKS

Nil.

REFERENCES

A0-002 A-PD-201-000/PT-000 Director History and Heritage 3-2 (2005). *The Canadian Forces manual of drill and ceremonial*. Ottawa, ON: Department of National Defence.

THIS PAGE INTENTIONALLY LEFT BLANK



**COMMON TRAINING
PROFICIENCY LEVEL FOUR
INSTRUCTIONAL GUIDE**



SECTION 3

EO M408.03 – COMMAND A SQUAD

Total Time:

30 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-804/PG-001, *Proficiency Level Four Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Photocopy and fold in half (laminates if possible) the Parade Sequence Aide-Mémoire Card located at Attachment A for each cadet.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

A demonstration and performance was chosen for this lesson as it allows the instructor to explain and demonstrate the skill of commanding a squad while providing an opportunity for the cadets to practice the skill under supervision.

INTRODUCTION

REVIEW

The review for this lesson is from EO M408.02 (Identify Parade Sequence).

QUESTIONS:

- Q1. What is the sequence for the opening parade?
- Q2. What is the sequence for the closing parade?
- Q3. What is the general sequence of the Annual Ceremonial Review (ACR) parade?

ANTICIPATED ANSWERS:

A1. The sequence for the opening parade is as follows:

- form up;
- roll call;
- inspection;
- march past;
- announcements; and
- dismissal.

A2. The sequence for the closing parade is as follows:

- form up;
- announcements;
- advance in review order; and
- dismissal.

A3. The general parade sequence for the ACR is as follows:

- form up;
- reception of the reviewing officer (RO);
- inspection by the RO;
- march past;
- awards and presentations;
- advance in review order;
- departure of the RO; and
- dismissal.

OBJECTIVES

By the end of this lesson the cadet shall have commanded a squad.

IMPORTANCE

It is important for cadets to command a squad on parade as they will be placed in a team leader role and will need to know the formations and locations of all members on the parade square. Cadets also need to know how to deliver words of command in a clear and concise manner, with confidence and determination, which will affect how cadets in the squad respond to orders.

Teaching Point 1**Explain, demonstrate and have the cadets command a squad.**

Time: 25 min

Method: Demonstration and Performance



This TP is intended to demonstrate to the cadet how to command a squad. For this skill TP, it is recommended that instruction take the following format:

1. Explain and demonstrate the complete skill of commanding a squad while cadets observe, to include:
 - a. falling in;
 - b. greeting the RO to complete the inspection;
 - c. leading the squad on the march past; and
 - d. falling out.
2. Explain and demonstrate each step required to effectively command a squad while on parade.
3. Have each cadet assume the role of team leader and practice each step.
4. Have each cadet assume the role of team leader and practice the complete skill.

Divide the team into two or three groups, if required, for all cadets to command a squad.

This activity shall be conducted IAW A-PD-201-000/PT-000, *The Canadian Forces Manual of Drill and Ceremonial*.

Note: Assistant instructors may be required for demonstration purposes.



Position the cadets around the parade square, as required, so that they can see the movements required to command a squad.



Distribute a copy of the Parade Sequence Aide-Mémoire Card located at Attachment A to each cadet. Cadets may use the card when practicing the skill of commanding a squad.



The term squad is a generic name for a group of cadets, used to teach drill movements. This term can be interchanged with platoon, flight, division or any other applicable elemental or regimental term.

The aim of flight drill is to enable the flight, when it takes its place in the squadron, to carry out any sequence of drill movements that the parade commander orders.



The parade format that is provided in this lesson is one way to conduct the parade. Cadet squadrons have some flexibility, as they may not have the number of cadets required or cadets may have not completed the required training to assume the role of every parade position.

Refer to Annex A of PO 108 (Participate in an Annual Ceremonial Review Parade), for further information on the parade format.



The position of flight sergeant is abbreviated as Flt Sgt.

The rank of Flight Sergeant is abbreviated FSgt.

Falling In

When falling in as a flight sergeant (Flt Sgt), follow the required commands of the squadron warrant officer (Sqn WO) or the deputy parade commander.



If there is no deputy parade commander, the parade commander would complete the required commands and actions.



When assuming the role of a flight commander (Flt Comd), the following additional steps for falling in are to be conducted:

1. The commencement of the promenade begins after the squads have fallen in. The promenade continues until the deputy parade commander or the parade commander is ready to assume command.
2. Flt Comds position themselves five paces in the rear of and centred on the deputy parade commander, at the front of the parade square. Dressing is automatic and Flt Comds are to stand at ease in succession from the right.
3. On the command OFFICERS FALL—IN, by the deputy parade commander, Flt Comds come to attention, turn left and march to their respective squads, approaching their squads from the right flank front (as illustrated in Figure 1).

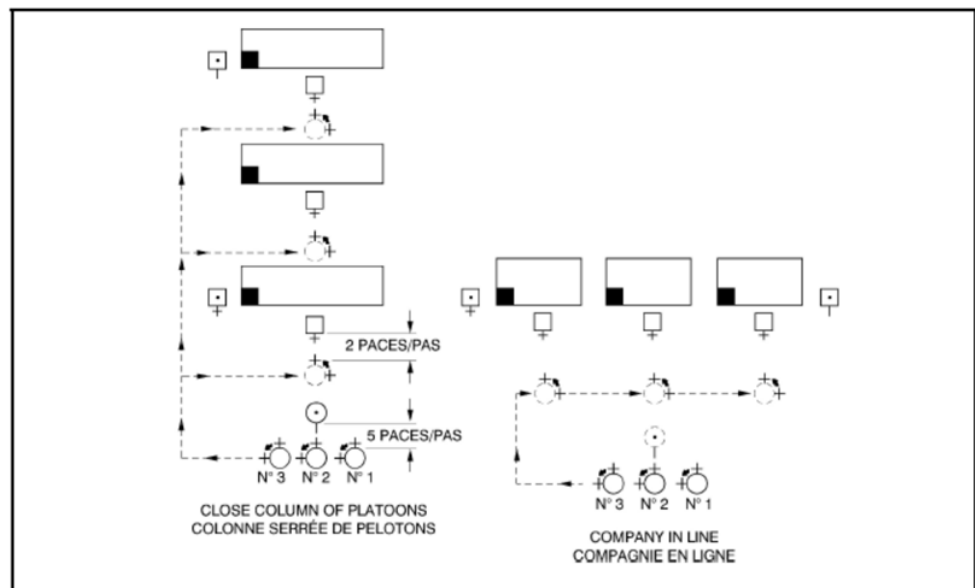


Figure 1 When Officers Fall In

Note. From *The Canadian Forces Manual of Drill and Ceremonial* (p. 7-3-16), by Director History and Heritage 3-2, 2005, Ottawa, ON: Department of National Defence.

4. Flt Comds halt two paces in front of the Flt Sgt, who reports the strength, condition, etc, of the squad. Flt Comds then march forward two paces to take their proper command position after the Flt Sgt has moved to their position behind the squad.



Figure 1 demonstrates the fall-in procedures when a Flt Comd and a Flt Sgt are on parade. Inform the cadets that if no Flt Comd is required to fall in, the Flt Sgt will maintain command of the flight.

Regardless of frontage, when a squad is formed up in line the Flt Comd / Flt Sgt shall be positioned three paces in front and centre of the squad.

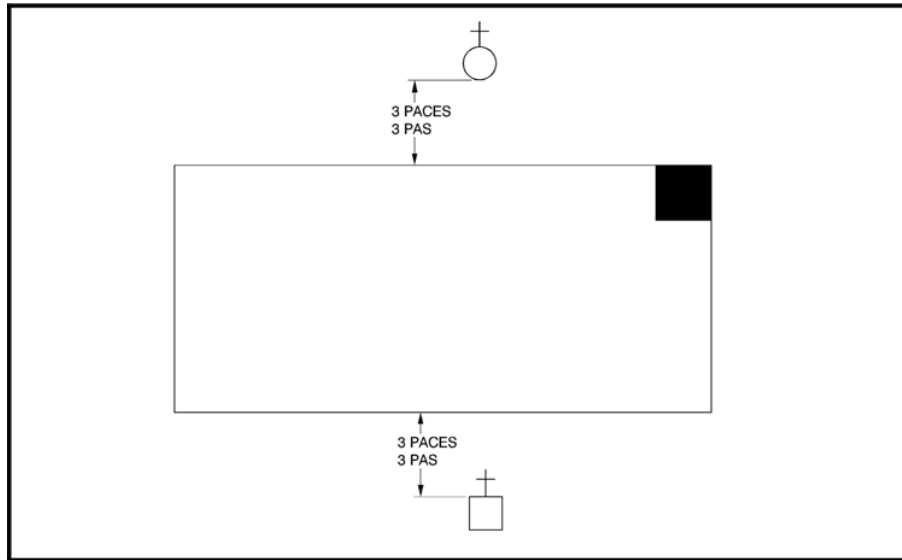


Figure 2 Squad in Line

Note. From *The Canadian Forces Manual of Drill and Ceremonial* (p. 7-2-2), by Director History and Heritage 3-2, 2005, Ottawa, ON: Department of National Defence.



Figure 2 demonstrates the command positions when a Flt Comd and a Flt Sgt are on parade.

When on parade, each squad follows the same procedures to hand over command. Once the Flt Comd / Flt Sgt are in their new position(s), the command STAND AT—EASE, is given in succession from the front (right). On the executive word of command of the last Flt Comd / Flt Sgt ordering their squad to stand at ease, Flt Comd / Flt Sgts turn about and stand at ease together.



Throughout the parade it is important to remember that words of command are to be pronounced clearly and distinctly, with confidence and determination, since they convey an order which is to be promptly obeyed.

Refer to A-CR-CCP-803/PF-001, *Proficiency Level Three Instructional Guides*, EO M308.02 (Deliver Words of Command), if further information is required on how to deliver proper words of command.



When paying compliments during the parade, all salutes must be acknowledged and conducted in a sharp manner.

Greeting the RO to Complete the Inspection

Inspections are conducted one squad at a time, normally accompanied by the RO and the reviewing party. The parade commander will give the command NO. 1 SQUAD, STAND FAST, REMAINDER STAND AT—EASE before the inspection begins. The inspection commences with the squad ordered to stand fast.

As the RO approaches, the Flt Comd / Flt Sgt turns right and marches to a position three paces in front of the marker, facing the RO. When the RO approaches, the Flt Comd / Flt Sgt will salute (if required) and report the squad.



The following is an example opening report from the Flt Comd / Flt Sgt to the RO, when the RO approaches the squad for the inspection.

"Good evening (morning / afternoon) sir (ma'am), Sergeant Jones reporting for number one squad, 25 cadets on parade, ready for your inspection".



If the RO is a local government official, a civilian or a non-commissioned officer (NCO), a salute is not required.

The Flt Comd / Flt Sgt will guide the RO through the front and rear of each rank, commencing at the right flank of the front rank and proceeding in a counter-clockwise direction around each rank in turn. When the RO has completed the inspection, the Flt Comd / Flt Sgt will position themselves behind the rear rank marker, to acknowledge the RO's completion of the squad's inspection, ask permission to carry on and salute (if required).



The following is an example response from Flt Comd / Flt Sgt to the RO, when the RO has completed the inspection of the squad.

"Sir (ma'am), thank you for inspecting number one squad. Permission to carry on?"

Once the RO has begun to move to the next squad, the Flt Comd / Flt Sgt executes a right turn and marches, using a series of wheels, back to their command position facing the squad. When in position the Flt Comd / Flt Sgt shall give the commands CLOSE ORDER—MARCH and STAND AT—EASE. The Flt Comd / Flt Sgt will then turn about to face the front, stand at ease, and await further orders from the parade commander.

As the inspection is being completed, the remaining Flt Comds / Flt Sgts will observe the RO and as the RO inspects the rear rank of the preceding squad, the next Flt Comd / Flt Sgt shall turn about to face their squad, give the command ATTEN—TION and carry out the inspection sequence for their squad.



Inspections are always carried out at the open order.

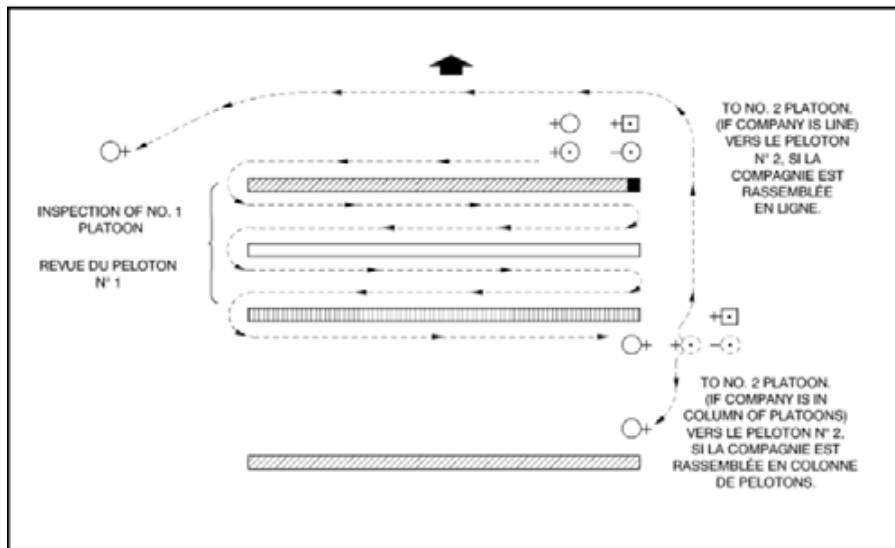



Figure 3 Completing the Inspection


Note. From *The Canadian Forces Manual of Drill and Ceremonial* (p. 7-3-18), by Director History and Heritage 3-2, 2005, Ottawa, ON: Department of National Defence.

Leading the Squad on the March Past

March pasts may be conducted in column of route or in column of threes, depending on time and space available, level of training and the occasion. The simplest march past is column of route in quick time.

Throughout the march past, when commanded by the parade commander, the Flt Comd / Flt Sgt may be required to give the command EYES—RIGHT and EYES—FRONT to their respective squad.

 The commands EYES—RIGHT and EYES—FRONT, will be given on the left foot.

 If there are turns on the march past, the Flt Comd / Flt Sgt may be required to give the commands RIGHT—TURN (called on the left foot) and / or LEFT—TURN (called on the right foot), when directed by the parade commander.

At the end of the march past, the command HALT (called on the left foot) may also be required to be given, when directed by the parade commander.

Column of route. The Flt Comd / Flt Sgt is two paces in front of the centre single file of the squad. Column of route is the formation most commonly used to move squads on the march.

When halted in this position and given the command to turn, the Flt Comd / Flt Sgt will turn in the appropriate direction, observe the standard pause and march, using a series of wheels, to their appropriate position(s).

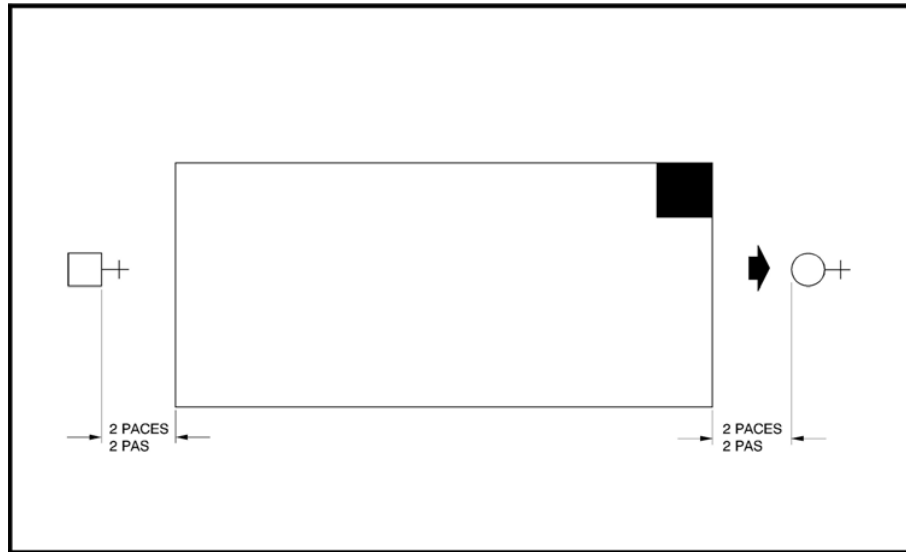


Figure 4 Squad in Column of Route

Note. From *The Canadian Forces Manual of Drill and Ceremonial* (p. 7-2-4), by Director History and Heritage 3-2, 2005, Ottawa, ON: Department of National Defence.



Figures 4 and 5 demonstrate the command positions when a Flt Comd and a Flt Sgt are on parade for the march past, in column of route. If there is no Flt Comd, the Flt Sgt will command the flight.

Column of threes. A squad in column of threes is in the same formation as when in line, but facing a flank. Column of threes is another formation used to move a squad on the march.

When halted in this position and given the command to turn, the Flt Comd / Flt Sgt turn in the appropriate direction and maintain their position(s).

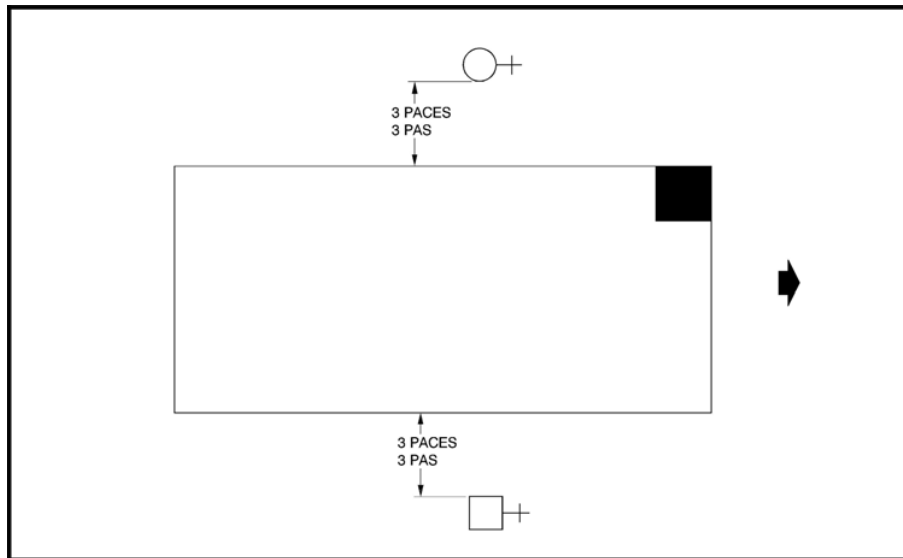


Figure 5 Squad in Column of Threes

Note. From *The Canadian Forces Manual of Drill and Ceremonial* (p. 7-2-3), by Director History and Heritage 3-2, 2005, Ottawa, ON: Department of National Defence.

Falling Out

When falling out as a Flt Sgt, follow the commands of the Sqn WO or the deputy parade commander.



When assuming the role of a Flt Comd, the following additional steps of falling out are to be conducted:

1. On the command OFFICERS, FALL—OUT, which is given by the parade commander when the parade is at attention, the Flt Comd marches the most direct route and forms up in a line, five paces in front of, centred on and facing, the parade commander, at arm's length interval (without raising the arm), the deputy parade commander on the right.
2. When all Flt Comds are present and in line, the deputy parade commander takes a half pace forward.
3. When ordered by the parade commander to DIS—MISS, the deputy parade commander will step back one half pace. All Flt Comds will observe the standard pause and march straight forward off the parade square, along with the deputy parade commander.

CONFIRMATION OF TEACHING POINT 1

The cadets' commanding a squad will serve as the confirmation of this TP.

END OF LESSON CONFIRMATION

The cadets' commanding a squad will serve as the confirmation of this lesson.

CONCLUSION

HOMEWORK / READING / PRACTICE

Nil.

METHOD OF EVALUATION

This lesson is assessed IAW A-CR-CCP-804/PG-001, *Proficiency Level Four Qualification Standard and Plan*, Chapter 3, Annex B, 408 PC.

CLOSING STATEMENT

Commanding a squad on parade with confidence and determination, will affect how cadets respond to the orders given. Delivering words of command, in a clear and concise manner allows a squad to move as a team in an organized and efficient manner.

INSTRUCTOR NOTES / REMARKS

Where there are a large number of cadets, divide the group into two or three squads and rotate the cadets through as commanders.

REFERENCES

A0-002 A-PD-201-000/PT-000 Director History and Heritage 3-2. (2005). *The Canadian Forces manual of drill and ceremonial*. Ottawa, ON: Department of National Defence.

THIS PAGE INTENTIONALLY LEFT BLANK

PARADE SEQUENCE AIDE-MÉMOIRE CARD



PARADE SEQUENCE AIDE-MÉMOIRE CARD

FALLING IN

When falling in as a Flt Sgt:

Follow the required commands of the Sqn WO or the deputy parade commander.

When falling in as a Flt Comd:

1. Stand at ease in succession from the right, once in position.
2. On the command to fall in, come to attention, turn left and march to the flight, approaching from the right flank.
3. Halt two paces in front of Flt Sgt.
4. March two paces forward (assume the proper command position) and give the command **STAND AT—EASE**.
5. On the executive word of command of the last flight ordered to stand at ease, turn about and stand at ease.

GREETING THE RO TO COMPLETE THE INSPECTION

1. Ensure the flight is at attention. Give the command **ATTEN—TION** (if required).
2. Turn right and move to a position three paces in front of the marker (check RO's position as required).
3. Salute the RO (if required) and report the flight (eg, "Good evening [morning / afternoon] sir [ma'am], Sergeant Jones reporting for number one flight, 25 cadets on parade, ready for your inspection").
4. Guide the RO through the ranks.
5. After the inspection, stand to attention behind the rear rank marker and salute (if required) and respond to the RO (eg, "Sir [ma'am], thank you for inspecting number one flight. Permission to carry on?").
6. Execute a turn and march back to the front of the flight.
7. Give commands **CLOSE ORDER—MARCH** and **STAND AT—EASE** to the flight.
8. Turn about to face front, stand at ease and await further orders from the parade commander.

LEADING THE FLIGHT ON THE MARCH PAST

- Execute all commands given by the parade commander, as per the parade sequence.
- Assume the correct command positions throughout the march past.
- Give the commands **LEFT—TURN** (as required), **EYES—RIGHT**, **EYES—FRONT**, **RIGHT—TURN** (as required) and **HALT** (as required), as directed by the parade commander.

FALLING OUT

When falling out as a Flt Sgt:

Follow the required commands of the Sqn WO or the deputy parade commander.

When falling out as a Flt Comd:

- On the command to fall out, march the most direct route and form up in position facing the parade commander.
- On the command to dismiss, observe the standard pause and march straight off parade square.

THIS PAGE INTENTIONALLY LEFT BLANK



**COMMON TRAINING
PROFICIENCY LEVEL FOUR
INSTRUCTIONAL GUIDE**



SECTION 4

EO M408.04 – INSPECT A CADET ON PARADE

Total Time: 60 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-804/PG-001, *Proficiency Level Four Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Photocopy CATO 55-04, *Air Cadet Dress Instructions* and the Dress Instructions Activity Worksheet located at Attachment A, for every three cadets.

Photocopy the Dress Instructions Checklist located at Attachment C for each cadet.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

An in-class activity was chosen for TP 1 as it is an interactive way to provoke thought and stimulate interest and confirm comprehension of elemental dress instructions.

A demonstration and performance was chosen for TP 2 as it allows the instructor to explain and demonstrate the skill of inspecting a cadet on parade while providing an opportunity for the cadets to practice the skill under supervision.

INTRODUCTION

REVIEW

The review for this lesson is from EO M408.03 (Command a Squad).

QUESTIONS:

- Q1. Regardless of frontage, when a squad is formed up in line, how many paces must the flight commander / flight sergeant be positioned when in front and centre of the squad?
- Q2. What is an example report when the reviewing officer (RO) approaches the squad for the inspection?
- Q3. When commanding the squad as a team leader, what is the team leader responsible for?

ANTICIPATED ANSWERS:

- A1. When a squad is formed up in line the flight commander / flight sergeant shall be positioned three paces in front and centre of the squad.
- A2. "Good evening (morning / afternoon) sir (ma'am), Sergeant Jones reporting for number one squad, 25 cadets on parade, ready for your inspection".
- A3. When commanding a squad, the team leader is responsible for:
- falling in;
 - greeting the RO to complete the inspection;
 - leading the squad on the march past; and
 - falling out.

OBJECTIVES

By the end of this lesson the cadet shall be expected to inspect a cadet on parade.

IMPORTANCE

It is important for cadets to be able to inspect a cadet on parade as they will be placed in a team leader role and will need to know how to effectively correct errors and evaluate dress, IAW CATO 55-04, *Air Cadet Dress Instructions*. Team leaders must maintain a high standard of appearance and bearing, as cadets will be looking to their team leader for examples, guidance and knowledge when it comes to wearing the elemental cadet uniform.

Teaching Point 1**Conduct an activity where the cadets will, in groups of three, identify the correct way of wearing the cadet uniform.**

Time: 15 min

Method: In-Class Activity



Refer to CATO 55-04, *Air Cadet Dress Regulations* for background information. CATOs can be found online at www.cadets.gc.ca.

ACTIVITY**OBJECTIVE**

The objective of this activity is to have the cadets, in groups of three, identify the correct way of wearing the cadet uniform.

RESOURCES

- Dress Instructions Activity Worksheet located at Attachment A (one per group),
- CATO 55-04, *Air Cadet Dress Instructions* (one per group),
- Dress Instructions Activity Worksheet Answer Sheet located at Attachment B,
- Tables (one per group),
- Chairs (one per cadet), and
- Pen / pencil (one per group).

ACTIVITY LAYOUT

Set up the drill hall or outdoor parade square with tables and chairs for group work, with the required resources for each group to complete their activity worksheet.

ACTIVITY INSTRUCTIONS

1. Divide the cadets into groups of three.
2. Distribute the Dress Instructions Activity Worksheet to each group.
3. Allow each group five minutes to answer the questions on their worksheet.
4. Circulate and assist the cadets as necessary, offering suggestions and advice. Refer to the Dress Instructions Activity Worksheet Answer Sheet, as required.
5. Distribute a copy of CATO 55-04, *Air Cadet Dress Instructions* to each group.
6. Have the cadets, within the group, discuss and confirm their answers from their group activity worksheet.
7. Allow the groups five minutes to check their answers on their worksheet.
8. Review the answers with the class.

SAFETY

Nil.

CONFIRMATION OF TEACHING POINT 1

The cadets' participation in the activity will serve as the confirmation of this TP.

Teaching Point 2

Explain, demonstrate and have the cadets perform an individual inspection.

Time: 35 min

Method: Demonstration and Performance



This TP is intended to demonstrate how to perform an individual inspection and to aid the cadets' comprehension of the inspection process as a team leader. For this skill TP, it is recommended that instruction take the following format:

1. Explain and demonstrate the complete skill of performing an individual inspection while cadets observe, to include:
 - a. inspecting the front of the cadet from head to toe;
 - b. inspecting the back of the cadet from head to toe; and
 - c. correcting errors verbally, as required.
2. Explain and demonstrate each step required to effectively perform an individual inspection.
3. Have each cadet assume the role of team leader and practice each step.
4. Have each cadet assume the role of team leader and practice the complete skill.

Divide the team into two equal groups, if required, for all cadets to assume the role of a team leader inspecting a squad.

Note: Assistant instructors may be employed for demonstration purposes.



This activity will be conducted IAW A-PD-201-000/PT-000, *The Canadian Forces Manual of Drill and Ceremonial*.

Distribute a copy of the Dress Instruction Checklist located at Attachment C to each cadet, as a reference when assuming the role of team leader inspecting a squad.



In this TP, the role of flight commander is referred to as the team leader.

Inspections shall be carried out at the open order. Ranks shall be dressed after the open order, before the inspection and after the close order. The individual performing the inspection will inspect the front and rear of the rank, commencing at the front rank marker and proceeding in a counter-clockwise direction around each rank in turn.

Ranks that are being inspected are in the position of attention and ranks within the same flight that are not being inspected, may be ordered to stand at ease. Similarly, during the inspection of one or more squads, the squads that are not being inspected may be ordered to stand at ease. During an inspection, an individual ordered to adjust clothing or equipment shall do so immediately, maintaining their current position within the ranks. After the adjustment is finished, the position of attention will be resumed.

INSPECTING THE FRONT OF A CADET FROM HEAD TO TOE

Inspecting the front of the cadet shall commence at the head and work down to the feet to determine that the cadet:

- is properly equipped for the parade, with clothing and equipment clean and in good repair;
- is properly dressed, with all clothing, badges, ribbons, etc, worn correctly; and
- has a high standard of personal hygiene and grooming.

INSPECTING THE BACK OF A CADET FROM HEAD TO TOE

Inspecting the back of the cadet is done in the same manner as inspecting the front; commence at the head and work down to the feet. The individual performing the inspection is also checking that the cadet is properly dressed and equipped with a high standard of personal hygiene.

CORRECTING ERRORS VERBALLY

Speak to cadets clearly and positively to ensure maximum learning and understanding of the dress instructions.

When correcting errors, the team leader(s) is to address the cadet in a positive tone. Explain and demonstrate the correct method and have the cadet complete the correction (providing it is a minor correction / adjustment that can be done while the cadet is in ranks). This method will allow the cadet to learn from their error(s).



When correcting errors, never touch the cadet. Either ask permission to touch the cadet's uniform or demonstrate how to correct the error using one's own uniform.

CONFIRMATION OF TEACHING POINT 2

The cadets' performance of an individual inspection will serve as the confirmation of this TP.

END OF LESSON CONFIRMATION

The cadets' performance of an individual inspection will serve as the confirmation of this lesson.

CONCLUSION

HOMEWORK / READING / PRACTICE

Nil.

METHOD OF EVALUATION

Nil.

CLOSING STATEMENT

When placed in a team leader role, it is important to remember that cadets will be looking for examples, guidance and knowledge regarding the elemental cadet dress instructions. Team leaders who portray a high standard of appearance and bearing are able to effectively evaluate dress and correct errors in a positive manner.

INSTRUCTOR NOTES / REMARKS

Nil.

REFERENCES

A0-002 A-PD-201-000/PT-000 Director History and Heritage 3-2. (2005). *The Canadian Forces manual of drill and ceremonial*. Ottawa, ON: Department of National Defence.

A3-006 CATO 55-04 Director Cadets 3. (2005). *Air cadet dress instructions*. Ottawa, ON: Department of National Defence.