

**DIRECTIVE ON CORPS TRAINING DUTIES**

	<b>CO</b>	<b>Trg O</b>	<b>Asst Trg O</b>	<b>Stds O</b>	<b>Crse O</b>	<b>BSM</b>	<b>DSM</b>	<b>Instr</b>
<b>GENERAL</b>								
<b>Annual Training Plan</b>	Maintain a detailed calendar to include all dates and relevant deadlines;	Prepare ATP in accordance with QSP and CATO;	Assist in preparing ATP;					
<b>Monthly Training Plan</b>	Review training plan;	Prepare and disseminate the monthly training plan 1 month in advance of all training; Prepare monthly calendar for dissemination on sports parades;	Assist Trg O as needed;	Review training plan;	Review training plan;	Review training plan;	Review training plan;	Review training plan;
<b>Nightly Training Timings</b>	General supervision;	General supervision;	General supervision;			Enforce timings around training period 2 and 3 and dismissal;	Enforce timings around drill period 1 and closing parade	Adhere to Nightly Training Plan
<b>Nightly Announcements</b>	Make announcements as required during break or on closing pde;	Contribute info;	Contribute info;			Contribute info;		
<b>Weekly Phone Out</b>	Advise BSM as required;	Advise BSM as required;				Initiate phone out; Confirm completion;	Conduct spot checks to verify completion;	

<b>DRESS, DRILL, &amp; DEPARTMENT</b>								
<b>Drill Standards</b>	Monitor corps drill standards;						Liaise with DSM in monitoring corps drill standards;	Provide detailed feedback to cadets and NCOs regarding drill standards; Reference CF 201 as needed;
<b>Dress Standards</b>	Monitor corps dress standards;						Ensure a high standard of dress is maintained by NCO;	Ensure a high standard of dress is maintained by cadets;
<b>Discipline</b>	Administrative Discipline;	Corrective training;	Corrective training;	Corrective training;	Corrective training;	Corrective training;	Corrective training;	Corrective training;
<b>FIELD TRAINING EXERCISES</b>								
<b>CAP</b>	Approve CAP	Submit CAP	Assist with CAP			Attend;	Attend;	Attend;
<b>Op Order</b>	Review draft of Op Order;	Write Op Order; Prepare training timetable;	Assist with Op Order;					
<b>Warning Order</b>	Review Wng O;	Prepare Wng O;	Assist with Wng O;					
<b>Activity Notice</b>	Review Activity Notice;	Prepare Activity Notice;						
<b>LESSON ASSIGNMENT &amp; EVALUATION</b>								
<b>Instructor Assignment</b>		Assign instructors;	Work with assigned instructors to develop effective lessons;				Delegate spare NCOs as assistants to assigned instructors	
<b>Lesson Allocation</b>		Allocate lessons in training schedule;	Assist in preparing training schedule;			Make recommendations to the Trg O;		
<b>Evaluation (Drill)</b>		Review evaluations;	Review evaluations;	Assessment of Drill Mutuals;		Supervision of drill mutuals;		
<b>Evaluation (Classroom)</b>		Review evaluations;	Review evaluations;	Assessment of Classroom/Skill Mutuals;		Supervision of classroom/skill mutuals;		

<b>ADMIN &amp; LOG</b>								
<b>Training Files</b>			Periodically review training records to ensure completeness;	Add drill/classroom/skill mutual assessment records to training files;	Maintain training records on each cadet to include evaluations, exams, TOETs, CFAs, or other training documents;			
<b>Staff Interviews</b>	Oversee staff interviews at the beginning, mid, and end of each training year;	Conduct interviews as assigned;	Conduct interviews as assigned;					
<b>Cadet Interviews</b>		Schedule interviews in Annual Training Plan;			Conduct interviews of cadets in the star level;			
<b>Fast Tracking</b>	Interview recruits whose age might allow them to advance to higher training levels;	Prepare Recruit Training package;			Assist fast-tracked cadets with challenges in training;			
<b>Training Stores</b>	Periodically inspect training stores;	Periodically inspect training stores;	Maintain current inventory of training stores; Recommend disposal and replenishment as required;			Ensure cadets return equipment properly; Ensure cleanliness of training office;	Ensure cadets return equipment properly; Ensure cleanliness of training office;	Return training aids immediately after use;