

# Parade Night Routine.

| Time:    | Actions:   |
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| 1830 hrs | <p>All personnel assemble at the Squadron.</p> <p>The Orderly Officer and Duty NCO (DNCO) are to report to the Unit Commander and check for any special instructions for the evening.</p> <p>The Orderly Officer is to unlock all the classrooms.</p> <p>The DNCO is to position themselves by the entry door to greet any visitors and assist them as necessary.</p> <p>The Warrant Officer collects the Flight Rolls and the night's UROs.</p> |
| 1835 hrs | <p>All Cadets, apart from the DNCO are to be formed up in their flights on the side of the Parade Ground ready for their Flight Sergeants to carry out an inspection.</p> <p>The Warrant Officer will complete the 'Roll Call'. (May be done while the Flight Sergeants are still inspecting)</p> <p>The Warrant Officer reads out the UROs for the night.</p>   |
| 1840 hrs | <p>The DNCO is to take the rolls to the office and advise the officers that the parade is commencing.</p> <p>The DNCO is to return the UROs to the Parade Night Notice Board.</p> <p>The DNCO is to take up position at the flag.</p>  |
| 1845 hrs | <p>The Warrant Officer commences the parade as per the Squadron Parade format.</p> <p>The Officers are to make their way to the Parade Ground and be in position on time in accordance with the Squadron Parade format so that the Cadets are not kept waiting.</p> <p>Note: If the Squadron Parade is completed in a timely manner then any available time can be used for Squadron Drill Practice.</p>   |
| 1910 hrs | <p>The Parade must be concluded by this time so that Cadets have time to make their way to their lessons.</p>  |
| 1915 hrs | <p>Period One commences.</p>   |
| 1950 hrs | <p>DNCO gives the instructors a five minute warning before the end of the period.</p>  |

| Time:    | Actions:   |
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| 1955 hrs | <p>Break time and Canteen.</p> <p>To be completed by 2005 hrs so that Cadets have time to make their way to their lessons.</p>   |
| 2010 hrs | <p>Period Two commences.</p>   |
| 2045 hrs | <p>DNCO gives the instructors a five minute warning before the end of the period.</p>  |
| 2050 hrs | <p>Either a Final Parade or Final Briefing (but not both).</p> <p>Must be completed no later than 2115 hrs.</p>  |
| 2115 hrs | <p>All Cadets are to depart the Squadron Headquarters apart from the Duty Personnel.</p> <p>The Duty NCO is to brief the Duty Section on who is going to be completing what tasks. Training Rooms are to be configured ready for the first lesson next week.</p> <p>When the Duty NCO is happy that all tasks have been completed satisfactorily they can dismiss the Duty Section.</p> <p>The Orderly Officer and the Duty NCO are to do a final check as per the DNCO Check List. The Orderly Officer is to then dismiss the Duty NCO.</p> |
| 2130 hrs | <p>Staff meeting for all Officers and Under Officers if required.</p> <p>Officers and Under Officers depart.</p>   |