

JNCO Course – Joining Instructions & Kit List

You have been selected to attend the Junior NCO Course.

The following notes contain instructions of the uniform and kit needed as well as what will be expected from **YOU** throughout the course.

1. **ATTENDANCE** – You have been nominated by your Commanding Officer to attend the JNCO course, which provides the training you will require to become an effective JNCO at your squadron. Places on the course are extremely limited, so please ensure **you** are willing to take it on. If for any reason you are unable to attend, please contact your CO as soon as possible so that spare places may be filled. You should also make every effort to arrive punctually.
2. **INSPECTIONS** – You will be inspected during the course, the results of which form part of your course report. Your uniform **MUST** be of good order and standard from the start of the course, as should be your personal appearance (particularly hair). You must bring a shoe cleaning kit and, if possible, an iron. If more than two of you from your squadron are attending, one iron between you should suffice.
Remember, an NCO is a Role Model for younger cadets, therefore the standard of your uniform and appearance should reflect this, as it is an important aspect of the NCO role.
3. **PERFORMANCE** – You will be expected to give 100 % effort over the weekend, and the course staff will expect no less. A high level of self-discipline and motivation is also essential to get the most out of your time on this course – you will get out of the course what you put into it. Staff will be present to help instruct, support and offer guidance across the weekend.

Course staff will FAIL cadets who are judged not to be putting in maximum effort and/or show poor results. Marks of below 70% for attitude, effort, appearance & bearing or drill would constitute a fail.

4. **SUBJECTS** – You will be given a copy of the course programme on arrival, but the course will contain the following:-
 - Role of a JNCO
 - Drill (giving orders; forming; and moving a squad)
 - Leadership
 - Command tasks
 - Discipline
 - Mess etiquette

'ACP 48 – Junior NCO Course Notes' should be read prior to attending the course and brought along with you. If your squadron does not provide you with a copy, it can be downloaded from UltiLearn.

The course **commences at 20:00 on Friday evening**, and will conclude by 16:30 on Sunday. Please ensure you arrive in enough time to book in (with your consent form TG21, medical certificate, and your £5 course fee), and get changed if needed.

Emergency Contact telephone numbers for the course weekend are as follows:

DSW Camp Commandant	07899.550.874
DSW Duty Staff	07464.669.501

Flt Lt J Blackburn RAFVR(T)
Officer IC JNCO Course

JNCO Course Joining Information & Kit List

<p><u>UNIFORM</u></p> <p>Blue Uniform: Beret Jumper Working Shirt Wedgwood Shirt with Tie Brassard Trousers (+ belt) / Skirt Socks / Tights Shoes / Boots (Black – No Studs) Geltex Jacket</p>	<p><u>CIVILIAN</u></p> <p>Smart Casual (travel & free time) Night attire Change of underwear/socks etc.</p> <p>Pair of trainers (sports, not fashion)</p>
<p><u>PERSONAL</u></p> <p>Toilet requisites/towels Notebook/pens Spending money 3822 (complete with photo) Boot/Shoe cleaning kit Iron – (if possible share) Sleeping bag & pillow Torch Sun Cream</p>	<p><u>TRAINING MANUALS/ MATERIALS</u></p> <p>ACP 48 Junior NCO Training Course Notes (to be read prior to the course)</p> <p>AP818 – Drill Timings Matrix (attached)</p>

Should you have any special learning requirements, **PLEASE** come and see a member of staff on arrival.

We will then be able to investigate supporting your training needs for the successful completion of your course.

AP818 – Drill Timings Matrix

Ref	Introductory	Cautionary	Executive	Foot	Timings
Foot Drill at the Halt					
1-2-02	Squad	Stand	EASY	-	One
1-2-06	Squad	Stand at	EASE	-	One
1-2-10	Squad	Squad	SHUN	-	One
1-2-15	Move to the left	Left	TURN	-	One, Left - Right / One
1-2-21	Move to the right	Right	TURN	-	One, Left - Right / One
1-2-27	Squad	About	TURN	-	One, Left - Right / One
1-2-33	Move to the left	Left In-	CLINE	-	One, Left - Right / One
1-2-39	Move to the right	Right In-	CLINE	-	One, Left - Right / One
1-2-45	Squad	To The Front	SALUTE	-	Up, Two - Three / Down
1-2-51	Squad	To The Left/Right	SALUTE	-	Up, Two - Three - Four - Five / Down
1-2-57	Squad	Fall	OUT	-	One, Left - Right / One, Left - Right / Left, Right, Left, Right
	Squad	Dis-	MISS	-	One, Left - Right / One, Left - Right / Left, Right, Left, Right
1-2-62	An Officer On Parade	Dis-	MISS	-	One, Left - Right / One, Left - Right / Up, Two -Three / Down, Left - Right / Left, Right, Left, Right
1-2-68	Dressing	Right/Left	DRESS	-	Up, Left - Right / Dressing
	Squad	Eyes	FRONT	-	One
1-2-74	Dressing Without Intervals	Right/Left	DRESS	-	Up, Left - Right / Dressing
	Squad	Eyes	FRONT	-	One
1-2-80	Squad	Open/Close Order	MARCH	-	One, One, Two
1-2-84	Squad	X Paces Forward/Rearward	MARCH	-	[e.g 3 Paces] One, Two, Three, In
1-2-87	Squad	X Paces Left/Right Close	MARCH	-	[e.g 3 Paces] One, Check, Two, Check, Three
1-2-91	Squad	Right	MARKER	-	[See AP 818 1-2-91]
	Squad	Get On	PARADE	-	[See AP 818 1-2-91]
1-2-95	Tallest on the right, Shortest on the left	In Single Rank	SIZE	-	[See AP 818 1-2-95]
		Squad	NUMBER	-	[See AP 818 1-2-95]
	Odd Numbers Two Paces	Forward	MARCH	-	[See AP 818 1-2-95]
	Number 1 Stand Fast	Ranks Right and Left	TURN	-	[See AP 818 1-2-95]
	Form Squad	Quick	MARCH	-	[See AP 818 1-2-95]

Ref	Introductory	Cautionary	Executive	Foot	Timings
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Foot Drill in Quick Time

1-3-02	By the Left	Quick	MARCH	-	Left, Right, Left
1-3-09		Squad	HALT	Left Foot	One, One, Two
1-3-15	Move to the right	Right	TURN	Left Foot	Check, Turn, Forward
1-3-21	Move to the left	Left	TURN	Right Foot	Check, Turn, Forward
1-3-28	Squad	About	TURN	Left Foot	Check, Left, Right, Left, Forward
1-3-37	An Officer Passing Your Front	To The Front	SALUTE	Left Foot	Check / Up - Two, Three - Four - Five / Down, Swing
1-3-44	An Officer to your Left/Right	To The Left/Right	SALUTE	Left Foot	Check / Up - Two, Three - Four - Five / Down, Swing
1-3-53	Squad	To The Front	SALUTE	Left Heel	One, One, Two / Left - Right / Up - Two, Three / Down / Two, Three - Four - Five / Up - Two, Three / Down / Left - Right / One / Left - Right / One / Left - Right / Left -Right - Left
1-3-57	Compliments on the march	Eyes	LEFT/RIGHT /FRONT	Left Foot	Check, Turn
1-3-63	Variations in Pace	Step	OUT	Left Foot	Left, Right, Left
	Variations in Pace	Step	SHORT	Left Foot	Left, Right, Left
1-3-71	Squad	Mark	TIME	Left Foot	Check, Left, Right, Left
1-3-77		Squad	HALT	Left Foot	One
1-3-81	Squad	Change	STEP	Right Foot	Left, Left, Right
1-3-85	Squad	For-	WARD	Left Foot	Check, Forward
1-3-89	Squad	Change	STEP	Right Heel	Left, Right, Left

Foot Drill in Slow Time (Not covered on course)

1-4-02	By the Left	Slow	MARCH	-	Left, And / Right, And / Left, And
1-4-09		Squad	HALT	Right Foot	One, Two
1-4-14	Move to the right	Right	TURN	Left Foot	Check, Turn, Forward
1-4-19	Move to the left	Left	TURN	Right Foot	Check, Turn, Forward
1-4-24	Squad	About	TURN	Left Foot	Check, Left, Right, Left, Forward
1-4-31	Compliments on the march	Eyes	LEFT/RIGHT /FRONT	Right Foot	Turn
1-4-35	Squad	Mark	TIME	Left Foot	Check, Left, Right, Left
1-4-40		Squad	HALT	Left Foot	One
1-4-44	Squad	Change	STEP	Right Foot	Left, Left, Right
1-4-47	Squad	For-	WARD	Left Foot	Check, Forward
1-4-51	Squad	Change	STEP	Right Foot	Left, Right, Left
1-4-56	Breaking into Slow Time	Slow	MARCH	Left Foot	Check, Left, Right, Left
1-4-61	Breaking into Quick Time	Quick	MARCH	Right Foot	Left, Right, Left