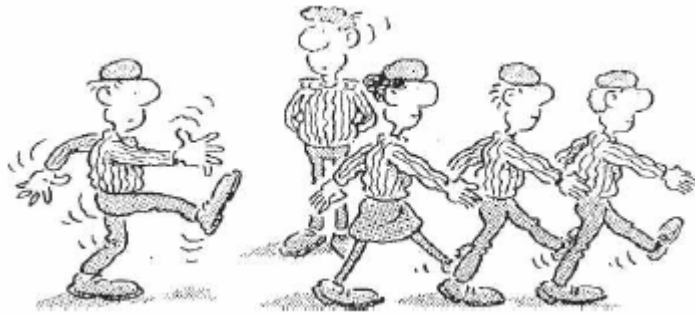


DRILL INSTRUCTION AND INSPECTIONS



INTRODUCTION

1. Discipline is founded on drill. Smartness on parade is not only a sign of good discipline, but is a basic factor in raising the standard of performance of all ATC activities. An SNCO in the ATC is required to be able to teach drill to cadets to the standard of the First Class Cadet examination.

AIM OF DRILL

2. The aim of drill is to:

- Produce a cadet who is proud, alert and obedient.
- Provide the basis of team work.
- Develop in NCOs the abilities and confidence to command and control a squad.

3. Whenever drill is taught or practised, those in command must stress its objective. It must never be used as a punishment, but always as a means of raising standards within a group of cadets. All who teach drill must know their subject thoroughly. This section is intended to assist NCOs who have to teach the First Class Cadet Drill Syllabus.

QUALITIES OF AN INSTRUCTOR

4. Drill is by nature a precise and accurate subject which must be taught the same to every cadet. It is no use having some cadets doing drill one way and others another way. To teach it successfully you must have the following qualities:

- **Patience.** Never lose your temper, but be firm.
- **Consistency.** Set yourself and the squad a standard and do not let it fall.
- **Enthusiasm.** You must encourage your squad or flight to learn and develop a desire to achieve the highest standards.
- **Energy** Physical and mental energy are essential. You must have the drive to persuade the group to make that extra effort.
- **Humanity.** Understand the squad's problems. Give praise, if appropriate, but do not become too familiar or strive to seek cheap popularity with your team members.
- **Personality.** As a drill instructor you must impress your squad with your personality, without showing off. Personal integrity plays a great part in this because it plainly shows that you can be trusted, and trusting a leader is halfway to being willing to follow them.

TRAINING BY EXAMPLE

5. Trainees imitate their instructors. It is by example that they will learn the most, so do not become a "do as I say not as I do" instructor. If you do not take drill seriously neither will your cadets, to set a good example you should:

- Stand to attention when drilling a squad or flight. This increases your own bearing and sets a standard for the cadets.
- March as you wish the Squad to march. Do not amble onto the parade ground.

- Demonstrate drill movements with accuracy and enthusiasm.
- Never use bad language or sarcasm.

SMARTNESS

6. NCOs should always remember that smartness in their personal turnout is essential. It is necessary that an NCO's appearance should be a credit to the ATC and an example to the cadets at all times. Carelessness in the dress standards suggests an unorganised mind and will be copied by the cadets.

METHOD OF INSTRUCTION

7. The full value of drill depends on the way in which it is carried out and the instructor is to insist upon:

- The immediate obedience to his orders.
- The smartness, cleanliness and correct dress of each cadet. During drill periods any faults in appearance must be corrected and never ignored.
- High concentration and steadiness of each cadet.
- Total silence during parade.

SEQUENCE OF INSTRUCTION

8. The following sequence should be adopted when instructing a squad or individual.

- First consider the comfort of the squad, do not have them looking into the sun or facing a strong wind.
- The exercise to be performed should be clearly stated.
- The instructor should demonstrate the movement completely, calling out the timing at the same time.
- The instructor is to break the movement into stages if possible. Explain each stage by numbers or in slow time stressing the important details.
- The trainees are to imitate and practice the exercise by numbers or in slow time, individual faults are to be corrected by the instructor.
- The instructor is to demonstrate and explain the complete movement once more, stressing the timing of the movement.
- The squad is to imitate and practise the movement, judging the timing themselves until the correct standard is achieved.

9. During the initial stages of instruction a suitable cadet should be chosen to call out the timings to all the drill movements. This will ensure that every member of the squad is made firmly aware of the correct timing of the movement and the cadets will learn to act together as a squad.

TEACHING BY NUMBERS

10. The correct sequence of commands when teaching by numbers is:

- The word of command of the movement.
- The words "by numbers".
- The cautionary word "Squad" or "Flight".
- The executive command "one", "two", etc.
- For example, "Right Turn, By Numbers, Squad, One".

EXAMPLE SEQUENCE OF INSTRUCTION

11. Preliminaries. The squad will be at attention in front of you. Name the movement to be taught as follows:

"I am now going to teach you the About Turn at the Halt.

Watch my demonstration.

Listen to my explanation and pay attention.

Squad "Stand at Ease"

Can you all hear me?

Can you all see me? If not move to a position within the Squad where you can".

12. Demonstration. Demonstrate the movement by giving yourself the orders and calling out the timing. Simplify the movement by demonstrating by numbers for stationary drill or in slow time for marching drill movements.

"Instructor, about-turn, one-pause-two.

To simplify the movement I will break it down by numbers explaining each part as I go along.

(OR To simplify each movement I will demonstrate it in slow time explaining each part as I go along).

About turn, By numbers, Instructor, One.

On the command one, a turn is made through 180 degrees on the heel of the right foot and the toe of the left foot, etc.

By numbers, Instructor, Two.

Bend the left knee and bring it forward to the position of attention.

Are there any questions?

You will now practice that movement by numbers by calling out the numbers.

Cover off.

Squad attention.

About Turn, By numbers, Squad, One.

By numbers, Squad, Two".

13. Move around the squad smartly, checking the execution of the movements and correcting mistakes.

"Squad, stand-at-ease.

I will now demonstrate the complete movement, judging and calling out the timing.

Instructor, About-turn, One-pause-two".

14. Explain that a pause equal to one pace in quick time is to be observed between the first and second part of the movement.

"Any questions?

Cover off.

You will now practice that movement calling out and judging the timing".

15. Carry out the movement until you are satisfied that it is being correctly performed.

16. For a movement on the march after the initial demonstration the following procedure is to be followed:

"To simplify that movement I will demonstrate it in a slower time explaining each part as I go along.

The word of command Halt is given when the left heel strikes the ground (adopt position).

A further pace is taken, in the normal time with the right foot and the arms are swung, etc".

17. Having demonstrated in full.

"The complete timing for that movement is one, one-two.

Any Questions?

Squad-attention

You will now practice that movement calling out and judging the timing".

18. Practice the squad, correcting any mistakes that arise and ask for any questions at the end.

SUMMARY OF IMPORTANT POINTS

19 When taking or teaching drill:

- DO:
 - Know your subject.
 - Be seen and be heard.
 - Be conscious of your own bearing.
 - Pronounce your words of command clearly.
 - Keep control, check and correct mistakes.
 - Encourage and praise, but be firm with mistakes.
 - Remember, drill is difficult and artificial.
- DO NOT:
 - Threaten, embarrass or ridicule.
 - Demonstrate incorrect drill movements.
 - Make mistakes! If you do, don't be afraid to admit it.

INSPECTION OF A SQUAD

20. A SNCO must check that the standard of cadets' uniform and turnout is acceptable and if not identify the errors to the cadet. But remember, **YOU CANNOT CRITICISE CADETS IF YOUR OWN TURNOUT IS NOT PERFECT**. An inspection is carried out at the "Open-order" and starts at the front rank, right flank. All cadets must be at "Attention" at the start of the inspection. If the inspection is likely to take a long time, or it is a big squad, it is acceptable to stand the center and rear ranks at ease. Each rank is inspected first from the front and then from the rear.

21. If the center and rank ranks have been stood at ease each should be brought to attention before the previous rank is stood at ease. If a cadet is told to adjust their uniform while on parade they must technically "fall out" by placing their right foot 12 inches to the rear of their left foot*. Having made the necessary adjustments they are to resume the position of attention.

ITEMS TO BE NOTED DURING INSPECTION OF PERSONNEL

22. In general the uniform should be correctly fitting, of official pattern, in good repair and correctly worn. The style of the uniform is not to be altered by ironing in creases or pleats in any way. No unofficial emblems or badges are to be worn. Uniform should be inspected from the head to the feet as follows:

- **Beret.** The beret is to be clean and is to be worn so that the band is horizontally round the head and 2.5 cm (one inch) above the eyebrows. Loose material is to be drawn to the right so that the badge is clearly displayed in a position vertically above the left eye. The band around the beret should not be frayed and any loose adjustment chord at the rear should be tucked into the band.
- **Hair.** The hair of the head is to be kept well cut and trimmed. Female cadet's hair is to be arranged so as not to fall below the bottom edge of the back of the shirt collar or show below the front of the beret. It is to be retained by a hair grip that is black or the same colour as the hair.
- **Shaving.** Male cadets are to be properly shaved. Beards or whiskers are not to be worn except on approved medical or religious grounds. If a moustache is worn the upper lip is to be entirely unshaven and the moustache trimmed neatly for length. Exaggerated or "handlebar" whiskers are not to be permitted.
- **Cleanliness.** The face, ears, neck, hands and fingernails are to be clean. Female cadets should not wear excessive make up.
- **Shirt.** The shirt should be in a good state of repair, with no loose threads or missing buttons. Generally creases should only be ironed into shirts where they naturally occur due to their pattern. Working blue shirt collars are to be ironed flat at the front and worn with the top button undone and the collar outside the jersey. For Wedgwood blue shirts the collar is to be ironed and inside the jersey if worn, the shirt should be free from starch marks. Wedgwood blue shirts should only be worn on ceremonial occasions.
- **Tie.** The tie should be worn with the Wedgwood blue shirt only. It should be tied with a Windsor knot and not tucked into the shirt. When a tie is worn the shirt sleeves should be down.
- **Jersey.** The jersey should be lightly ironed and pulled down and not folded over at the waist. The shoulder and elbow patches should not be ironed to the extent that the wood pattern below shows through. The jersey should be free of snags and holes and of the correct length in arms and body. The sleeves should be folded over at the ends. The Staff Cadet Lanyard and Button should be correctly fitted. The black button should be securely

attached with the crown uppermost and the eagle horizontal.

- **Brassard.** The Brassard should be clean. Creases should not be ironed into the Brassard at any position. All badges should be correctly positioned and sewn on neatly without any loose threads or lifting edges. In shirt sleeve order the bottom of the Brassard should be worn outside the rolled up shirt sleeve.
- **Trousers.** Trousers should be of the correct length, well pressed with creases to the front and rear. The edges of pockets should not be frayed and there should not be any scorch marks.
- **Skirts.** Skirts should be in good repair, neatly pressed and of the correct length.
- **Belts.** Only the correct belts should be worn. The finish of the metal fittings should not be modified. If natural metal they should be polished. Stable belts are not to be worn on parade and on other occasions not over the jersey.
- **Trinkets and Jewellery.** No trinkets, ear-rings or unauthorised badges are to be visible. Plain wedding rings may be worn and female cadets may wear plain gold stud sleeper ear-rings when in uniform (but not on parade). Male cadets are not to wear ear-rings at any time. Watches may be worn providing they are not visible, but make sure they are not programmed to go "beep" in the middle of a parade!
- **Socks and Tights.** Socks should be black and in good repair. Tights should be the correct colour and seamless, they should not have any snags or ladders.
- **Footwear.** Footwear should be in good repair and highly polished, all over. Particular attention should be paid to where the sole joins the uppers and around the heel. Laces should be straight across and neatly fastened.

SUMMARY

23. Cadets will imitate your dress and drill standards. To be a good drill instructor and to set standards for cadets you need to set a good example yourself. Know the rules and standards and obey them yourself.