

NCOS CLASS OUTLINES

	<u>Course Number</u>	<u>Duration</u>
INTRODUCTION		
NCOS Introduction	20000	45 minutes
Feedback Seminar	20100	60 minutes
DRILL AND CEREMONIES		
Drill Terms	20400	30 minutes
The Drill Commander	20401	30 minutes
Drill Lab I	20402	60 minutes
Drilling the Flight	20403	45 minutes
Drill Lab II	20404	45 minutes
The Guidon/Color Guard	20405	60 minutes
Ceremonies	20406	45 minutes
Drill Lab III	20407	75 minutes
INSTRUCTIONAL METHODS		
Instructional Methods	20800	90 minutes
Assignment Research I	20801	45 minutes
Assignment Presentation I	20802	60 minutes
The Outline	20803	45 minutes
Assignment Research II	20804	90 minutes
Assignment Presentation II	20805	2 hours
EVALUATION		
Inspection Lab	21000	75 minutes
NCO RESPONSIBILITIES		
The Honor Code	20700	60 minutes
NCO Responsibilities	29900	30 minutes

NCOS CLASS OUTLINE

NCOS INTRODUCTION

20000

Instructor: NCOS Commandant
Reference: NCOS Program Manual

Lecture
45 minutes
Prerequisite: None

DESCRIPTION

Educational Goal: To develop an understanding of the environment and the objectives of the Noncommissioned Officers School.

Objectives: Each student will be able to:

1. List the four schools in the Integrated Leadership Program.
2. List the three program areas covered in the NCOS.
3. Adhere to the standards of conduct during the school.

OUTLINE

I. Integrated Leadership Program

A. Basic Cadet School

1. Group or Squadron level, co-sponsored by CAWG/CP
2. Material available from CAWG/CP
3. Introduction to CAP, overview of Phases I and II

B. Noncommissioned Officers School (NCOS)

1. Wing level school
2. Held 2-3 times per year, North and South
3. Standardize training, supplement and reinforce training received at local units

C. Cadet Officers Basic Course (COBC)

1. Wing Level School
2. Held once each year, one week long
3. College type atmosphere
4. Officer skills - Leadership, Management, communications

D. Advanced Cadet Staff Seminar (ACSS)

1. Wing level school
2. Flexible schedule
3. Problem solving sessions

NCOS CLASS OUTLINE

NCOS INTRODUCTION - 20000 (Continued)

II. Outcome of NCOS

- A. Reinforce leadership lab skills, chance to practice**
- B. Instruction/presentation**
 - 1. Most of instruction at local units done by NCO's**
 - 2. Will learn techniques**
 - 3. Chance to practice both in the classroom and on the drill field**
- C. Evaluation**
 - 1. NCO's evaluate their subordinates**
 - 2. Must be positive and objective**
 - 3. Chance to practice technique**
- D. Attitude and discipline**
 - 1. Discipline not negative - structure**
 - 2. Must have discipline to accomplish mission effectively**
- E. Drill standardization**
 - 1. Standardize drill throughout Wing by CAPM 50-3**
 - 2. Dispel myths and rumors**
 - 3. Shows how to use as training tool**
 - 4. Teach proper ways to instruct and evaluate**
 - 5. Refine procedures for ceremonies**
- F. Interaction**
 - 1. Students from other units**
 - 2. Ask questions of cadet and senior staff**
 - 3. Find out what is beyond your own unit**

III. School atmosphere

- A. Seminars**
- B. Individual responsibility**
 - 1. Everyone addressed as sergeants - responsibility**
 - 2. Behavior**
 - 3. Image**
 - 4. Participation**
 - 5. Quarters**

NCOS CLASS OUTLINE

NCOS INTRODUCTION - 20000 (Continued)

- 6. Busy schedule
- 7. Personal Time
- C. Honor Cadet - each seminar
 - 1. Participation
 - 2. Image
 - 3. Uniform
 - 4. bearing
 - 5. Behavior
 - 6. Attitude
 - 7. Quarters
- D. Safety
 - 1. Indoor
 - 2. Outdoor
 - a. Roadguards
 - b. Flashlights
 - 3. Building evacuation
- E. House rules
 - 1. Uniforms
 - 2. Doors
 - 3. Lights out
- IV. Standards
 - A. California Wing standards
 - B. Challenge to students

NCOS CLASS OUTLINE

FEEDBACK SEMINAR

20100

Instructor: Seminar Instructors
Reference: NCOS Program Manual

Seminar
60 minutes
Prerequisite: 20000

DESCRIPTION

Educational Goal: To provide the students with a practical demonstration of the value of feedback.

Objectives: Each student will be able to give an example from the exercise where feedback was effective.

Note to instructor: This will be your first opportunity to meet your seminar and get acquainted.

OUTLINE

- I. Get acquainted exercise
- II. Feedback exercise
 - A. Reproduce drawing with no feedback
 - B. Reproduce drawing with feedback
 - C. Debrief exercise

NEED TO EXPAND THIS!

NCOS CLASS OUTLINE

DRILL TERMS

20400

Instructor: Staff
Reference: AFR50-14

Lecture
30 minutes
Prerequisite: 20000

DESCRIPTION

Educational Goal: To standardize drill and ceremonies within the wing according to the AFR50-14.

Objectives: Each student will be able to:

1. Define the terms rank, file, dress, cover, distance, interval, in-line, in-column, pace, cadence, quick time, double time, and slow time.
2. Name five types of commands and describe each.
3. Name the four rest commands.

OUTLINE

I. Units

- A. Squadron
- B. Flight
- C. Element
- D. Individual
- E. File
- F. Rank

II. Flight formation

- A. In line
- B. In column
- C. Spacing
 1. Distance
 2. Interval
- D. Alignment
 1. Cover
 2. Dress
- E. Sizing the flight

III. Pace/Cadence

- A. Step (step length)

NCOS CLASS OUTLINE

DRILL TERMS - 20400 (Continued)

1. Pace (24-inch step)
2. Half step
- B. Cadence (rate)
 1. Quick time
 2. Double time
 3. Slow time
 4. Mark Time
- IV. Rest positions
 - A. Parade rest
 - B. At ease
 - C. Rest
 - D. Fall out
- V. Commands
 - A. Preparatory
 - B. Command of Execution
 - C. Combined
 - D. Supplementary
 - E. Informational
 - F. Mass
- VI. Inappropriate commands (commands not in AFR50-14), or commands commonly used incorrectly
 - A. Cover Down
 - B. Belay That
 - C. Guide Right
 - D. By Your Leave (Replace with friendly greeting)
 - E. Command, Sir
 - F. Under My Command

NCOS CLASS OUTLINE

THE DRILL COMMANDER **20401**

Instructor: Staff
Reference: AFR50-14

Lecture
30 minutes
Prerequisite: 20400

DESCRIPTION

Educational Goal: To develop an understanding of the role of the drill commander on the drill field.

Objectives: Each student will be able to:

1. Describe the position of the commander when giving commands to the flight.
2. List five characteristics of a command voice.
3. Demonstrate deep breathing, command voice loudness exercises.

OUTLINE

I. The command voice

A. Voice characteristics

1. Loudness
2. Projection
3. Distinctness
4. Inflection
5. Snap

B. Exercises

1. Deep Breathing (Huh, Hah)
2. Arm Raising

C. Cadence of commands

II. General rules

- A. Be at attention when giving commands
- B. Be in step while marching
- C. Face troops (large formations excepted)
- D. Cadence of the command
- E. Commands on proper foot
- F. "As you were"
- G. Do not give commands too close to the unit

NCOS CLASS OUTLINE

THE DRILL COMMANDER - 20401 (Continued)

H. Direct commands to part of unit farthest away

I. Avoid giving commands from rear of unit

III. Environment

A. Be aware of environment around unit

B. Do not disturb other groups around your unit, i.e., hospitals, churches

C. Do not over-project - Give commands loud enough for the farthest member of the unit to hear. It is not necessary to command the whole base.

NCOS CLASS OUTLINE

DRILL LAB I

20402

Instructor: Seminar Instructors

Reference: AFR50-14

Activity

60 minutes

Prerequisite: 20401

DESCRIPTION

Educational Goal: To provide the students with an opportunity to practice commanding a flight on the drill field.

Objectives: Each student will be able to:

1. Demonstrate the proper method for giving commands on the drill field.
2. Demonstrate the proper position of the drill commander relative to his flight.
3. Give right and left column movements to the flight on the correct foot and in correct cadence.

NOTES TO SEMINAR INSTRUCTORS: This is a practice session. Each student should have at least one opportunity to practice drilling the flight. Concentrate in this session on the student as a drill commander (Command voice, bearing, commands on correct foot, correct words, timing, cadence). Watch other seminars drilling and critique the commander.

NCOS CLASS OUTLINE

DRILLING THE FLIGHT

20403

Instructor: Staff
Reference: AFR50-14

Lecture
45 minutes
Prerequisite: 20402

DESCRIPTION

Educational Goal: To develop an understanding of ways to evaluate a flight when drilling. To give the NCO some teaching techniques and tools

Objectives: Each student will be able to:

1. Describe four tools to use in teaching drill and list a benefit to be gained from each.
2. List five things to look for when evaluating a flight.

OUTLINE

I. NEED CORRECT STATEMENT HERE

- A. Demonstration (self, other cadets)
- B. Repetition
- C. Reinforcement
- D. Observing others and learning from their mistakes
- E. Mass commands (command voice, timing, accuracy of commands)
- F. By the numbers (execution, precision)
- G. Hand salute (training purposes only)
- H. Individual Commands
 - I. Competitive exercises
 1. Flight competition
 2. Drill down

II. General rules

- A. Never look away from flight
 1. Every mistake must be corrected
 2. If mistakes go uncorrected the cadet will believe he has done the movement correctly.

III. Evaluating the flight

- A. Turns and columns (execution, pivot)
- B. General appearance, bearing
- C. Arm swing/arms during pivots

NCOS CLASS OUTLINE

DRILL OF THE FLIGHT - 20403 (Continued)

- D. Eyes/heads up**
- E. Pace**
- F. Alignment**
- G. Phase**
- H. Hands cupped**

IV. Evaluating Flight Commander

- A. Control of troops (Marching into walls, moving cars, etc.)**
- B. Command voice (distinct, volume, snap, projection, inflection)**
- C. Position in flight (can he/she see what is going on?)**
- D. Military bearing**
- E. Personal appearance**
- F. Accuracy of commands (right foot, cadence, words)**
- G. Immediate corrections (distinct and concise)**
- H. Maintenance of cadence**
 - I. Sensitivity to needs of flight members (jackets, sun in eyes, fatigue, breaks)**
- J. Positive reinforcement**
- K. Use of element leaders for individual instruction**

DRILL LAB II

NCOS CLASS OUTLINE

20404

Instructor: Seminar Instructors
Reference: AFR50-14

Activity
45 minutes
Prerequisite: 20403

DESCRIPTION

Educational Goal: To provide the students with an opportunity to practice drilling and evaluating a flight.

Objectives: Each student will be able to drill a flight and provide feedback to the flight members.

NOTES TO SEMINAR INSTRUCTORS: This is a practice session. Each student should have at least one opportunity to drill the seminar. Concentrate on the commander's ability to control the flight, and his evaluation and feedback to the flight members.

NCOS CLASS OUTLINE

THE GUIDON/ COLOR GUARD

20405

Instructor: Staff
Reference: AFR50-14

Lecture
60 minutes
Prerequisite: 20401

DESCRIPTION

Educational Goal: To instruct students in the manual of the guidon and the color guard.

Objectives: Each student will be able to:

1. Demonstrate the positions of carry guidon, parade rest, individual salute, and present arms.
2. Describe the composition of a color guard.
3. Demonstrate right and left abouts.

OUTLINE

I. Manual of the guidon

- A. Definition of guidon (swallow tailed organizational flag carried by smaller units)**
- B. Purpose - to identify unit**
- C. Difference between guide, guidon, and guidon bearer**
- D. Carry guidon - facings, alignments, marching (kept 6" from ground)**
- E. Execute carry - how and when**
- F. Double time**
- G. Present arms/present guidon**
- H. Individual salute**

II. Color Guard

- A. Members of the color guard**
 - 1. Flag bearers - NCOs**
 - 2. Guards - NCOs below SSgt**
 - 3. Junior flag bearer carries CAP flag**
 - 4. Senior flag bearer carries US flag - commander**
 - 5. US flag on right**
- B. Movements**

NCOS CLASS OUTLINE

THE GUIDON/ COLOR GUARD - 20405

(Continued)

1. Formed and marched in one rank at close interval
2. Right/left abouts instead of to the rear or about face
3. Half right/left abouts instead of facing movements
4. Mark time then halt
5. Pivot is man closest to direction of turn

C. Manual of the colors

1. Order - vertical
2. Carry - slung, vertical - slightly inclined
3. Parade rest - from order, kept vertical
4. Salute - how (US flag does not)

NCOS CLASS OUTLINE

CEREMONIES

20406

Instructor: Staff
Reference: AFR50-14

Lecture
2 hours
Prerequisite: 20401

DESCRIPTION

Educational Goal: To develop an understanding of ceremonies and to standardize ceremonies used by referencing CAPM 50-3.

Objectives: Each student will be able to:

1. Describe the positions of flight sergeant, first sergeant, flight commander and squadron commander in a standard ceremony.
2. Find a reference in CAPM 50-3 when questions arise about ceremony.

OUTLINE

- I. Purpose of ceremonies
- II. Symbols used in diagrams
- III. Standard ceremony:
- VI. Form the squadron in line
- VII. Inspection of squadron

NCOS CLASS OUTLINE

DRILL LAB III 20407

Instructor: Seminar Instructors
Reference: AFR50-14

Activity
75 minutes
Prerequisite: 20406

DESCRIPTION

Educational Goal: To provide the students with an opportunity to practice the positions in a standard ceremony.

Objectives: Each student will be able to perform the positions of flight sergeant, first sergeant, flight commander, and squadron commander in a standard ceremony.

NOTES TO SEMINAR INSTRUCTORS: The staff will have reviewed CAPM 50-3 and will have practiced the formation to refresh their memories. The staff will demonstrate the ceremony for the students. One instructor will direct the ceremony to insure it is done correctly. Students should not be in formation so they can see what is happening. An instructor should be describing the various parts of the ceremony to the students while it is taking place.

Students should then practice the ceremony in at least two different positions (not as member of the flight). Staff should be available and involved giving correction and assistance as needed and providing feedback.

NCOS CLASS OUTLINE

INSTRUCTIONAL METHODS

20800

Instructor: Staff
Reference: None

Lecture
90 minutes
Prerequisite: 20000

DESCRIPTION

Educational Goal: To instruct the student on techniques to use in presenting a class.

Objectives: Each student will be able to:

1. List three parts of a well organized presentation.
2. List five visual aids which could be used in presenting a class

OUTLINE

- I. Preparation
 - A. Clear objectives
 - B. Familiar with material
 - C. Know audience
 - D. Organize presentation
 1. Introduction
 2. Development
 3. Conclusion or summary
 - E. Practice
- II. Delivery
 - A. Environment
 - B. Motivate audience
 - C. Style
 1. Simple words
 2. Sentence structure
 3. Transition words and phrases
 4. Voice control
 5. Speed of delivery
 6. Clear and distinct
 7. Gestures
 8. Appearance or image
 - D. Teaching aids

NCOS CLASS OUTLINE

INSTRUCTIONAL METHODS - 20800 (Continued)

- 1. Over-head projector**
- 2. Blackboard**
- 3. Felt board**
- 4. Slides**
- 5. Movies**
- 6. Flip charts**
- 7. Models**
- 8. Improvise**

NCOS CLASS OUTLINE

ASSIGNMENT RESEARCH I 20801

Instructor: Seminar Instructor
Reference: None

Seminar
45 minutes
Prerequisite: 20800

DESCRIPTION

Educational Goal: To provide the student an opportunity to practice preparing an actual presentation.

Objectives: Each student will be able to prepare a presentation.

NOTES TO SEMINAR INSTRUCTORS: Each student should prepare for his oral presentation. The presentation should be no more than three minutes in length on any CAP or aviation related subject.

As the purpose of the assignment is to learn to give oral presentations, the student should prepare something where he is already familiar with the content. In this way he can concentrate on the process rather than the content.

During the preparation period the Seminar Instructors and Seminar Leaders should circulate among the seminar members and provide whatever assistance is needed. This could include assistance with writing outlines, assistance with the organizing of the presentation including an introduction, body, and conclusion.

NCOS CLASS OUTLINE

ASSIGNMENT PRESENTATION I 20802

Instructor: Seminar Instructor
Reference: None

Seminar
60 minutes
Prerequisite: 20801

DESCRIPTION

Educational Goal: To provide the students with an opportunity to practice making oral presentations.

Objectives: Each student will be able to make a short oral presentation to seminar.

NOTES TO SEMINAR INSTRUCTORS: Each student will make a short presentation, (maximum 3 minutes) on a subject relating to aviation or CAP.

After each presentation, instructors will lead a short critique. Encourage participation of the other students in the seminar. Students should identify thing they liked about the presentation as well as opportunities for improvement in the second presentation.

Have each student identify three things that he liked about the presentation and three things he would like to work on for the next presentation.

Seminar instructors are responsible for maintaining a time schedule.

NCOS CLASS OUTLINE

THE OUTLINE 20803

Instructor: Staff
Reference: NCOS Textbook

Lecture
45 minutes
Prerequisite: 20802

DESCRIPTION

Educational Goal: To improve the students ability to make outlines to assist in giving a presentation.

Objectives: Each student will be able to prepare a topic outline.

OUTLINE

- I. The outline
 - A. What it is
 - B. Why would you want to use one
- II. Structure
 - A. Introduction
 - B. Development
 1. Point
 2. Point
 3. Point
 - C. Conclusion or summary

NCOS CLASS OUTLINE

ASSIGNMENT RESEARCH II

20804

Instructor: Seminar Instructor

Reference: None

Activity

90 minutes

Prerequisite: 20803

DESCRIPTION

Educational Goal: To allow the student practice in preparing for an oral presentation.

Objectives: Each student will be able to:

1. Prepare for a 5-minute oral presentation.
2. Practice his presentation.

NOTES TO SEMINAR INSTRUCTORS:

Each student should prepare for his oral presentation. The presentation should be no more than five minutes in length on any CAP or aviation related subject. As the purpose of the assignment is to learn to give oral presentations, the student should prepare something where they are already familiar with the content. In this way they can concentrate on the process rather than the content.

During the preparation period the Seminar Instructors and Seminar Leaders should circulate among the seminar members and provide whatever assistance is needed. This could include assistance with writing outlines, assistance with the organizing of the presentation including an introduction, body, and conclusion.

NCOS CLASS OUTLINE

ASSIGNMENT PRESENTATION II

20805

Instructor: Seminar Instructor

Reference: None

Seminar

2 Hours

Prerequisite: 20804

DESCRIPTION

Educational Goal: To allow the student practice in giving an oral presentation.

Objectives: Each student will be able to give an oral presentation

NOTES TO SEMINAR INSTRUCTORS: Each student will present a five minute oral class on a subject related to CAP or aviation. At the end of each presentation there will be a short critique. Identify areas that you liked about the presentation. Include items that were improved over the first presentation. Identify opportunities for growth.

NCOS CLASS OUTLINE

INSPECTION LAB 21000

Instructor: Staff
Reference: AFR50-14

Lecture
75 minutes
Prerequisite: None

DESCRIPTION

Educational Goal: To instruct students on methods for conducting inspections including attitude, constructive criticism, examples and evaluation techniques.

Objectives: Each student will be able to:

1. Instruct others in the proper wear of the male and female service and utility uniforms.
2. Give an example of positive feedback in an inspection.
3. Give an example of constructive criticism in an inspection

OUTLINE

- I. Uniform as a means of identifying with a group
- II. Uniform as tool in bearing
- III. Reference documents for CAP uniforms
 - A. CAPM 39-1
 - B. CAP News
 - C. CAWG 39-1 Supplement
- IV. Fine points in uniform wear
 - A. Mandatory vs. Optional uniform items
 - B. Traditions in CAWG
 1. Ribbons
 2. Jackets
 3. Ground team clothing
 - C. Blue service uniform
 1. Mandatory items
 2. Optional items
 3. Acceptable outer garments
 4. Items in pockets
 5. Shoes (Leather vs Plastic)
 - D. Utility uniform
 1. Mandatory items
 2. Optional items (patches with locations)

NCOS CLASS OUTLINE

INSPECTION LAB - 21000 (continued)

3. Belts (Silver and subdued buckles)
4. Acceptable outer garments
5. Crease locations
- E. Care of uniforms
 1. Washing
 2. Ironing
- F. Optional items
 1. Shirt stays
 2. Blousing bands
- G. Wing CC authorized optional items
 1. Ascots
 2. Leggings
 3. Service cap
 4. Shoulder cords
 5. White gloves
 6. Pistol belts
 7. White laces
 8. Berets (Challenger, Oshkosh, Ranger)
- V. Inspection and evaluation
 - A. Inspection purposes
 1. Determine what is correct
 2. Determine what needs correction
 - B. Procedure
 1. Compose a list of items to check
 2. Plan inspection team duties
 3. Provide feedback (positive and negative) to each person inspected
 4. Always find something good about each person
 5. Notice if something has improved from last time

THE CADET HONOR CODE

NCOS CLASS OUTLINE

20700

Instructor: Cadet Commander

Reference: CAWGS 52-??

Honor Code Reference Handbook

Lecture

60 minutes

Prerequisite: None

DESCRIPTION

Educational Goal: To increase the students understanding of the Cadet Honor Code and its implications and the value to him as a cadet and as an individual.

Objectives: Each student will be able to:

1. Define lying, cheating and stealing in the context of the cadet honor code.
2. Explain the purpose for the toleration clause of the honor code and explain why it is necessary
3. Explain the importance of the Cadet Honor Code in terms of training experience and in terms of personal integrity.

OUTLINE

I. The Cadet Honor Code

On my honor as a Civil Air Patrol Cadet of California Wing, I will not lie, cheat, steal, or commit any act of intentional dishonesty or tolerate those who do.

II. Intent

III. Definitions

A. Lying - Making a statement which is intended to deceive or mislead.

B. Cheating - Giving or receiving unauthorized assistance.

C. Stealing - The acquisition of property of another without specific authority.

D. Intentional dishonesty - A deliberate untruthful act or statement.

E. Tolerating - Allow without prohibiting or opposing.

IV. Implementation

NCOS CLASS OUTLINE

NCO RESPONSIBILITIES

29900

Instructor: Staff
Reference: NCOS Student Text

Lecture
30 minutes
Prerequisite: All

DESCRIPTION

Educational Goal: To highlight leadership principles and to provide students with an overview of the NCO's role in the cadet program.

Objectives: Each student will be able to:

1. Identify three responsibilities the NCO has to his superiors.
2. Identify five responsibilities the NCO has to his subordinates.
3. Identify four responsibilities the NCO has to his peers.

OUTLINE

I. Skills learned at NCOS

A. Drill

1. Standardizing individual drill
2. Drilling others
3. Evaluating others
4. Manual of the guidon
5. Color Guard
6. Ceremonies

B. Presentations

1. Preparation
2. Organization
3. Outlines
4. Presentation

C. Uniforms

1. Standardization
2. Evaluation

II. The NCO is responsible to:

A. Superiors

1. Obeying orders

NCOS CLASS OUTLINE

NCO RESPONSIBILITIES - 29900 (Continued)

2. Keeping them informed
3. Using initiative
4. Training
5. Planning

B. Subordinates

1. Setting the example, standards
2. Training
3. Motivating
4. Correcting
5. Counseling
6. Keeping them informed
7. Evaluating
8. Planning
9. Conducting drill and ceremonies

C. Peers

1. Keep informed
2. Giving assistance
3. Setting the example
4. Counseling
5. Motivating

III. Respect

A. Superiors

1. Position - responsibility
2. Person - achievement and knowledge

B. Peers

1. Position - responsibility
2. Person - achievement and knowledge

C. Subordinates

1. Everyone has value
2. You have your position only because they are there
3. They are there because they want to be