

**Australian Air Force Cadets
No 314 (City of Wollongong) Squadron**

Duty Checklist

Instructions: enter a tick or "NA" as appropriate.

Before parade	Complete
Collect the Duty Checklist/Duty Log and Nominal Roll from the admin office	
Record the names of cadets on sick parade on the Duty Log	
Attach their Illness/Misadventure Notification letters to the Duty Log	
Hand the nominal roll to the PDEWOFF	

During parade and SQN drill	Complete
Raise the ensign, with the assistance of the CANASST	
Put whiteboard markers and cleaners in lecture rooms	
Supervise cadets on sick parade and ensure that they do not talk	
Collect the nominal roll from the PDEWOFF at the end of parade and return it to the admin office	
Warn the CSQNWOFF or delegate when there are five minutes remaining	

During period one	Complete
Warn subject instructors when there are five minutes remaining in the period	
Remind the CANMAN and CANASST to prepare the canteen ready for break	
Inform subject instructors when the period has finished	

During break	Complete
Supervise cadets browsing the SQN library or using the SQN computers	
Collect Applications for Leave and submit them to the SQNXI	
Direct any enquiries to the appropriate appointment	
Remind the CANMAN when there are five minutes remaining in the break	
Direct cadets to their next class when the break has finished	

During period two	Complete
Ensure that the CANMAN and CANASST have emptied the rubbish bins in the admin office and the main room into one rubbish bag for disposal in the bin near the car park	
Warn subject instructors when there are five minutes remaining in the period	
Inform subject instructors when the period has finished	

After cadets have been dismissed	Complete
Lower the ensign, with the assistance of the CSQNWOFF or CSNCOIC DUTY	
Lecture rooms and main room:	
Arrange tables and chairs neatly	
Clean whiteboards	
Collect white board markers and cleaners, and any equipment or rubbish	
Turn off ceiling fans	
Ask the Duty Officer to check the Duty Checklist and sign the Duty Log	

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Duty Log

Duty Member: _____ **Date:** _____

Time	Remarks

Sick Parade Register

Name	Illness/Misadventure Notification letter (Y/N)

Duty Checklist and Duty Log completed:

Duty Member

Duty Officer