

<u>Appointment Title</u>	Divisional Petty Officer (DPO) Platoon WO (Pl WO) Flight Sgt (Flt Sgt)
Alternate Title	Nil.
Tier	PO1/WO/FSgt
Number of Positions	As required (recommended minimum of one per 30 cadets).
General Description	The DPO/Pl WO/Flt Sgt shall be responsible for the attendance, conduct, dress, drill, and morale of the cadets in their assigned Div/Pl/Flt.
Reports to	Deputy Coxswain / Company Sergeant Major / Squadron Warrant Officer
Responsible for	Section Commander(s)

Rank requirements	<ul style="list-style-type: none"> • Petty Officer First Class • Warrant Officer • Flight Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the PO1/WO/FSgt Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a team leader.
Asset Knowledge and Experience	<input type="checkbox"/> Familiarity with Cadet 365 and MS applications. <input type="checkbox"/> Familiarity with uniform standards. <input type="checkbox"/> Proficient in drill. <input type="checkbox"/> Completed PO 408. <input type="checkbox"/> Experience as a Section Commander.

Primary Duties	<input type="checkbox"/> Enforce the chain of command. <input type="checkbox"/> Provide instruction. <input type="checkbox"/> Seek leadership opportunities. <input type="checkbox"/> Empower subordinates to take on leadership opportunities. <input type="checkbox"/> Ensure Section Commanders are trained to replace the DPO/Pl WO/Flt Sgt on parade. <input type="checkbox"/> Conduct weekly uniform inspections. <input type="checkbox"/> Conduct regular Div/Pl/Flt drill practices. <input type="checkbox"/> Provide constructive feedback to subordinates and peers. <input type="checkbox"/> Communicate changes to cadets concerning previously announced training and activities. <input type="checkbox"/> Report any changes in cadet contact information to administration. <input type="checkbox"/> Collect training and activity attendance or roll-call report from Section Commanders and deliver to DCox'n/CSM/SWO. <input type="checkbox"/> Ensure absent cadets are contacted to relay information and announcements. <input type="checkbox"/> Encourage participation in corps/squadron training and activities.
----------------	---

	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that new cadets are welcomed and made aware of training and activities, routines, SOPs etc. <input type="checkbox"/> Review corps/squadron Standard Operating Procedures (SOPs). <input type="checkbox"/> Resolve conflict at the lowest level. <input type="checkbox"/> Ensure issues or conflict are escalated up the chain of command if not resolved at the lowest level. <input type="checkbox"/> Maintain cadet discipline using CJCR Group Order 5019-3 – <i>Remedial Measures – Cadets</i> and in consultation with Cox'n/RSM/Sqn CWO and the CO. <input type="checkbox"/> Ensure the safety and welfare of all cadets. <input type="checkbox"/> Model respectful behavior for cadets. <input type="checkbox"/> Promote morale and esprit-de-corps. <input type="checkbox"/> Report issues affecting morale to the DCox'n/CSM/SWO. <input type="checkbox"/> Promote teamwork and cooperation. <input type="checkbox"/> Set achievable team goals. <input type="checkbox"/> Establish open, two-way communication with cadets. <input type="checkbox"/> Ensure that cadets are in proper dress for training and activities. <input type="checkbox"/> Encourage participation in training and activities. <input type="checkbox"/> Supervise cadets during training and activities. <input type="checkbox"/> Serve as an example and role model for conduct, dress, drill, and deportment. <input type="checkbox"/> Carry out the parade function of DPO/Pl WO/Flt Sgt. <input type="checkbox"/> Contribute to promotion, appointment, and training meetings for subordinates. <input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.