



3071 The North Saskatchewan Regiment Army Cadets

An Establishment of the Canadian Cadet Organizations, Under Command of Commissioned Officers of the Canadian Forces, Pursuant to S. 46 (2) of the National Defence Act of Canada

In accordance with orders made on authority of Her Majesty the Queen of Canada by the Minister of National Defence, the following orders are enacted under authority of the Commanding Officer:

USO 02 – 001 – Terms of Reference: Headquarters

1. Derivation –
 - a. These terms are an amplification of CATO 11-36, Annex S, Terms of Reference for a Cadet Corps Commanding Officer.
 - b. These terms are partially derived from the original standing orders, although they have been completely revised to ensure that the unit runs fully on the Regimental model.
2. Aim – The aim of these terms is as follows:
 - a. To provide notice on and regularity in, the duties of all Corps personnel; and
 - b. To ensure that the corps fully functions on the Regimental model in all activity.
3. Deviations from Normal Rank Employment – Deviations from normal rank employment shall be avoided, but are in practice at times unavoidable. The DCO shall regularly observe deviations from normal rank employment, including the amount of variance, the number of variances within the Corps, and probable reasons for variance. Reference should be made to USO 02 – 006 and USO 02 – 007 to determine needs for members by position.

ADMINISTRATION OFFICER

1. Normal Rank Employment: Lt
2. Responsible to: CO
3. Responsive to: DCO
4. Directly Supervises: A/Adm O, Adm Warrant, C Clk
5. The Adm O is responsible to the CO for all administration within the corps. The Adm O is vested, when the CO or DCO are absent or unavailable, with the CO's signing authority in all administrative and logistical matters, excluding those involving the action of personnel transactions. Specifically, the Adm O is responsible for:
 - a. Maintaining the following documents in accordance with current directives:
 - i. personnel records showing the strength of the cadet corps;
 - ii. personnel records for officers and civilian instructors on strength with the corps;
 - iii. personnel records showing the name, age, date of enrolment and departure of each cadet;
 - iv. records of attendance of current cadets; and
 - v. such other personnel information as is required to enable periodic returns to be completed;
 - b. Processing incoming and outgoing mail, including properly protecting those documents protected under CF regulations and the Official Secrets Act;
 - c. Processing all internal and external correspondence;
 - d. Processing all General Allowance Claims and receipts as necessary;
 - e. Ensuring all DND 2893 Class A Attendance Registers are completed monthly by staff, and submitted to the CO for signing and processing;
 - f. Processing all applications for training and activity as necessary, including but not limited to CF51 forms and CTC applications;
 - g. Controlling all distributing all correspondence received electronically over the corps' CCONet Outlook email account;
 - h. Filing, including personnel and regular corps filing;
 - i. Becoming familiar with security classifications and ensuring the security of all corps files and administrative stores, in accordance with CF regulations and the Official Secrets Act, and acting to ensure that only screened CF members and civilian instructors receive access to Protected B and higher material;
 - j. Maintaining a store of all necessary forms and templates;
 - k. Ensuring that the office is stocked with administrative supplies;
 - l. Control and care of activity on the Fortress administrative system;
 - m. Acting on corps exercises to:
 - i. create a nominal roll accurately indicating all present members;
 - ii. maintain a bivouac control register; and
 - n. Any other duties as assigned by the Officer Commanding Headquarters or Deputy Commanding Officer.

ASSISTANT ADMINISTRATION OFFICER

1. Normal Rank Employment: 2Lt
2. Responsible to: Adm O
3. Responsive to: N/A
4. Directly Supervises: N/A
5. The A/Adm O is responsible to the Adm O for duties as assigned.

ADMINISTRATION WARRANT OFFICER

1. Normal Rank Employment: WO
2. Responsible to: Adm O
3. Responsive to: CSM
4. Directly Supervises: Chief Clk, Clk, PAff Clk
5. The Administration Warrant is responsible to the Adm O for specialized tasks in the Administrative Section. Specifically, the Admin Warrant is responsible for duties as assigned by the Adm O, which will normally include:
 - a. Supervising the capture of weekly attendance;
 - b. Greeting potential cadets and conducting the enrolment paperwork of new cadets;
 - c. Ensuring new cadets are supervised and cared for until they are integrated into the Line Company and acting to control the corps' Holding Platoon;
 - d. Assisting with the preparation of the corps' nominal roll;
 - e. Assisting with the summer camp application process and advising cadets on completion of summer camp forms;
 - f. Managing the list of excused and absent cadets and advising Platoon Commanders and 2ICs of absences;
 - g. Supervising the control of office supplies and recruiting materials;
 - h. Supervising clerks and public affairs clerks in the conduct of their duties;
 - i. Any other duties as assigned by the Administration Officer or CSM.
6. Reversion: CSM

CLERK

1. Normal Rank Employment: Cpl, MCpl, or Sgt
 2. Responsible to: Adm O
 3. Responsive to: CSM
 4. Directly Supervises: N/A (Excepting a Chief Clerk, who shall supervise all other clerks)
 5. The Clerk is responsible to the Adm O for routine tasks in the Administrative Section. Specifically, the Clerk is responsible for duties as assigned by the Adm O, which will normally include:
 - a. Taking weekly attendance;
 - b. Assisting with the enrolment paperwork of new cadets;
 - c. Logging and administering non-protected mail;
 - d. Managing paper copies of orders and publications;
 - e. Answering telephones and general office duties;
 - f. Ensuring pens, paper, stationery, and other office items are stocked and reporting deficiencies to the Administration Officer for ordering;
 - g. Acting to schedule for and control access to the Commanding Officer, Deputy Commanding Officer; and
 - h. Any other duties as assigned by the Administration Officer or Administration Warrant.
- Note: A Clerk in the rank of MCpl or Sgt may be detailed as Chief Clerk, shall have supervisory responsibility for any subordinate clerks, and will take on the duties of the Admin Warrant in the Admin Warrant's absence.

PUBLIC AFFAIRS CLERK

1. Normal Rank Employment: Cpl - Sgt
2. Responsible to: UIO (When appointed) or Adm O
3. Responsive to: DCO, Admin Warrant
4. Directly Supervises: N/A
5. The PAff Clerk is responsible to the UIO or Adm O for Public Affairs and photography-related tasks. Specifically, the PAff Clerk is responsible for duties as assigned, which will normally include:
 - a. Taking portrait style photographs for the corps' website;
 - b. Taking photographs of corps activity in garrison and in the field and documenting activity;
 - c. Preparing membership packages as required;
 - d. Greeting and speaking to parents and youth interested in joining the corps;
 - e. Participating in membership drives and presentations as required;
 - f. Answering telephones and general office duties;
 - g. Ensuring membership information materials are stocked and deficiencies reported to the Administration Officer for ordering; and
 - h. Any other duties as assigned by the Administration Officer or Administration Warrant.

LOGISTICS OFFICER

1. Normal Rank Employment: Lt
2. Responsible to: CO
3. Responsive to: DCO
4. Directly Supervises: A/Log O, CQMS
5. The Log O is responsible to the CO for all logistical activity within the corps. Specifically, the Log O is responsible for:
 - a. Ensuring that the current Distribution Account held at RCSU (NW) matches the actual stores held at the corps;
 - b. Drawing, returning, and rotating stores as necessary;
 - c. Ensuring that all cadets are uniformed;
 - d. Ensuring that periodic uniform exchanges are available;
 - e. Ensuring that all cadets return their uniforms on leaving the corps;
 - f. Drawing uniform parts and total uniforms as necessary from Logistik Unicorp;
 - g. Controlling all stores, including their distribution, repair, and return, in coordination with the CQMS;
 - h. Controlling weapons, ammunition, and pellets, in accordance with regulations;
 - i. Coordinating transport and vehicle matters with RCSU (NW);
 - j. Ensuring physical security of the corps, corps facilities, and storage facilities;
 - k. Ensuring cleanliness of corps facilities and materiel;
 - l. Supervising the CQMS, Stores NCOs, and General Duties NCOs;
 - m. Managing corps logistics on all corps field and garrison exercises, including but not limited to:
 - i. drawing required stores from RCSU (NW) and local trg areas and ensuring minimum losses;
 - ii. drawing and managing vehicles;
 - iii. establishing and controlling exercise QM;
 - iv. establishing and controlling parking areas;
 - v. establishment and overall control of POL, lighting, cooking and feeding, fire, water, ablutions, and garbage points;
 - vi. supervising the internal radio net and ensuring compliance with proper radio procedures;
 - vii. liaison with OIC exercise and Ops O to ensure cohesive logistical planning and support for exercise;
 - viii. attending advance and rear parties and providing management of logistical factors; and
 - n. Other duties as assigned by the DCO or CO.

ASSISTANT LOGISTICS OFFICER

1. Normal Rank Employment: OCdt
2. Responsible to: Log O
3. Responsive to: N/A
4. Directly Supervises: N/A
5. The A/Log O is responsible to the Log O for duties as assigned.

COMPANY QUARTERMASTER SERGEANT

1. Normal Rank Employment: WO
2. Responsible to: Log O
3. Responsive to: Ops O, CSM
4. Directly Supervises: Stores NCO, GD NCO
5. The CQMS is responsible to the Log O for the control and distribution of all materiel within the corps. Specifically, the CQMS is responsible for:
 - a. Ensuring all cadets are uniformed in coordination with the PI WOs;
 - b. Controlling the distribution of materiel as required;
 - c. Ensuring the timely return of materiel on loan;
 - d. Ensuring the security of materiel in conjunction with the Log O and denying access to stores areas to unauthorized personnel;
 - e. Supervising the cleanliness of the Corps office, supply area, and storage sheds;
 - f. Acting on all corps field and garrison exercises to:
 - i. control and coordinate the issuance, maintenance, control and return of all required stores and minimize losses;
 - ii. coordinate cooking and feeding, water provision, ablutions areas and water, garbage control, lantern and stove lighting as required, and bivouac cleanliness;
 - iii. issuing radios and establishing the internal radio net, and ensuring compliance with proper radio procedures;
 - iv. acting as the senior logistics NCO on advance and rear parties; and
 - g. any other duties as assigned by the Log O.

Note: Depending on corps size, this appointment may be held by an NCO in the rank of MWO. In that case, the appointment will be Regimental Quartermaster Sergeant.

STORES NCO (STORESMAN)

1. Normal Rank Employment: Cpl - Sgt
 2. Responsible to: CQMS
 3. Responsive to: PI WOs
 4. Directly Supervises: N/A
 5. The Stores NCO is responsible to the CQMS for specialized tasks in the Corps Logistics Section. Specifically, the Stores NCO is responsible for:
 - a. Issuing uniforms or uniform exchange materiel as required;
 - b. Issuing and controlling stores as required;
 - c. Ensuring the cleanliness of any areas used by the Stores section and directing the cleanliness of all other facilities used;
 - d. Acting on exercise to:
 - i. cook IMPs and MREs, or prepare and serve other rations as directed;
 - ii. police garbage and manage garbage points;
 - iii. light stoves and lanterns as required;
 - iv. issue and manage stores under the direction of the CQMS;
 - v. establish and supervise water, latrine, ablution, POL, and fire points under the direction of the CQMS;
 - e. Taking on the non-supervisory duties of the CQMS in the absence of the CQMS; and f. Any duties as assigned by the Log O or CQMS.
- Note: A Stores NCO in the rank of MCpl or Sgt may be detailed as Senior Stores NCO, will have supervisory responsibility for any subordinate Stores NCOs, and will take on the duties of the CQMS in the CQMS' absence.