



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 – 002 – Terms of Reference: Training 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.

TRAINING OFFICER

1. Normal Rank Employment: Capt
2. Responsible to: CO
3. Responsive to: DCO
4. Directly Supervises: Ops O, Stds O, Crse O, DSM
5. The Trg O is responsible to the CO for the effective training of all cadets and subordinate Cadet Instructors within the Corps. The Trg O follows in seniority after the CO and DCO, regardless of rank, although command is always vested with the senior officer present. The Trg O is the officer-in-charge of the Training Headquarters and supervises all personnel in the corps' training system. The Trg O is vested, when the CO or DCO are absent or unavailable, with the CO's signing authority in all non-financial training matters. The Trg O is additionally responsible to take on the role of the CO if the CO or DCO are absent. Specifically, the Trg O is responsible for:
 - a. Writing and implementing the annual Unit Training Plan, IAW the QSP and the annual Regional Training Directive;
 - b. Managing and providing overall direction with regard to all training activity within the corps, including acting as the supervisory officer within the training headquarters;
 - c. Ensuring the scheduling of all corps training, both on exercises and on parade nights, IAW UTP, QSP, and IG;
 - d. Ensuring the regular supervision, evaluation, and training of instructors;
 - e. Keeping updated training records on all corps members, and establishing procedures to ensure the input of all training data into the Fortress training system;
 - f. Providing advice on all training matters to the CO;
 - g. Acting as the senior recommending authority for CSTC and training prioritization to the Commanding Officer, and compiling the corps' CSTC merit list;
 - h. Acting as the senior recommending authority for promotions and appointments for all personnel less those personnel reporting directly to the Commanding Officer, and compiling regular promotion eligibility lists;
 - i. Regular control of all garrison activity and routine and coordination of the same with Headquarters Company;
 - j. Overall control of exercise planning, and management of exercise planning to ensure compliance with National, Regional, and Local guidance;
 - k. Regular control of training activity on exercise training;
 - l. Management of RDA participation, directed optional training, optional training, and corps teams, including but not limited to marksmanship, biathlon, band, and precision drill programming; and
 - m. Any other duties as assigned by the CO or DCO.

CHIEF INSTRUCTOR / TRAINING COORDINATOR

1. Normal Rank Employment: Lieutenant
2. Responsible to: Trg O
3. Responsive to: DCO
4. Directly Supervises: Crse O, Instrs (Through Crse O when assigned)
5. The CI is responsible to the Trg O for the effective delivery of training. The CI delivers and ensures high quality program training in the field by demonstrating a high quality of instruction, assisting other instructors with alternate methods of instruction (AMI), concurrent activities, training aids, use of the Qualification Standard Plan (QSP) and Instructional Guide (IG) and evaluating and supporting instruction. As Training Coordinator, the Chief Instructor is also responsible to assist with the duties of the Trg O, including preparation of the annual Cadet Unit Training Plan (CUTP) and the weekly training schedule. Specifically, the Trg O is responsible for:
 - a. As Training Coordinator:
 - i. Assisting with writing and implementing the annual Unit Training Plan;
 - ii. Assisting with the scheduling of all corps training, both on exercises and on parade nights;
 - iii. Acting under the direction of the Training Officer and in coordination with the Standards Officer, to ensure the regular supervision, evaluation, and training of instructors;
 - b. As Chief Instructor
 - i. Developing a thorough understanding of instruction, including AMIs, concurrent activities, training aids, QSP and IG usage; and
 - ii. Providing support on all training matters to other instructors in the corps;
 - c. Other duties as assigned by the Training Officer

DRILL SERGEANT MAJOR

1. Normal Rank Employment: MWO
2. Responsible to: Trg O
3. Responsive to: Stds O, RSM
4. Directly Supervises: Standards NCOs, Course Warrant Officers
5. The DSM is responsible to the Trg O for supervision of training within the corps, including all cadet NCO instructors and trainees. The DSM is additionally responsible as the Standards Sergeant Major of the Corps. Specifically, the DSM is responsible for:
 - a. Ensuring high standards of dress, drill, and instruction among all subordinate NCOs;
 - b. Ensuring the appropriate delivery of Star Level courses and supplementary instruction, including both adherence to the IG and QSP and instructional quality;
 - c. Supervising and supporting Course Warrant Officers and senior cadet instructors in the execution of their duties;
 - d. Providing expertise on the planning and conduct of classes to NCO instructor staff;
 - e. Planning and providing advice on the planning of corps mandatory training nights and exercises in conjunction with the Training Officer;
 - f. Advising the Trg O and RSM on how training policies and activities are affecting the morale of training cadets;
 - g. Acting as the primary open-door advisor to Junior Non-Commissioned Officers;
 - h. Acting as a senior disciplinarian within the corps;
 - i. Ensuring high standards of drill, dress, and deportment during training activities; and
 - j. Any other duties as assigned by the DCO or RSM.
6. Reversion: RSM

STANDARDS OFFICER

1. Normal Rank Employment: 2Lt – Lt
2. Responsible to: Trg O
3. Responsive to: N/A
4. Directly Supervises: Stds NCO
5. The Stds O is responsible to the Trg O for the effective implementation of standards within the Corps. Specifically, the Stds O is responsible for:
 - a. The planning, preparation, and execution of regular training evaluations for all corps officers and NCOs;
 - b. The observation of QSP and IG adherence for all training classes;
 - c. The implementation and evaluation of specific standards of dress and drill, in conjunction with the RSM and DSM; and
 - d. Any other duties as assigned by the Trg O.
6. Reversion: Trg O

STANDARDS NCO

1. Normal Rank Employment: Sgt - WO
2. Responsible to: Stds O
3. Responsive to: DSM
4. Directly Supervises: N/A
5. The Stds NCO is responsible to the Stds O for the effective implementation of standards within the corps. Specifically, the Stds O is responsible for:
 - a. The execution of assigned regular training evaluations for all corps NCOs;
 - b. The observation of QSP and IG adherence for all training classes;
 - c. The implementation and evaluation of specific standards of dress and drill, under the direction of the DSM/RSM; and
 - d. Any other duties as assigned by the Stds O.
6. Reversion: DSM/RSM

OPERATIONS OFFICER

1. Normal Rank Employment: Lt
2. Responsible to: Trg O
3. Responsive to: N/A
4. Directly Supervises: N/A
5. The Ops O is responsible to the Trg O for the effective planning and construction of operations and operational documentation within the corps. Specifically, the Ops O is responsible for:
 - a. The preparation of all corps Operation Orders, Requests for Training Authority, and Operational Logistics Requests, as required by the Training Officer through the Unit Training Plan or other direction;
 - b. The development and implementation of plans for all operational activity;
 - c. Providing evaluation of all operational activity to the Training Officer;
 - d. Coordination with the corps Logistics and Administration Section to ensure logistical requirements for all corps activity are met; and
 - e. Any other duties as assigned by the Trg O.
6. Reversion: Trg O

ASSISTANT TRAINING OFFICER OR TRAINING ADMINISTRATION OFFICER

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

COURSE OFFICER

1. Normal Rank Employment: CI – Capt
2. Responsible to: Trg O
3. Responsive to: N/A
4. Directly Supervises: Course Warrant
5. The Crse O is responsible to the Trg O for the conduct of an individual Star Level Course. The Crse O supervises the implementation, delivery, and progress of all course instructors and trainees. Specifically, the Crse O is responsible for:
 - a. Ensuring appropriate and knowledgeable instructors are scheduled for all Crse level Trg;
 - b. Evaluating instructors within the course and identifying deficiencies in Crse level instruction;
 - c. Identifying trainees who, due to age or capability, are unsuitable for continuing in the course and require more advanced training opportunities;
 - d. Identifying and assisting problem trainees;
 - e. Identifying and providing appropriate challenges to above average or excellent trainees;
 - f. Advising PI Comds of training results for members within their purview;
 - g. Completing training records for all trainees within the course;
 - h. Completing training evaluations for all trainees within the course; and
 - i. Preparing the Crse WO to take over the role of Crse O in the Crse O's absence.

INSTRUCTOR

1. Normal Rank Employment: Sgt – CWO, CI, Cpl – CWO (Reg F/PRes), OCdt - Capt
2. Responsible to: Crse O (Officers and Adult Staff), Crse WO (NCOs)
3. Responsive to: Trg O (Officers and Adult Staff), DSM (NCOs)
4. Directly Supervises: Trainees
5. The Instr is responsible to the Crse O or Crse WO for the completion of classes and evaluation required:
 - a. Ensuring that assigned classes are appropriately planned and prepared IAW the QSP and IG;
 - b. Ensuring that assigned classes are delivered effectively IAW the QSP and IG;
 - c. Acting as an assistant instructor where directed;
 - d. Assisting the Course Officer or Course WO in completing required evaluations for cadet NCO instructors and trainees as directed;
 - e. Identifying incidences to the Crse O or Crse WO that indicate that trainees, due to age or capability, are at a level of development beyond that requiring continuation in the course and require more advanced training opportunities;
 - f. Identifying incidences to the Crse O or Crse WO that indicate problem trainees;
 - g. Conducting supplementary drill training as directed (NCOs only);
 - h. Understanding and using AMI techniques where effective;
 - i. Understanding and using quality training aids where effective;
 - j. Understanding and using concurrent activities where effective; and
 - k. Reviewing, on a weekly basis, the monthly training schedule and preparing classes accordingly.

TEAM COACH

1. Normal Rank Employment: CI – Capt
2. Responsible to: Trg O
3. Responsive to: N/A
4. Directly Supervises: Team Warrant
5. The Team Coach (Marksmanship Officer, Band Officer, Biathlon Coach, Drill Team Coach) is responsible to the Trg O for the conduct of an individual directed optional program. The Team Coach supervises the implementation, delivery, and progress of the team. Specifically, the Coach is responsible for:
 - a. Ensuring appropriate and knowledgeable instructors are scheduled for all team trg, including specialist instructors where necessary;
 - b. Ensuring maximum participation for all corps cadets with the team;
 - c. Identifying and managing opportunities for the team to participate in Regionally Directed Activities;
 - d. Establishing, where teams require selection based on skill, a procedure for fair selection of team membership;
 - e. Identifying trainees who, due to age or capability, are unsuitable for continuing with the team and require more advanced training opportunities;
 - f. Identifying and assisting problem trainees on the team;
 - g. Identifying and providing appropriate challenges to above average or excellent trainees;
 - h. Completing Fortress training records for team members; and
 - i. Preparing the Team WO to take over the role of Coach in the Coach's absence.

TEAM WARRANT

1. Normal Rank Employment: Sgt – CWO
2. Responsible to: Team Coach
3. Responsive to: DSM
4. Directly Supervises: Team Members
5. The Team WO (Drum Major, Marksmanship Captain, Biathlon Captain, Drill Team Commander) is responsible to the Team Coach for the supervision, direction, support, and evaluation of cadet NCO instructors and trainees for a particular corps team. Specifically, the Team WO is responsible for:
 - a. Ensuring that high standards of drill, dress, deportment, and instruction are met for all NCO instructors and team members;
 - b. Ensuring high morale among team members;
 - c. Assisting the Team Coach in identifying trainees who, due to age or capability, are unsuitable for continuing in the course and require more advanced training opportunities;
 - d. Assisting the Team Coach in identifying problem trainees;
 - e. Assisting the Team Coach in completing required evaluations for cadet NCO instructors and trainees;
 - f. Acting, in the case of drill team, to command and direct the drill team as Drill Team Commander, and in the case of band, to command and direct the band as Drum Major; and
 - g. Being prepared to take on the duties of the Team Coach in their absence.