



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: Line Company TORs

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.

PLATOON COMMANDER

1. Normal Rank Employment: Lt
2. Responsible to: CO
3. Responsive to: DCO
4. Directly Supervises: PI 2IC
5. The PI Comd is responsible to the CO for the discipline, administration, training, morale, and welfare of the Platoon. Specifically, the PI Comd is responsible for the following:
 - a. Commanding and controlling Platoon periods as scheduled;
 - b. Ensuring that training opportunities are known to all members of the PI;
 - c. Ensuring effective PI communications, including but not limited to a weekly phone out;
 - d. Preparing to respond to questions on routine activity from parents, and passing on questions that require higher level review to the Coy Comd or DCO;
 - e. Confirming reasons for cadet absence from mandatory training with the PI 2IC and confirming that cadets who are regularly absent from training are counselled;
 - f. Passing orders and directives from the CO or Trg O on to the PI;
 - g. Supervising and commanding the PI on all mandatory exercises;
 - h. Keeping platoon notes with critical information and training notes on all PI members;
 - i. Supervising and directing PI NCOs in conjunction with the CSM;
 - j. Ensuring that the PI 2IC is fully capable of taking on the role of the PI Comd in the PI Comds absence;
 - k. Ensuring that PI admin and logistics are up to date, in conjunction with the PI WO;
 - l. Ensuring high standards of drill, dress, deportment, and morale within the PI in conjunction with the PI 2IC;
 - m. Being prepared to make recommendations on the promotion of all cadets within the Platoon IAW CATO 13-02, and filing documentation for a negative promotion recommendation on any eligible member; and
 - n. Any other duties as assigned by the Trg O.

PLATOON 2IC (PLATOON WARRANT OFFICER)

1. Normal Rank Employment: WO
2. Responsible to: PI Comd
3. Responsive to: CSM
4. Directly Supervises: Sect Comds
5. The PI 2IC is responsible to the PI Comd for the day-to-day administration of the PI, including but not limited to discipline, dress, deportment, and drill. The PI 2IC is additionally responsible to take on the role of the PI Comd if the PI Comd is absent. Specifically, the PI 2IC is responsible for:
 - a. Ensuring effective PI communications, including but not limited to a weekly phone out;
 - b. Obtaining reasons for cadet absences from mandatory training and ensuring those reasons are passed on to the PI Comd;
 - c. Passing orders and directives from the PI Comd or CSM on to the PI;
 - d. Supervising and controlling the PI on all mandatory exercises;
 - e. Supervising and directing Sect Comds and Sect 2ICs;
 - f. Acting to control discipline within the PI;
 - g. Controlling PI administration and logistics;
 - h. Ensuring high standards of drill, dress, deportment, and morale within the PI;
 - i. Preparing the Sect Comds to take over the role of PI 2IC in the PI 2ICs absence and ensuring a senior Sect Comd is designated; and
 - j. Any other duties as assigned by the PI Comd.

SECTION COMMANDER

1. Normal Rank Employment: Sgt
2. Responsible to: PI Comd
3. Responsive to: PI 2IC
4. Directly Supervises: Sect 2ICs, Sect Members
5. The Sect Comd is responsible to the PI Comd for the discipline, training, morale, and administration of the Sect. Specifically the Sect Comd is responsible for the following:
 - a. Commanding and controlling section period;
 - b. Ensuring effective Sect communications, including but not limited to a weekly phone out;
 - c. Contacting cadets who are absent from mandatory training to seek a reason for their absence, and passing that reason on to the PI WO;
 - d. Passing orders and directives from the PI Comd or WO on to the Sect;
 - e. Supervising and commanding the Sect on all mandatory exercises;
 - f. Supervising and directing the section in conjunction with the PI WO;
 - g. Ensuring that the Sect 2IC is fully capable of taking on the role of the Sect Comd in the Sect Comds absence;
 - h. Ensuring that Sect administration and logistics are up to date;
 - i. Ensuring high standards of drill, dress, and deportment within the Sect; and
 - j. Any other duties as assigned by the PI Comd or PI WO.

SECT 2IC

1. Normal Rank Employment: MCpl
2. Responsible to: Sect Comd
3. Responsive to: N/A
4. Directly Supervises: Sect Mbrs
5. The Sect 2IC is responsible to the Sect Comd to assist with the discipline, dress, deportment, and drill of the Sect. The Sect 2IC is additionally responsible to take on the role of the Sect Comd if the Sect Comd is absent. Specifically, the Sect 2IC is responsible for;
 - a. Ensuring uniform requirements within the section are complete and all members are fully uniformed;
 - b. Providing timely direction to section members on drill, dress, and deportment;
 - c. Coordinating with Sect Comd to ensure section period activity is thoroughly planned and prepared;
 - d. Assisting with the weekly phone-out as directed by the Sect Comd; and
 - e. Any other duties as assigned by the PI WO or Sect Comd.