

**Vernon Army Cadet Summer Training Centre
Standing Orders
Chapter 10**

THE DUTIES AND RESPONSIBILITIES OF OFFICERS

1001. OFFICERS IN GENERAL

1. It is the duty of all officers to acquaint themselves with the history, personal characteristics and ability, both in work and recreation, of the Officers, WOs, Senior NCMs, Staff Cadets, and Cadets under their command.
2. Officers shall not exchange any duty for which they are detailed without the permission of the CO or Adjt.
3. All officers shall be familiar with the information contained in Battalion Standing Orders, Fire Orders, and Routine Orders.
4. As required, for the successful operation of the CSTC or for other good reason, the CO VACSTC may move an officer to another appointment commensurate with their rank, experience and abilities.

1002. COMMANDING OFFICER (CO)

1. The CO is responsible to the CO RCSU (Pac) for the overall organization, delivery of training, efficiency, discipline, welfare and administration of VACSTC. The CO's authority is defined by terms of reference provided by Commander Maritime Forces Pacific. The CO requires the CSTC officers and cadets implicit obedience to regulations, orders and direction. The CO not only enforces by command, but encourages by example the energetic discharge of their duties.
2. The CO is responsible for the professional development of all officers. The CO monitors their progress and guides them in the performance of their duties.
3. The CO is available to all subordinates and looks after their morale and physical welfare. The CO counsels all Officers and Cadets on professional matters, and where appropriate may advise and assist in matters affecting their personal lives.

1003. DEPUTY COMMANDING OFFICER (DCO)

1. The DCO is a secondary position usually appointed to the OC HQ or the CI. The DCO is the next most senior ranking officer in the unit. The DCO is aware of all the training and administrative requirements of the unit and as such, assumes unit command during the CO's absence.

2. The employment of the DCO is defined by the terms of reference approved by the CO RCSU (Pac), but may be adjusted as required by the CO VACSTC. The DCO will also have the responsibility of holding the unit "Chief of Staff" appointment.

3. In all cases, the DCO ensures that the CO's policies and directions are followed within the unit.

4. Established rank for this position is Major.

1004. **OFFICER COMMANDING HEADQUARTERS (OC HQ)**

1. The DCO of VACSTC will normally also be designated as the OC HQ. The OC HQ may have the following responsibility of conducting unit administration.

2. Specific duties include:

- a. the President of the Unit Fund;
- b. vetting, controlling and forwarding of Personal Evaluation Reports (PERs) for Officers;
- c. the Unit Security, Fire Prevention and Safety Officer; and

3. Normally the OC HQ supervises the activities of the HQ Admin O, Padres; Public Information Officer; Movements Officer and OIC Security/Visitor Centre.

4. The OC HQ will liaise directly with the MIR on matters related to support provided to VACSTC personnel.

5. The OC HQ will liaise directly with the NPFAO on matters related to the Unit Fund and with the Fin O on matters related to pay and temporary duty.

6. The OC HQ will also liaise directly with VCFTSC on matters related to finance, accommodations, MIR and security.

7. Established rank for this position is Major.

1005. **CHIEF INSTRUCTOR (CI)**

1. The CI shall be responsible to the CO for the co-ordination and supervision of training. Normally the CI will also be the OC Trg Sp Coy, including the supervision of the various cadres assigned to plan, coordinate training or to provide specialist instruction.

2. Specific duties include:

- a. the preparation of all training SOP's;
 - b. the coordination of course training;
 - c. review of CTPs and providing CTPs to coys;
 - d. review assessments of trg prepared by Stds O and advise CO;
 - e. the organization and supervision of all Cadet Training Courses;
 - f. the organization and supervision of CSTC Orientation Training;
 - g. supervising instructors and training provided by cadres;
 - h. coordinating administration and logistical support to cadet training coys;
 - i. advising Coy OCs on matters related to training;
 - j. supervising all training cadre heads;
 - k. preparing training directives and orders to training Coys;
 - l. supervising preparation of schedules and timetables for battalion training;
 - m. liason with CSTC HQ and VCFTSC regarding training; and
 - n. performing other duties as detailed by the CO.
3. The CI will liase directly with VCFTSC on matters related to training support including but not limited to: transport for training activities; field stores and field rations; field training areas; MIR support in field training areas.

1006. TRAINING COMPANY COMMANDER (OC COY)

1. The Coy OC is responsible to the CO for the safety, wellbeing and welfare of all staff and cadets under his/her command. In addition, the OC will ensure that coy staff are briefed on all safety factors which affect staff and cadets under command while on duty or off duty. The OC is responsible for the overall organization, conduct of training, efficiency, good order and discipline, morale and will ensure that all activities are conducted IAW policies of the CCM.
2. Specific duties include:

- a. supervising the Officers and NCMs in the Coy as required to ensure their duties are carried out with enthusiasm and competence;
 - b. ensuring through the Crse O / Trg O that all training is completed as laid down in CTPs and detailed in weekly timetables;
 - c. ensuring changes affecting type of/or location of training are NOT made to the training timetable without the prior approval of the CI through the Trg Coord;
 - d. vetting of all PERs on all company staff;
 - e. ensuring course reports are completed on all cadets in the Coy;
 - f. ensuring all course cadets are interviewed at least once per week and staff every 14 days to assist in the evaluation process;
 - g. completing written reports on the Company, to be submitted to the CO as directed (i.e. after action report). The report is to include details on organization, administration/logistics and training, and will include problems encountered in all areas, statistics of persons trained and recommendations for improvements;
 - h. carrying out reconnaissance and drafting administrative instructions for any movements of the Company to areas outside of VACSTC; and
 - i. performing other duties as detailed by the CO
3. Established rank for this position is Major.

1007. ADJUTANT (ADJT)

1. The Adjt is the personal staff officer of the CO. Orders issued by the Adjt on behalf of the CO are to be respected as such.
2. Specific duties include:
 - a. preparation of and amendments to Battalion Standing Orders;
 - b. liaison with the Military Police Section of the Sp Base;
 - c. instruction of Junior Officers in deportment, dress, conduct and customs of the service;
 - d. coordinating and monitoring leave for all CSTC staff;

- e. preparing briefing packages;
 - f. Liaison with the OPI visit and the CO and prep a detailed itinerary for distribution seven days prior to any visit or social activity;
 - g. the Adjt is the A/Unit Security Officer;
 - h. the supervision of the Battalion Orderly Officer (BOO);
 - i. the organisation of the CO's weekly meetings;
 - j. ensuring that Battalion staffing levels are correct by monitoring promotions, transfers, and additional employment;
 - k. liason with LO VACSTC on matters related to staffing of CSTC;
 - l. the submission of the names of officers for garrison duty rosters; and
 - m. performing other duties as detailed by the CO.
3. Established rank for this position is Captain.

1008. HQ ADMINISTRATION OFFICER (ADMIN O)

1. The HQ Admin O is responsible to the OC HQ. The HQ Admin O will also act as 2IC HQ.
2. Specific duties include:
 - a. provides administrative assistance to all elements of the CSTC as required;
 - b. the organization, control and efficiency of the Battalion Orderly Room;
 - c. will maintain control of CF 51 Cadet records;
 - d. preparation of Battalion Routine Orders;
 - e. organization and control of the intake and exhaust of cadets;
 - f. processing of Cadet RTU;
 - g. liaise directly with regional loading agencies in matters relating to course cadets; and

- h. performing other duties as detailed by the OC HQ.
3. Established rank for this position is Captain.

1009. STANDARDS OFFICER (STDS O)

1. The Stds O is responsible to the Commanding Officer for design and quality control functions for all course cadet trg conducted at VACSTC. The Stds O shall monitor the conduct of training and submit weekly reports to the CO VACSTC regarding the success of various training activities conducted that past week.

2. Specific duties include:
- a. controlling the quantity of all training carried out in the camp including recommending changes to specifications and course training standards;
 - b. liaise with PDO on instructional deficiencies within the battalion and maintain close communication with the PD cell;
 - c. preparing and maintaining written examinations and performance checks;
 - d. administering and marking written examinations;
 - e. monitoring the administration of performance checks;
 - f. monitoring instruction for adherence to course training plans and for ways to improve the content, methodology (not instructional technique) and facilities for training;
 - g. coordinate with PDO on the indoctrination of new instructors to the camp's quality control procedures;
 - h. conducting training R&D as directed; and
 - i. performing other duties detailed by the CO.
3. Established rank for this position is Capt.

1010. ASSISTANT STANDARDS OFFICER (A/STDS O)

1. The A/Stds O is responsible to the Stds O.
2. Specific duties include:

- a. assisting the Stds O with routine duties as detailed in the duties for the Stds O;
 - b. be familiar with all duties of the Stds O in order to fill the position of Stds O in his or her absence; and
 - c. performing other duties as detailed by the Stds O.
3. Established rank for this position is Capt/Lt.

1011. UNIT HUMAN RIGHTS ADVISOR (UHRA)

1. The UHRA is responsible to the Commanding Officer for coordinating, monitoring, reporting and advising on all significant issues including harassment and abuse complaints at VACSTC. The UHRA will liaise directly with the RCHRA where required to seek advice or assistance in the conduct of their duties.

2. Specific duties include:

- a. deliver the CHAP Sensitization and Leadership modules;
 - b. conduct training for officers appointed as UHRA at coy level;
 - c. develop a good knowledge of British Columbia child protection legislation;
 - d. advise the CO and other staff at the CSTC on matters pertaining to harassment and abuse;
 - e. execute the protocol; for dealing with disclosures of harassment and abuse as necessary;
 - f. educate CSTC personnel on harassment and abuse prevention, recognition and reporting;
 - g. act as the OPI for reporting and administration of harassment and abuse incidents;
 - h. maintain files and logs on harassment and abuse incidents; and
 - i. perform other duties as detailed by the CO.
3. Established rank for this position is Captain.

1012. **CHAPLAIN (CHAP)**

1. The Chaplains play an important part in maintaining the morale of the camp. They complement the activities of the Adjt, RSM and Coy Commanders who are concerned with gaining a better understanding of personnel problems and providing possible solutions. The Chaplains receive the support and assistance required from every level of command to effectively fulfil their duties.
2. The primary role of the Chaplains is to provide counselling to cadets on matters of a personal and emotional nature. Chaplains report directly to the CO on all matters concerning the spiritual and moral welfare of the unit.
3. The Chaplains may liaise directly with Coy OCs when assisting in matters related to the welfare of individual cadets.

1013. **DEPUTY CHIEF INSTRUCTOR (DCI)/OIC GARRISON TRAINING**

1. The DCI/OIC Garrison Training is responsible to the CI for the general efficient operation of the Garrison Training Cadres. The DCI/OIC Garrison Training is also the 2IC of Trg Sp Coy.
2. Specific duties include:
 - a. supervision of the RSOs, OIC Navigation, OIC Leadership and Challenge, OIC First Aid and Military History Instructor;
 - b. prepare all training schedules including the Battalion Block Schedule and the weekly platoon timetables;
 - c. prepare agendas for training conferences and act as secretary;
 - d. coordinate and vetting all Routine Order submissions from the Training office;
 - e. prep a leave schedule for all personnel employed in Trg Sp Coy;
 - f. conducting the administration duties for Trg Sp Coy;
 - g. OPI for summer biathlon and skill at arms competitions;
 - h. perform duties as Coy Safety Officer;
 - i. coordinate the completion of Trg Sp Coy PERs; and,
 - j. performing other duties as directed by the CI.

3. The Established rank for this position is Capt.

1014. DEPUTY CHIEF INSTRUCTOR (DCI)/OIC FIELD TRAINING

1. The DCI/OIC Field Training is responsible to the CI for the general efficient operation of the VACSTC Field Training Base Camp and supported field training.

2. Specific duties include:

- a. supervision of the OIC Canoe, OIC Field Engineering, Course Officer Pioneer, Base Camp Operations Officer and Base Camp Sergeant Major;
- b. liaise with 2IC Training Support Group on the compilation and coordination of Canoe, Field Engineering, Pioneer Course and CLI Adventure training schedules;
- c. ensuring the efficient set up and maintenance of Base Camp site;
- d. submitting appropriate demands for training and administration support to the Chief Instructor;
- e. ensuring that equipment for the following year is ordered;
- f. preparing training area evacuation routes and emergency plans;
- g. reviewing and making the necessary changes to the SOPs for the Base Camp;
- h. ensuring safety requirements are being met by personnel while using the training area;
- i. reviewing and submitting routine stores requests;
- j. performing other duties as directed by the CI.

3. The Established rank for this position is Capt.

1015. TRAINING CO-ORDINATION OFFICER (TRG COORD)

1. The Trg Coord is responsible to the Chief Instructor for the finalization of weekly training programs and the economical use and allocation of resources.

2. Specific duties include:

- a. coordination of all training areas;

- b. ensuring company training programs agree with available resources;
 - c. actioning special requirements from training sections;
 - d. ensuring all trophies and medals are purchased and correctly prepared and set up for battalion parades;
 - e. overseeing all awards offered through the Centre;
 - f. prepare allocations for laundry, barber shop, and classrooms;
 - g. coordinate all requisitions including IMPs, rations, weapons allocations, training stores and QM stores; and
 - h. performing other duties as detailed by the Deputy Chief Instructor.
3. The Established rank for this position is Capt.

1016. **PROFESSIONAL DEVELOPMENT OFFICER (PDO)**

1. The PDO is responsible to the CI.
2. Specific duties include:
 - a. providing guidance and mentorship to the Coy Crse O/Trg Os, PI Comds and Staff Cadets including advisement in areas of instruction and leadership;
 - b. liaise with Standards Cell on instructional strengths and weaknesses within the Coys and provide feedback and assistance to Coy Comds to address any gaps;
 - c. review CTPs and course references with all Crse O/Trg Os to ensure there is a full understanding of CTP requirements
 - d. control of the resource centre/library including supervision of the Resource Centre Staff Cadets;
 - e. supervision of coy orientation training;
 - f. ensure that all reference material as detailed in CTPs is current and available in the Resource Centre;
 - g. providing an up to date inventory catalogue of reference materials to Coys;

- h. holding weekly feedback sessions on training with all Crse / Trg O s including a review of best practises;
 - i. conduct of specialized Professional Development training;
 - j. supervision of the Graphic Arts Dept;
 - k. supervision of the A/PDO and the PD Staff Cadets; and
 - l. perform other duties as detailed by the CI.
3. Established rank for this position is Captain.

1017. ASSISTANT PROFESSIONAL DEVELOPMENT OFFICER (A/PDO)

- 1. The A/PDO is responsible to the PDO.
- 2. Specific duties include:
 - a. assisting the PDO with all routine duties as detailed in the duties of the PDO.
 - b. being familiar with the duties of the PDO in order to fill the position of PDO in his or her absence; and
 - c. performing other duties as detailed by the PDO.
- 3. Established rank for this position is Lieutenant.

1018. MOVEMENTS OFFICER (MOV O)

- 1. The Mov O is responsible to the OC HQ Coy for the efficient operation of the Reception and Dispatch sect.
- 2. Specific duties include:
 - a. prepare in-coming clearances for officers, CIs, attached personnel, and Staff Cadets;
 - b. making travel arrangements for all Officers, CIs, attached personnel, Staff Cadets and Cadets;
 - c. using information gathered from all Regional Mov Os and incoming messages, prepares Movement Orders for all courses;

- d. effecting liason with Kelowna Airport management regarding charter flight arrivals and departures. Obtains traffic data available from airlines;
 - e. calculating all logistics required for movements (i.e. transport, box lunches, meal allowance etc) and advises all concerned at least five days in advance for all movements;
 - f. detailing timings for transport, baggage handlers, conducting staff and cadet assembly for all movements;
 - g. briefing Coy OC, 2IC and CSM prior to each movement;
 - h. ensuring air tickets are completed for each charter flight;
 - i. making all travel arrangements for personnel being RTU;
 - j. ensuring all parental pick-up forms are properly completed;
 - k. forward all unused air or ground tickets to RCSU (Pacific);
 - l. supervising the Assistant Mov O and Mov Clerk in the performance of their duties;
 - m. prepare a final report at the end of training assessing current year activities and recommending changes; and
 - n. performing other duties as directed by the OC HQ Coy.
4. Established rank for this position is Capt.

1019. ASSISTANT MOVEMENTS OFFICER (A/MOV O)

- 1. The A/Mov O is responsible to the Mov O.
- 2. Specific duties include:
 - a. assisting the Mov O with routine duties (see duties of Mov O);
 - b. being familiar with all duties of the Mov O in order to take the position of the Mov O in his or her absence; and
 - c. performing other duties as detailed by the Mov O.
- 3. Established rank for this position is Lt/2Lt.

1020. OFFICER IN CHARGE – SECURITY / VISITOR CENTRE

1. The OIC Security/ Visitor Centre is responsible to the OC HQ Coy for the operation of the Battalion Security/ Visitor Centre.

2. Specific duties include:

- a. supervision of the Accommodations Officer, Security Patrol Staff and the Holding Section;
- b. organization and effective operation of the Visitor Centre including the control of camp visitors and traffic;
- c. on behalf of the CO VACSTC, inspect and accept supervisory responsibility for all buildings assigned to VACSTC;
- d. manning the main phone line into the camp from 0800-1700hrs; and
- e. performing other duties as detailed by the OC HQ Coy.

3. Established rank for this position is Capt.

1021. ACCOMMODATIONS OFFICER

1. The Accommodations Officer is responsible to the OIC Security/Visitor Centre for the management of all accommodations at VACSTC.

2. Specific duties include:

- a. preparing the camp accommodations plan;
- b. issuance of rooms to camp staff;
- c. control of accommodations building keys;
- d. conduct routine inspections of all accommodations and other buildings assigned to VACSTC;
- e. advise the Adjutant and the appropriate supervisor of any cases where individuals are negligent in not maintaining their particular living or work space;
- f. inspection and clearance of rooms at the end of camp;
- g. ensuring all requests for building repairs and maintenance from Coy Admin Os are actioned;

- h. follow through on all maintenance and repair requests with company Admin O; and
 - i. perform other duties as detailed by the OIC Security/Visitor Centre.
3. The Established rank for this position is Capt.

1022. OIC HOLDING SECTION

- 1. The OIC Holding Section is responsible to the OIC Security/Visitor Centre.
- 2. Specific duties include:
 - a. supervision of the Holding Supervisor and Holding Staff;
 - b. maintaining communication with Coys with respect to the status of cadets in holding;
 - c. coordination of cadets checking in and checking out of the holding section;
 - d. preparing duty schedules for the holding section staff;
 - e. facilitate training for cadets in the holding section including study sessions and catered instruction on missed training;
 - f. monitoring the welfare and well-being of cadets in the holding section;
 - g. disbursement of medications for cadets in the holding section; and
 - h. other duties as detailed by the OIC Security / Visitor Centre
- 3. Established rank for this position is Captain.

1023. HOLDING SUPERVISOR

- 1. The Holding Supervisor is responsible to the OIC Holding Section.
- 2. Specific duties include:
 - a. supervision of Holding Staff;
 - b. supervision of cadets in the holding section;

- c. assisting the OIC Holding Section with routine duties (see duties of OIC Holding Section);
 - d. being familiar with the duties of the OIC Holding Section in order to take the position of OIC Holding Section in his or her absence; and
 - e. performing other duties as detailed by the OIC Holding Section.
3. Established rank for this position is Lt/2Lt.

1024. BATTALION SECURITY OFFICERS (BN SECUR O)

1. The DCO is appointed Bn Unit Secur O.
2. The Adjt is appointed A/Bn Unit Secur O

1025. BATTALION PUBLIC INFORMATION OFFICER (PIO)

1. The TOR are contained in Annex C to CFP 207 Handbook for Unit Info Officers.

1026. COMPANY SECOND IN COMMAND (COY 2IC)

1. The Coy 2IC is directly responsible to the Coy OC. This position is a secondary position and may be assigned to a Coy Admin O, Crse O or Coy Trg O.
2. Specific duties include:
 - a. understudy the Coy OC in order to take the OC position as required:
 - b. performing other duties as detailed by the Coy OC.
3. Established rank for this position is Capt.

1027. COMPANY ADMINISTRATION / LOGISTICS OFFICER (COY ADMIN/IOG O)

1. The Coy Admin/Log O is responsible to the Coy OC for the organization and supervision of all administration and logistics functions within the company.
2. Specific duties include:
 - a. supervising all supply parades;

- b. submitting demands for food services, equipment, transport requests and other necessary logistics;
- c. drawing, acct for and prompt return of all stores, pamphlets and publications and equipment approved for issue to support training;
- d. supervising the collecting and delivery of meals and/or field rations to course training areas;
- e. taking over all course accommodations, the periodic inspecting of accommodations for accounting purposes, clean linen, tidiness and barrack damages. Deficiencies and damages are to be dealt with immediately;
- f. taking safe custody of all clothing and equipment NOT required for daily training (i.e. suitcases, civilian clothing etc.);
- g. ensuring the prompt collection and safe custody of clothing and equipment of course personnel separated from the course for any reason (admission to hospital, emergency leave etc.);
- h. reporting and replacing of lost clothing and equipment;
- i. checking all course personnel on arrival for return commercial transportation. Details will be recorded, return tickets collected and turned into Movements within two days;
- j. supervision of the CQMS and Storesperson paying particular attention to the workload of the CQMS including driving time;
- k. ensuring that the CQMS is appropriately supplemented when excessive workload is required, particularly when driving exceeds the daily limit;
- l. supervision of the Coy Clerk;
- m. verifying the home addresses of each member of the course, forwarding the verified nominal roll to the Admin O;
- n. handling the course Pay Parades;
- o. preparing the Coy ROs;
- p. conducting cadet kit inspections on their arrival at VACSTC on return from field exercises and prior to departure from VACSTC;

- q. organization and supervision of intake and exhaust of Coy cadets;
and
 - r. perform other duties as detailed by the Coy OC.
3. The Coy Admin O is also a member of the Camp Safety Committee.
 4. Established rank for this position is Capt/Lt.

1028. COMPANY COURSE OFFICER / TRAINING OFFICER (CRSE O / TRG O)

1. The Crse O / Trg O is responsible to the Coy OC for the safety, well-being and welfare of all staff and cadets under his/her command. In addition, the Crse O / Trg O will ensure that all staff are briefed on all safety factors which affect all staff and cadets under command while on duty or off duty. The Crse O / Trg O is responsible for the organization, conduct of training, efficiency, good order and discipline, and for the implementation within the course of the policies of the OC.

2. Specific duties include:

- a. supervising the training of all Officers and NCMs in the course as laid down and/or as required to ensure competence in their duties, and that they are able to function in one higher position of authority;
- b. completing all training as laid down in CTPs and detailed in weekly timetables;
- c. ensuring changes affecting type of/or location of training are NOT made to the training timetable without the prior approval of the OC;
- d. setting the example for subordinates in dress and deportment;
- e. supervising Platoons in training;
- f. ensuring preparation of PERs on all course staff;
- g. ensuring course reports are completed on all cadets in their respective course;
- h. ensuring all cadets are interviewed at least once per week and staff every 14 days to assist in the evaluation process;
- i. completing a written report on the Course, to be submitted to the OC as directed. The report is to include details on organization, administration/logistics and training, and will include problems

encountered in all areas, statistics of persons trained and recommendations for improvements;

- j. carrying out reconnaissance and drafting administrative instructions for any movements of the Course to areas outside of VACSTC;
 - k. planning, preparation and submission via Coy Admin O in a timely manner of all requisitions necessary for the log and administrative support of the approved course program;
 - l. being familiar with current regulations, orders, and directions concerning personal administration;
 - m. prepare reports of deficiencies and losses and submitting to the Coy OC through the Coy Admin O;
 - n. passing pertinent info received from orders groups to all Platoon Commanders; and
 - o. performing other tasks as outlined by the Coy OC.
3. Established rank for this position is Captain.

1029. **BATTALION SENIOR SUBALTERN (SR SUB)**

1. Within the unit, Subalterns shall be considered to be those Officers holding the ranks of Lt , 2Lt and OCdt.
2. A Sr Sub (normally the most senior of the Officers defined above) shall be appointed by the CO.
3. No Officer can successfully fulfil the position of the Sr Sub unless he/she is an experienced Officer whose knowledge of duties, dress and deportment, discipline and bearing are of a very high standard. As such, the Sr Sub's conduct, dress and deportment must be exemplary at all times.
4. The Sr Sub is responsible to the Adjt for the performance of assigned duties, however the position is an advisory one, and the incumbent does not occupy a position in the chain of command.
5. The Sr Sub shall be responsible for the following:
 - a. assist the Adjt in supervising the conduct, dress and deportment of all subs include the general education of the subalterns in these areas;

- b. assist the PMC of the Officers' Mess in the instruction of new officers on mess conduct/etiquette and the procedures and conduct at mess functions;
- c. fostering a high esprit de corps amongst the subaltern;
- d. briefing all subaltern arriving to the unit on Battalion affairs; and
- e. performing other duties as directed by the CO or Adjt.

6. The Sr Sub shall pursue the responsibilities with verve by setting an example to the junior officers in the unit.

1030. PLATOON COMD (PL COMD)

1. The PI Comd is responsible to the Coy Comd for the safety, health, welfare, training and efficiency of the PI.

2. Specific duties include:

- a. supervising all activities of the Platoon;
- b. training the PI WO in order that the PI WO may assume command of the Platoon if required;
- c. administer and support the Platoon;
- d. conducting training within the Platoon in accordance with the CTP and timings detailed-in the weekly timetable;
- e. supervising NCMs and instructors and for reporting on their knowledge, capability, and performance;
- f. assessing the cadets in the Platoon and drafting their course reports;
- g. prepare and maintain a training file on all cadets;
- h. interviewing of all cadets under command, as per the schedule kept on the training file, in order to identify early any potential problems and to improve the cadet's performance and sense of well-being;
- i. interviewing all staff under command every 14 days with an aim to improve their performance;

- j. setting the example for subordinates in dress, deportment, discipline and conduct;
 - k. conducting a PI Comd Hour at least once per week;
 - l. contributing to the discipline, morale, esprit de corps and general well-being of the Platoon;
 - m. being familiar with current regulations, orders, and directions concerning personal administration;
 - n. ensuring that section commanders are provided with training, resources, opportunities and encouragement to lead and care for their cadets effectively;
 - o. ensuring that a high standard of cleanliness and maintenance occurs for all personal kit within the PI;
 - p. keeping oneself and all members of the Platoon physically fit;
 - q. passing pertinent info received from orders groups to all Platoon members; and
 - r. performing other duties detailed by the Coy OC.
3. Established rank for this position is Lt/2Lt.

1031. CADET RECREATIONAL OFFICER

- 1. The Cadet Recreational Officer is responsible to the Chief Instructor.
- 2. Specific duties include:
 - a. organizing and coordinating recreational activities for staff cadets and course cadets;
 - b. liaise with Chaplains and PERI staff on coordination of evening recreational activities;
 - c. ensure canteens are equipped with necessary recreational resources;
 - d. supervision of cadets in the cadet canteen;
 - e. filling the role as Supervising Officer of the Staff Cadet Club;

- f. ensuring cadets are briefed on the rules and regulations of use of the cadet canteens; and
 - g. performing other duties as detailed by the OC HQ Coy.
3. Established rank for this position is Captain.

1032. ASSISTANT CADET RECREATIONAL OFFICER

1. The Assistant Cadet Recreational Officer is responsible to the Cadet Recreational Officer.
2. Specific duties include:
- a. assisting the Cadet Recreational Officer with routine duties as detailed in the duties for Cadet Recreational Officer;
 - b. being familiar with the duties of the Cadet Recreational Officer in order to fill this position in his or her absence; and
 - c. performing other duties as detailed by the Cadet Recreational Officer.
3. Established rank for this position is Lt/2Lt.

1033. PHYSICAL EDUCATION AND RECREATION OFFICER (PERO)

1. The PERO is responsible to the Chief Instructor for organizing, conducting and supervising all physical training and sports activities for VACSTC.
2. Specific duties include:
- a. organizing and supervising morning PT for all Training Coys at VACSTC;
 - b. supervising all sports activities;
 - c. ensuring the proper usage of related equipment and regular inspection of equipment;
 - d. ensuring that playing fields are maintained to an acceptable standard;
 - e. conducting all Cadet Fitness Testing and Cadet Swim Testing;
 - f. supervising (when required) the conduct of the mini confidence course;

- g. supervision and evaluation of all PERI staff and ensuring they are familiar with all regulations regarding the delivery of Physical Training;
 - h. organizing and conducting the Battallion Sports Day including the coordination of station supervisors and preparation of schedule;
 - i. providing qualified life guards to supervise all beach parades;
 - j. submitting appropriate demands for training and administration support to the Chief Instructor;
 - k. ensuring that equipment required for the following year is ordered; and
 - l. performing other duties detailed by the Chief Instructor.
3. The Established rank for this position is Capt.

1034. PHYSICAL EDUCATION AND RECREATION INSTRUCTOR (PERI)

1. The PERI is responsible to the PERO for conducting and supervising physical training and sports activities for VACSTC.
2. Specific duties include:
- a. supervising morning PT for all Training Coys at VACSTC;
 - b. supervising all sports activities;
 - c. ensuring the proper usage of related equipment and regular inspection of equipment;
 - d. ensuring that playing fields are maintained to an acceptable standard;
 - e. conducting all Cadet Fitness Testing and Cadet Swim Testing;
 - f. supervising (when required) the conduct of the mini confidence course;
 - g. performing life guard duties during all beach parades;
 - h. performing other duties detailed by the PERO.
3. The Established rank for this position is Lt/2Lt.

1035. RANGE SAFETY OFFICER (RSO)

1. The RSO is responsible to the Deputy Chief Instructor/OIC Garrison Training for the control, conduct and safe operation of their respective range (VACSTC outdoor range or air rifle range)
2. Specific duties include:
 - a. attending live fire exercise on the outdoor range (RSO – Outdoor Range only);
 - b. complying with VACSTC Range Standing Orders;
 - c. supervising range personnel;
 - d. instruct range personnel on specific duties;
 - e. ensures correct ammunition is used;
 - f. preparing range and equipment for live fire exercises;
 - g. inspecting range equipment on a regular basis;
 - h. enforcing regulations as detailed in VACSTC RSOs;
 - i. coordinating with Coy staff prior to live fire exercises;
 - j. overseeing the safety of all personnel;
 - k. implementing policy regarding Range Safety; and
 - l. performing other duties as detailed by the Deputy Chief Instructor/OIC Garrison Training.
3. The Established rank for this position is Capt.

1036. OIC NAVIGATION CADRE

1. The OIC Navigation is responsible to the Deputy Chief Instructor/OIC Garrison Training for the safe and effective conduct of all navigation training.
2. Specific duties include:
 - a. the organization and conduct of map & compass and orienteering training including the preparation of training timetables;

- b. preparing and maintaining all training areas;
 - c. organizing and conducting orienteering competitions;
 - d. ensuring that all navigation training has a large focus on the requirements of the NSCE;
 - e. ensuring safety requirements are being met while using the training areas;
 - f. submitting routine stores requests for all navigation training;
 - g. submitting appropriate demands for training and administration support;
 - h. ensuring that equipment for the following year is ordered;
 - i. ensuring that personnel not performing to standard are identified to the Sr Coy Officer; and
 - j. performing other duties as detailed by the Deputy Chief Instructor/OIC Garrison Training.
3. The Established rank for this position is Capt/Lt.

1037. 2IC NAVIGATION

- 1. The 2IC Navigation is responsible to the OIC Navigation.
- 2. Specific duties include:
 - a. assisting the OIC Navigation with all routine duties as detailed in the duties of the OIC Navigation;
 - b. being familiar with the duties of the OIC Navigation in order to fill this position in his or her absence; and
 - c. performing other duties as detailed by the OIC Navigation.
- 3. Established rank for this position is Lt.

1038. OFFICER IN CHARGE – LEADERSHIP AND CHALLENGE (OIC LD&C)

- 1. The OIC Leadership and Challenge is responsible to the Deputy Chief Instructor/Garrison Training for the safe and effective conduct of all Leadership and Challenge activities.

2. Specific duties include:
 - a. organizing and conducting all abseil and confidence course activities at the Leadership and Challenge Site;
 - b. setting up and maintaining the ropes course and the abseil site;
 - c. ensuring safety requirements are being met during all Leadership and Challenge Training;
 - d. preparing all training area safety plans and evacuation routes;
 - e. ensuring all personnel participating in Leadership and Challenge training are properly and safely equipped and have sufficient knowledge of the equipment and its safe use;
 - f. ensuring that those personnel NOT performing to standard are ordered to cease their participation;
 - g. ensuring that all equipment and gear is maintained throughout the summer and is inspected daily for operational effectiveness;
 - h. submitting appropriate demands for training and administration support;
 - i. supervision and assessment of all Leadership and Challenge staff; and
 - j. performing other duties as directed by the Deputy Chief Instructor/OIC Garrison Training.
3. Established rank for this position is Capt.

1039. SECOND IN COMMAND – LEADERSHIP AND CHALLENGE (2IC LD&C)

1. The 2IC Leadership and Challenge training is responsible to the OIC Leadership and Challenge.
2. Specific duties include:
 - a. knowledge of the duties of the OIC;
 - b. reporting to the OIC on all matters pertaining to the Confidence Course;

- c. conducting all abseil and confidence course activities at the Leadership and Challenge Site;
 - d. signing for and responsible for all equipment issued for Leadership and Challenge training;
 - e. investigating losses and reporting findings to OIC as soon as possible;
 - f. inspecting all training areas assigned on a daily basis to ensure areas are secure and free from damage;
 - g. ensuring that those personnel NOT performing to standard are ordered to cease their participation;
 - h. ensuring that equipment is clean and serviceable at the end of training;
 - i. maintaining the equipment log book;
 - j. ensuring that equipment needed for the following year is ordered; and
 - k. performing other duties as directed by OIC Leadership and Challenge.
3. Established rank for this position is Lt/2Lt.

1040. **LEADERSHIP AND CHALLENGE INSTRUCTOR (LD&C INSTR)**

1. The Leadership and Challenge Instructor is responsible to the OIC Leadership and Challenge.
2. Specific duties include:
 - a. inspecting training areas assigned on a daily basis to ensure all knots, ropes, and lashings are secure and the area is free from hazards;
 - b. conducting all abseil and confidence course activities at the Leadership and Challenge site;
 - c. ensuring that those personnel NOT performing to standard are ordered to cease their participation; and

- d. performing other duties as detailed by the OIC.

1041. OIC FIRST AID

1. The OIC First Aid is responsible to the Deputy Chief Instructor/OIC Garrison Training for the organization and delivery of all first aid training at VACSTC.
2. Specific duties include:
 - a. organization and delivery of first aid training including Safety Oriented First Aid (Emergency) instruction to CL cadets and Standard Level First Aid instruction to staff;
 - b. examination, documentation, recording and certification of staff and cadet achievement levels with national authorities;
 - c. supervise and evaluate the First Aid instructors;
 - d. procurement of applicable badges and certificates for qualified candidates;
 - e. ensuring that necessary equipment and training aids are on site and are maintained and properly secured while on loan;
 - f. ensuring staff are available for first aid duty at battalion and special parades;
 - g. ensuring that equipment required for the following year is ordered;
 - h. submitting appropriate demands for training and administration support to the Chief Instructor; and
 - i. performing other duties as detailed by the Deputy Chief Instructor/OIC Garrison Training
3. The Established rank for this position is Capt.

1042. FIRST AID INSTRUCTOR (FIRST AID INSTR)

1. The First Aid Instructor is responsible to the OIC First Aid for the delivery of first aid training at VACSTC.
2. Specific duties include:
 - a. Safety Oriented First Aid (Emergency) instruction to CL cadets;

- b. Standard Level First Aid instruction to staff;
 - c. maintenance and security of FA equipment and training aids on loan to them;
 - d. first aid duty for all battalion and special parades; and
 - e. performing other duties as detailed by the OIC First Aid.
3. The Established rank for this position is Lt/2Lt.

1043. **BASE CAMP OPERATIONS OFFICER**

1. The Base Camp Operations Officer is responsible to the DCI/OIC Field Training.
2. Specific duties include:
 - a. conducting routine administration duties for the base camp;
 - b. liaising with field cadre heads to coordinate support requirements;
 - c. maintaining functional communication between field activities and garrison;
 - d. maintain a functional first aid station;
 - e. maintain a functional base camp operations centre/orderly room;
 - f. tracking location and sit rep of all supported field activities; and
 - g. performing other duties as assigned by the DCI/OIC Field Training.
3. The established rank for this position is Capt/Lt.

1044. **OIC CANOE CADRE**

1. The OIC Canoe Cadre is responsible to the Deputy Chief Instructor/OIC Field Training for the safe and effective conduct and operation of all canoe training.
2. Specific duties include:
 - a. the organization and conduct of canoe training including Flat Water instruction to CL cadets, Swift Water Rescue Training to CLI cadets, Moving Water instruction to CLI Adventure cadets and the

conduct of two canoe expeditions for CLI Adventure cadets;

- b. preparing all training area emergency plans and evacuation routes;
 - c. inspecting all canoe equipment on a daily basis for operational effectiveness;
 - d. ensuring all safety standards are being maintained by all personnel participating in canoe training;
 - e. submitting appropriate demands for training and administration support to the Chief Instructor;
 - f. supervision of the canoe instructors and trip leaders;
 - g. ensuring all personnel participating in canoe training are properly and safely equipped and have sufficient knowledge of the equipment and its safe use;
 - h. ensuring that those personnel not performing to standard are ordered to cease their participation;
 - i. ensuring that equipment required for the following year is ordered; and
 - j. performing other duties as detailed by the Deputy Chief Instructor/OIC Field Training.
3. The Established rank for this position is Capt.

1045. **CANOE INSTRUCTOR**

1. Canoe instructors are responsible to the OIC Canoe for the safe and effective conduct of all canoe training;
2. Specific duties include:
 - a. knowledge of the duties of the OIC;
 - b. training all personnel participating in canoeing;
 - c. ensuring all safety standards are being maintained by all personnel under their direct supervision;
 - d. ensuring that those personnel not performing to standard are ordered to cease their participation; and

- e. performing other duties as detailed by the OIC.
3. The Established rank for this position is Lt/2Lt.

1046. OIC FIELD ENGINEERING

1. The OIC Field Engineering is responsible to the Deputy Chief Instructor/OIC Field Training for the safe and effective conduct of Field Engineering training.
2. Specific Duties include:
- a. the organization and conduct of field engineering training for Cadet Leader and Pioneer courses;
 - b. ensuring safety requirements are being while conducting training;
 - c. reviewing and submitting routine stores requests for all field engineering training;
 - d. setting up and maintaining training site;
 - e. submitting appropriate demands for training and administration support to the Deputy Chief Instructor/OIC Field Training;
 - f. ensuring that equipment for the following year is ordered;
 - g. ensuring that personnel not performing to standard are identified to the Sr Coy Officer;
 - h. assisting with set-up of leadership and Challenge Course;
 - i. ensuring all personnel participating in training are properly and safely equipped and have sufficient knowledge of the equipment and its safe use; and
 - j. performing other duties as detailed by the Deputy Chief Instructor/OIC Field Training

3. The Established rank for this position is Capt.

1047. 2IC FIELD ENGINEERING

1. The 2IC Field Engineering is responsible to the OIC Field Engineering for the safe and effective delivery of field engineering training and replacing the OIC

when required.

2. Specific duties include:

- a. knowledge of the duties of the OIC;
- b. coordinating and maintaining all field engineering stores;
- c. compiling stores requests for the all field engineering training;
- d. ensuring that personnel not performing to standard are identified to the Sr Coy Officer;
- e. monitoring and supervising instruction by the Field Engineering Cadre S/Cdts;
- f. assisting with set-up of leadership and Challenge Course; and
- g. performing other duties as detailed by the OIC.

3. The Established rank for this position is Lt/2Lt.

1048. **MILITARY BAND TRAINING OFFICER (MIL BAND TRG O)**

1. The Mil Band Trg O is responsible to the OC band Coy for the effective conduct of the music training for the Basic, CL and CLI Military Band courses.
2. Specific duties include:
 - a. organizing and implementing all Military Band training including the preparation of training schedules for music training;
 - b. identifying and recommending music to be played by the Military Band for all parades and performances;
 - c. preparing and maintaining music training files for cadets in the Military Band courses;
 - d. supervising and assessing band instructors and SCdts within the military band;
 - e. ensuring music training meets the standards and requirements laid out within the respective CTPs;
 - f. ensuring each cadet and SCdt (if requested) is level tested prior to the conclusion of summer training;

- g. ensuring the performance band is musically prepared to play for all performances and parades;
 - h. coordinating with Dir P & D on all performance and parade requirements;
 - i. ensuring all cadets are equipped with the necessary resources including instruments and training materials;
 - j. ensuring loaned instruments are inspected for operational effectiveness on a regular basis; and
 - k. performing other duties as directed by OC Band Coy.
3. Established rank for this position is Capt.

1049. PIPES AND DRUMS TRAINING OFFICER (P&D TRG O)

1. The P & D Trg O is responsible to the OC band Coy for the effective conduct of the music training for the Basic, CL and CLI Pipes and Drums courses.
2. Specific duties include:
 - a. organizing and implementing all Pipes and Drums training including the preparation of training schedules for music training;
 - b. identifying and recommending music to be played by the Pipe Band for all parades and performances;
 - c. preparing and maintaining music training files for cadets in the Pipes and Drums courses;
 - d. supervising and assessing band instructors and SCdts;
 - e. ensuring music training meets the standards and requirements laid out within the respective CTPs;
 - f. ensuring each cadet and SCdt (if requested) is level tested prior to the conclusion of summer training;
 - g. ensuring the performance band is musically prepared to play for all performances and parades;

- h. coordinating with Dir Mil Band on all performance and parade requirements;
 - i. ensuring all cadets are equipped with the necessary resources including instruments and training materials;
 - j. ensuring loaned instruments are inspected for operational effectiveness on a regular basis ; and
 - k. performing other duties as directed by OC Band Coy.
3. Established rank for this position is Capt.

1050. BAND INSTRUCTOR

1. Band Coy Instructors are responsible to their respective Band Trg O (Mil Band or P & D) for the musical training of the cadets.
2. Specific duties include:
 - a. ensuring that cadets and staff cadets receive musical training as scheduled in the weekly timetables;
 - b. allotting periods of instruction required of the staff cadets, and entering such detail in the daily timetable board;
 - c. ensuring that classes commence and finish on time and all personnel are present and accounted for;
 - d. ensuring the safety of all cadets assigned to the Band; and
 - e. performing other duties as directed by the respective Band Trg O.
3. Established rank for this position is Lt/2Lt.

1051. COMPANY DUTY OFFICER (COY DO)

1. The Coy Duty Officer is responsible to the Coy OC.
2. Specific duties include:
 - a. supervising company personnel during meal hours in the cadet dining area;
 - b. supervising the Coy Orderly WO and Coy Orderly Sgt in the performance of their duties;

- c. ensuring that all cadets are in their beds at lights out and reporting numbers to the BOO NLT 2215 hrs;
 - d. ensuring that Coy Defaulter Cadets are mustered at Bn HQ at 2010 hrs;
 - e. ensuring that company lines are kept clean and free from debris throughout the tour of duty;
 - f. maintain discipline in the barracks by:
 - (1) ensuring NO horseplay takes place;
 - (2) ensuring that visitors from other companies are accompanied by own company personnel at all times;
 - (3) ensuring that all kit is stowed and secured with a lock when owner is absent;
 - (4) ensuring that no foul language is used nor physical handling in or around cadets occurs; and
 - g. other duties as directed by the Coy OC.
3. This is normally a secondary duty assigned to OCdt, 2Lt, or Lt.