

**Vernon Army Cadet Summer Training Centre  
Standing Orders  
Chapter 11**

**THE DUTIES AND RESPONSIBILITIES OF OTHER RANKS**

**1101. REGIMENTAL SERGEANT-MAJOR (RSM)**

1. The RSM is responsible to the CO.
2. Specific duties are:
  - a. taking a personal interest in training unit personnel for ceremonial parades, guard mountings and other special activities;
  - b. knowing the capability and character of each WO and NCM in the unit;
  - c. supervising the activities of all unit WOs and NCMs through the appropriate chain of command;
  - d. monitoring the training and instruction of cadets;
  - e. informing the CO of any circumstances affecting the morale and welfare of the unit;
  - f. presenting himself at all CO's inspections, and conducting CO's Orders;
  - g. receiving and consolidating all parade states, status reports and other returns from company WOs and NCMs;
  - h. publishing and monitoring the duty roster for all unit WOs and NCMs;
  - i. bringing other rank's personal problems to the attention of the Adj; and
  - j. performing other duties as assigned by the CO.
3. Secondary duties include being the senior member of the NCM Mess.
4. Established rank for this position is CWO.

**1102. SENIOR TRAINING ADVISOR**

1. The Senior Training Advisor is responsible to the CI.
2. Specific duties include:
  - a. providing guidance and assistance to the Coy Trg Advisors in the conduct of their duties;
  - b. acting as a mentor and advisor for the Trg HQ CSM & Staff Cadets and ensuring that a high standard is maintained for Drill, Dress and Department;
  - c. assisting the RSM with the organization and conduct of Battalion Parades and rehearsals including Muster Parades, Qtr Guards, Friday Night Parades and Basic Grad Parades;
  - d. assisting with Pace Stick Competitions for CLI D & C;
  - e. supervision and guidance of Drill/C7 NCMs;
  - f. assisting with drill instruction and assessing for CLI courses;
  - g. organizing and conducting drill competitions;
  - h. have knowledge of and assume the duties of the RSM if required; and
  - i. other duties as detailed by the CI.
3. There are no secondary duties assigned to this position.
4. Established rank for this position is MWO.

**1103. CHIEF CLERK (CC)**

1. The CC is responsible to the Bn Admin O for the efficient operation of the BOR.
2. Specific duties include:
  - a. supervising four typists and the Records NCO;
  - b. setting up the BOR, including the telex, mail distribution, stationery items, and liason with OC Sp Coy regarding the rental of office equipment;

- c. control the issue of stationary items by:
    - (1) providing companies their initial issue; and
    - (2) re-supply items on an equitable and as needed basis.
  - d. control the work-flow through the typing pool and liason with Asst Trg O regarding the duplication of training materials, ie: course reports, timetables, exam papers, handouts etc, ensuring they are completed within set deadlines;
  - e. advising the QM of the stationery requirements for the next training year; and
  - f. other duties as detailed by the Bn Admin O.
3. There are no secondary duties assigned to this position.
  4. Established rank for this position is MWO.

1104. **NCO IN CHARGE MILITARY POLICY PERSONNEL**

1. The MPs are responsible to the CO through the Adjt.
2. Specific duties include:
  - a. advising CO VACSTC on MP policy and Security regulations;
  - b. advising CO VACSTC on events dealing with VACSTC Staff and Cadets that have come to the attention of the MP;
  - c. ensuring that service is available 7/24 by preparing suitable shift schedules;
  - d. providing traffic control as required;
  - e. liason with civilian authority on incidents involving VACSTC Staff and Cadets;
  - f. investigate and report (including timely administrative procedures) as required by DND Secur Orders; and
  - g. performing other police related duties as required by the Adjt.
3. Specific duties of shift pers incl:

- a. ensuring that personal dress & deportment is in accordance with regulations;
  - b. answering, investigating, recording and reporting all incidents (observed or reported) during shift;
  - c. ONLY entering Cadet quarter/canteens (as noted in Routine Orders) or "Mug- Up" areas when detailed by the NCO IC or 2iC or while performing duty and accompanied by one of the Coy Offrs of the same sex as the occupants of the quarters;
  - d. traffic control as assigned;
  - e. patrol by foot or bicycle as required; and
  - f. performing other duties as assigned by the NCO IC.
4. There are no secondary duties assigned to these positions.
5. Established ranks for these position include:
- a. NCO IC -Sgt or MCPL; and
  - b. Shift personnel -Cpl/Pte.

**1105. BASE CAMP OPERATIONS WARRANT OFFICER**

1. The Base Camp Operations Warrant Officer is responsible to the DCI/OIC Field Training for the coordination and maintenance of Base Camp resources.
2. Specific duties include:
- a. supervision of the Base Camp CQMS;
  - b. daily maintenance of the Base Camp including daily vehicle checks; site safety checks and monitoring of all base Camp logistics requirements;
  - c. assisting cadre personnel when required;
  - d. assisting the Base Camp Operations Officer with routine tasks when required;
  - e. filling the role as the Base Camp Sergeant Major; and
  - f. performing other duties as detailed by the DCI/OIC Field Training.

3. The established rank for this position is MWOWO.

**1106. COMPANY TRAINING SUPPORT NCO (TRG SP NCO)**

1. V ACSTC will request Trg Sp NCOs from Regular or Reserve units to provide assistance in the development and delivery of training packages for summer training.
2. The Trg Sp NCO will be attached to the RSM until assigned to a company.
3. Once assigned to a company, the Trg Sp NCO will be responsible to the Coy OC for the effective completion of all duties including the following:
  - a. monitor classroom, drill, and field portions of instruction as tasked;
  - b. maintain close liason with company leadership and provide recommendations or observations when necessary;
  - c. assist in the development of staff cadet NCMs;
  - d. stop and report unsafe conditions;
  - e. stop and report any act of misconduct by staff cadets or course cadets;
  - f. read and be familiar with VACSTC standing orders, paying particular attention to the policies on Sexual Abuse, Harassment, Racism, Alcohol & Drug Abuse, and smoking;
  - g. prepare brief written reports as required; and
  - h. refrain from any interference with VACSTC chain of command.
4. Established rank for this position is WO/Sgt

**1107. DRILL/C7 INSTRUCTOR**

1. The Drill/C7 Instructor is responsible to the Senior Training Advisor.
2. Specific duties are:
  - a. instruction on use of the C7 including TOETs and weapons handling;
  - b. assisting CLI Drill and Ceremonial staff with instruction of drill to course cadets;

- c. assuming RSO duties on the C7 Range when required;
  - d. assisting the Senior Training Advisor with parade rehearsals and parades;
  - e. read and be familiar with VACSTC standing orders, paying particular attention to the policies on Sexual Abuse, Harassment, Racism, Alcohol & Drug Abuse, and smoking;
  - f. be familiar with range standing orders and ensure all staff and cadets are following safety procedures while undergoing C7 training both in the classroom and on the range;
  - g. refrain from any interference with VACSTC chain of command; and
  - h. performing other duties as detailed by the Senior Training Advisor.
3. There are no secondary duties assigned to this position.
4. Established rank for this position is Sgt.

**1108. FIELD ENGINEERING INSTRUCTOR**

1. The Field Engineering Instructor is responsible to the OIC Field Engineering.
2. Specific duties include:
- a. providing field engineering instruction to CL and Pioneer course cadets;
  - b. assisting OIC Field Engineering with supervision of and instruction to the Field Engineering Staff Cadet;
  - c. assuming duties as First Aider when required;
  - d. assisting OIC Field Engineering with the preparation of schedules and instructions for the conduct of wilderness training;
  - e. assisting with the set-up of the Leadership and Challenge Course;
  - f. read and be familiar with VACSTC standing orders, paying particular attention to the policies on Sexual Abuse, Harassment, Racism, Alcohol & Drug Abuse, and smoking;

- g. ensure all coy staff and cadets are following safety procedures while undergoing field engineering training;
  - h. refrain from any interference with VACSTC chain of command; and
  - i. performing other duties as detailed by the OIC Field Engineering.
3. There are no secondary duties assigned to this position.
4. Established rank for this position is WO/Sgt.

1109. **COMPANY QUARTERMASTER SERGEANT (CQMS)**

- 1. The CQMS is responsible to the Coy Admin O.
- 2. Specific duties include:
  - a. receipt, control, issue, exchange, warehousing of all stores on charge to companies;
  - b. ensuring attractive stores are properly safeguarded at all times;
  - c. signing for and the return of company buildings, tents and field stores;
  - d. exchanging cadet bedding with cadets and the QM at B-3;
  - e. control and transport cadet's personal laundry between cadets and cadet laundry in B-35;
  - f. control and pick up of IMP rats and the return of any surpluses;
  - g. ensuring that theft of stores is reported to the MP's;
  - h. ensuring that Reports of Loss are prepared immediately for lost or damaged equipment and stores;
  - i. maintain nominal roll to ensure that each cadet exchanges linen weekly;
  - j. ensuring that clean mattress covers are placed on mattresses when cadets arrive and to ensure that all mattresses have covers on them;
  - k. ensuring that the issue to individuals from Bulk Stores is documented on a Temporary Issue Card CF638;

- l. exchanging incorrect clothing issued on arrival, within the first two days;
  - m. deliver soiled linen to B-3 as per laundry schedule. Also ensure that soiled linen is prep as per VACSTC Supply Procedures;
  - n. ensuring all stores being returned to the QM are in a clean condition;
  - o. ensuring that buildings and field store areas are in a clean condition prior to hand back;
  - p. ensuring that all kit and bedding is withdrawn from cadets who depart early with parents after graduation parade;
  - q. training the Coy Storesman;
  - r. providing the safe custody for all coy stores, kit, and property (except cash and valuables) belonging to personnel who are absentees or incarcerated for disciplinary reasons;
  - s. coordinate the inspection of FFE located in coy lines and arranging for their maintenance as necessary;
  - t. advising the OC of all supply matters affecting the coy; and
  - u. performing other duties as detailed by the Coy Admin O.
3. There are no secondary duties assigned to this position.
4. Established rank for this position is Cpl/Pte.

**1110. BATTALION SECURITY PATROL (BN SECUR PTL)**

1. The Bn Secur Ptl Offrs, known colloquially at VACSTC as the "Sneaker Patrol" are responsible to the CO for the maintenance of discipline during silent hrs.
2. The Bn Secur Ptl Offrs sect is commanded by the OIC Security/Visitor Centre who schedules personnel, arranges for leave, requisitions service support (i.e. Box lunches) and receives all routine reports. Any report of more than a routine nature shall be passed to the Adjt for corrective action. During the Bn Secur Ptl Offrs tour of duty they shall be under the control of the BOO.
3. The Bn Secur Ptl Offrs have the following specific duties:



- a. maintain silent hours discipline from 2000 hrs to 0600 hrs;
- b. conduct regular patrols of the garrison between 2200 hrs and 0600 hrs;
- c. ensure that lights out is observed throughout the battalion at 2200 hrs for cadets and 2300 Hrs for staff cadets;
- d. ensure that all personnel observe regulations pertaining to access to quarters, paying particular attention that male personnel stay out of female quarters and females stay out of male quarters;
- e. ensure the security of buildings by physically checking all doors and windows;
- f. stopping all personnel who fail to obey regulations and taking note of their names;
- g. immediately contacting the BOO if any situation arises which is beyond the scope of their duties or for which they may require advice;
- h. staffing the radio net at all times while Companies are in the field, and until relieved by either the BOO or the day-time operations staff; and
- i. assist the BOO as directed, which may include;
  - (1) staffing the telephones in the Duty Centre; and
  - (2) receiving the tattoo.

4. The Bn Secur Ptl Offrs shall operate out of the Visitor Centre.

**1111. MESS MANAGER (MESS MGR)**

- 1. The Mess Mgr is responsible to the NPFAO and responsive to the PMC of both the Officer's Mess and the Combined Mess.
- 2. Specific duties include:
  - a. prepare the messes for opening and closing at the start and conclusion of the training period;
  - b. organize the hours of work for the mess staff;

- c. ordering stock from the NPFAO and maintain stock levels;
- d. prepare daily sales reconciliations (DSRs);
- e. organizing and supervising the conduct of mess dinners, dining-in, and formal & informal functions;
- f. maintain records accounting for mess F&E; and
- g. supervising the maintenance and general appearance of the Messes.

**1112. RECEPTION AND DISPATCH (R&D) - MOV CLERK (CR2)**

1. The R&D Mov Clk is responsible to the Mov O for performing duties concerning transportation of VACSTC staff and cadets, the provision of typing, clerical support, reception duties and assist the Rationd Clerk as required.

2. Specific duties include:

- a. performing a variety of clerical duties relating to the movement of personnel by:
  - (1) typing and distributing logistic orders for IN/OUT movements (approx 2000/summer);
  - (2) originating, typing, and distributing manifests, ensuring details are complete, Parent Pick-ups (PPUs) are deleted and student records are filed;
  - (3) completing individual baggage tags and air tickets for each cadet; and,
  - (4) ensuring correct documents are completed by parents for PPU of cadets.
- b. assist Mov O in collection of all tickets from in-coming cadets and completing necessary transport data for each cadet;
- c. answering all telephone and personnel enquiries regarding new arrivals, departures, transport details etc;
- d. assist the Rations Clerk when necessary; and
- e. other duties as detailed by the Mov O.

3. There are no secondary duties assigned to this position and established rank for this position is CR2.

**1113. RECEPTION AND DISPATCH (R&D) RATION CLERK (RAT CLK)**

1. The R&D Rat Clk is responsible to the Mov O.
2. Specific duties include:
  - a. calculating, maintaining and submitting a variety of statistical returns relating to rations by:
    - (1) submitting a Daily Strength Report (Parade State) to OC Sp Coy;
    - (2) calculating and submitting the Tat Entitlement on a daily basis;
    - (3) calculating and maintaining all rations reports, returns and support documents for presentation to the audit team; and
    - (4) maintain personnel arrival and departure sheets as verification of ration entitlement.
  - b. processing Incoming and Outgoing personnel by:
    - (1) originating and maintaining In/Out clearance forms;
    - (2) ensuring Staff Records are complete on all Staff;
    - (3) ensuring Transportation Record/Cards are complete;
    - (4) collecting air/bus tickets when mov clk is not available; and
    - (5) maintain all staff Record Cards at all times.
  - c. prepare and submit VACSTC Travel Claims for payment;
  - d. prepare, distribute and maintain a record of VACSTC Leave Passes;
  - e. typing a variety of correspondence, reports and returns; and
  - f. other duties as detailed by the Mov O.
3. There are no secondary duties assigned to this position.

4. Established rank for this position is CR2.

**1114. CENTRAL REGISTRY CLERK (CR CLK)**

1. The CR Clk is responsible to the CC for all functions of an NCM IC CR.
2. Specific duties include:
  - a. receiving, sorting, recording and dispatching of military and personal mail and parcels;
  - b. prepare messages;
  - c. acting as the BOR CC in the absence of the CC;
  - d. performing the duties of the duplicating clerk;
  - e. typing overflow from the typing pool; and
  - f. other duties as detailed by the CC.
3. Secondary duties include secretary of the Combined Mess.
4. Established rank for this position is Civilian.

**1115. HQ SENIOR STAFF ADMINISTRATION ASSISTANT (HQ SNR STAFF ADMIN ASST)**

1. The HQ Snr Staff Admin Asst is responsible to the CO to provide administrative services for the CO, OC HQ, CI, Adjt and RSM.
2. Specific duties include:
  - a. logging in-coming mail and passing to CO, maintaining a BF system for correspondence and for items required by the CO;
  - b. reviewing out-going correspondence submitted for the CO's signature or approval for format, procedural accuracy, typo errors, completeness, and to a limited extent for content;
  - c. word-processing letters, reports, and memoranda involving several related and unrelated subject matter areas from prep copy and occasionally from voice recordings, composing and signing ack, interim replies and correspondence of an administrative nature;

- d. maintain current subject matter files for ready reference, on index files held at CR, and a variety of fill (Centre Slate and Budget), administration (CFAOs, QR & Os), program (CTs and CTPs) and project (FDPs) manuals;
  - e. screening in-coming calls, obtaining info from files or elsewhere within the org and replying directly to general inquiries from officers of CF establishments and civilian agencies/individuals, or redirect inquiries to the appropriate officers;
  - f. arranging appointments based on the CO's schedule, priorities and purpose of the visit, when feasible arranging alternate appointments with the CO's Staff;
  - g. arranging time and accommodations for meetings as directed, drafting agenda upon receiving subjects for discussion background material for the CO from a variety of sources from within and outside the org;
  - h. typing trip itineraries, arranging en route appointments, making travel arrangements and hotel reservations, obtaining travel advances and drafting travel claims;
  - i. relaying information and instructions between the CO and subordinate officers and the support staff regarding procedures to be followed, supervising other administrative support staff by providing advice or procedures, assigned work and checking completed work for accuracy; and
  - j. performing other duties, such as: asst the CO's subordinate officers in preparing reports and correspondence; providing administrative support to the DCO, Adjt and RSM; and obtaining office supplies from stores and miscellaneous duties as dir.
3. There are no secondary duties assigned to this position.
4. Established rank for this position is Capt or SCY-3.

**1116. ADMINISTRATIVE CLERK/WORD-PROCESSOR OPERATOR**

- 1. The typist is responsible to the CC for typing a variety of narrative and tabular material from handwritten, typed and printed copy, or voice recordings.
- 2. Specific duties include:

- a. typing letters, reports, memos, tables, and charts on a number of subject-matter areas onto paper, cards, forms and stencils from copy or voice-recording;
  - b. selecting the most suitable method of arranging and spacing typed material;
  - c. locating and extracting info from a number of specified sources and incorporating it into the body of the typed material;
  - d. proofing and reading, typed material and corrects errors; and
  - e. other duties as detailed by the CC.
3. There are no secondary duties assigned to this position.
  4. Established rank for this position is ST TYP 2.

**1117. GRAPHIC ARTIST**

1. The Graphic Artist is responsible to the CI through the PDO for the production of training aids.
2. Specific duties include:
  - a. producing ink and coloured drawings for training aids and slides;
  - b. coordinate requirements with staff;
  - c. creating drawings for annual summer reports; and
  - d. performing other duties as directed by the CI.
3. There are no secondary duties assigned to this position.
4. The established rank for this position is civilian.

**1118. COMPANY SERGEANT -MAJOR (CSM)**

1. The CSM is responsible to the OC for the supervision of all NCMs in the company, ensuring that they carry out their duties correctly and efficiently. The CSM has a special relationship with the RSM. There is a binding trust and confidence between both which enhances unit moral and the well being of the cadet battalion.
2. Specific duties include:

- a. detailing Cdt and Scdts for duties when ordered and for ensuring that details are posted on the coy notice boards;
  - b. maintain coy duty rosters for SCdts, as required to ensure a fair and equitable distribution of duties;
  - c. preparation and rendering of all coy parade states and strength returns;
  - d. ensuring that the training manuals held are up to date;
  - e. inspecting SCdt duty personnel, quarter guards and organize recreational or tour parties provided by the coy in sufficient time to rectify minor irregularities prior to commencement of duty or departures;
  - f. ensuring that all orders, instructions and other info are produced and posted on the company notice boards;
  - g. ensuring that personnel in the company are made aware of VACSTC Standing Orders and other instructions as required;
  - h. accompanying the OC Coy on all coy inspections noting any damage, deficiencies and irregularities;
  - i. paying special attention to the training of the SCdts of the company;
  - j. assisting the PI Comds in the training of their platoons as required by the Coy Comd;
  - k. monitoring the dress, drill and deportment of all SCdts in the coy;
  - l. supervising the PI WO in their duties and in particular, the maintenance and good housekeeping within platoon lines and in the field;
  - m. ensuring effective performance of duties of all cadet duty personnel in the coy;
  - n. ensuring Coy parade state is submitted to the RSM by the deadline; and
  - o. performing other duties as detailed by the Coy Comd;
3. Secondary duties may include PMC Staff Cadet Club.

4. Established rank for this position is Staff Cadet MWO.

**1119. HEADQUARTERS COMPANY SERGEANT-MAJOR (HQ CSM)**

1. The Headquarters CSM is responsible to the RSM.

2. Specific duties include:

- a. preparing and submitting daily parade states for all HQ staff (HQ and Trg HQ);
- b. preparing canteen duty schedules for HQ Staff Cadets;
- c. accompanying the RSM on barracks inspections for HQ Staff Cadets;
- d. accompanying the CI on training tours;
- e. monitoring the dress, drill and deportment of all SCdts in the coy; and
- f. ensuring that Staff Cadets in Training Coy and HQ Coy Company are made aware of VACSTC Standing Orders and other instructions as required.

3. Secondary duties may include PMC Staff Cadet Club.

4. Established rank for this position is Staff Cadet MWO

**1120. STAFF CADET DIRECTING STAFF- CLI**

1. The CLI Directing Staff are responsible to the Platoon Commander.

2. Specific duties are:

- a. supervising the daily duties of the A/PL WO and A/Sec Comd for the platoon;
- b. providing guidance and direction to the Acting A/PL WO and A/Sec Comd as necessary;
- c. assist the PL Comd and A/PL Comd with the conduct of training within the platoon IAW the CTP and timings detailed in the weekly timetable;



- d. facilitate the leadership development of all course cadets through leadership roles and tasks;
  - e. assessing the leadership ability of cadets in the platoon;
  - f. passing of all pertinent information to platoon personnel (through the A/PL Comd and A/Sec Comd) received from O Group;
  - g. maintain the platoon duty roster; and
  - h. performing other duties as detailed by the PI Comd.
3. There are no secondary duties assigned to this position.
  4. Established rank for this position is Staff Cadet WO.

#### 1121. **PLATOON WARRANT OFFICER (PL WO)**

1. The PI WO is responsible to the PI Comd for the supervision of all personnel within the platoon. The PI WO will understudy the PI Comd and be prepared to assume command of the platoon if required.

2. Specific duties are:

- a. supervision of all members of the platoon;
- b. ensuring a high standard of drill, dress and deportment is kept within the platoon;
- c. maintain the platoon library;
- d. supervising and instructing in various aspects of training within the platoon;
- e. organize the platoon routine and kit layout in the barracks;
- f. knowing the whereabouts of all personnel in the platoon at all times;
- g. maintain the platoon duty roster;
- h. providing supervision and guidance to the section commanders in their duties;
- i. passing of all pertinent information to platoon personnel received from O Group; and

- j. performing other duties as detailed by the PI Comd.
- 3. There are no secondary duties assigned to this position.
- 4. Established rank for this position is Staff Cadet WO.

**1122. SECTION COMMANDER (SEC COMD)**

- 1. The Sec Comd is responsible to the PI Comd. The Sec Comd will understudy the PL WO and be prepared to assume the position if required.
- 2. Specific duties are:
  - a. command and control of the section;
  - b. maintain the conduct, good order, discipline, dress and deportment of the sect;
  - c. knowing the whereabouts of all members of the sect;
  - d. ensuring that the section meets all timings and is prepared for all training and taskings;
  - e. passing of pertinent information to all section members received from O groups;
  - f. ensuring that all section areas of responsibility in barracks are clean and maintained in accordance with the PI WO instructions;
  - g. maintain the standard of hygiene, personnel health and welfare of the sect;
  - h. ensuring that all section members attend all meal parades;
  - i. knowing each section members personal history and background;
  - j. knowing and being familiar with Coy ROs and SOPs;
  - k. knowing and being familiar with Bn Standing Orders; and
  - l. performing other duties as detailed by the PI Comd.
- 3. There are no secondary duties assigned to this position.
- 4. Established rank for this position is Staff Cadet Sgt.

### 1123. **STOREPERSON**

1. The Coy Storeperson is responsible to the Coy Admin O through the CQMS.
2. Specific duties are:
  - a. assist the CQMS to perform the duties as detailed in the CQMS T of R;
  - b. performing other duties as detailed by the Coy Admin O or CQMS;
3. There are no secondary duties assigned to this position.
4. Established rank for this position is Staff Cadet Sgt/MCpl.

### 1124. **COMPANY CLERK (COY CLERK)**

1. The Coy Clerk is responsible to the Coy Admin O for the efficient operation of the Coy Orderly Room.
2. Specific duties are:
  - a. control incoming and outgoing correspondence;
  - b. exercise strict control of the company stationary stores;
  - c. typing duties within their capabilities;
  - d. maintain up-to-date nominal rolls of staff and cadets;
  - e. liaising with R&D regarding any change of company personnel rations and/or transportation;
  - f. ensuring the mail is picked up from Bn HQ at least twice daily at 1145hrs and 1615hrs;
  - g. maintaining up-to-date wall files of Bn Standing Orders, Routine Orders and Coy Orders;
  - h. answering the Coy telephone; and
  - i. setting up the Coy Orderly Room by obtaining the company stationary stores from the Coy Admin O and making an initial issue to Coy Staff.

3. There are no secondary duties assigned to this position.
  4. Established rank for this position is Staff Cadet Sgt/MCpl.
1125. **COMPANY ORDERLY WARRANT OFFICER/SERGEANT (COW/COS)**
1. The COW/COS are responsible to the Company Duty Officer.
  2. Specific duties are:
    - a. awakening all personnel at 0550 and form the Coy or Barrack pers for PT, where the CSM will take over;
    - b. supervising meal hours at kitchen;
    - c. mustering company or barrack room sick parade personnel by 0745hrs;
    - d. ensuring that all cadets are in their beds at lights out (2200hrs) and report this to BOO by 2215hrs;
    - e. remaining awake until the company has settled down or 2330hrs whichever is later;
    - f. reading and being familiar with Battalion Standing Orders with emphasis on Fire Orders and sickness after duty;
    - g. mustering extra training personnel and report to Battalion Orderly WO as per RSMs instructions on Extra Trg Pers;
    - h. ensuring that the Coy Lines are kept clean and free of debris throughout his/her tour of duty;
    - i. maintain discipline in the barracks by:
      - (1) ensuring no horseplay takes place;
      - (2) ensuring that visitors from other companies are accompanied at all times by own company personnel;
      - (3) ensuring that all kit is stowed and secured with a lock when owner is not present;
      - (4) no foul language is used or physical mis-handling in or around cadets; and

- (5) recording all incidents and completing the Coy Orderly Sgt report in the book for CSM signature and review all at completion of his duty.
  - j. being responsible to the CSM for the performance of his /her duties and react to the Battalion Orderly Officer for further instructions and taskings during after duty hours.
- 3. There are no sec duties assigned to this position.
- 4. Established rank for this position is Staff Cadet WO/Sgt.

**1126. STANDARDS STAFF CADET**

- 1. The Standards Staff cadet is responsible to the Standards Officer.
- 2. Specific duties are:
  - a. conducting lesson assessments on staff cadets;
  - b. assisting the Standards Officer with the conduct of written testing;
  - c. assisting the DCI with the conduct of competitions (summer biathlon, skill at arms);
  - d. accompanying the Standards Officer on FTX and other training visits; and
  - e. performing other duties as directed by the Standards Officer.
- 3. There are no secondary duties assigned to this position.
- 4. Established rank for this position is Staff Cadet WO.

**1127. PROFESSIONAL DEVELOPMENT STAFF CADET**

- 1. The Professional Development Staff Cadet is responsible to the Professional Development Officer.
- 2. Specific duties are:
  - a. providing guidance and instruction to staff cadets on methods of instruction and leadership;
  - b. assisting the Professional Development Officer with the conduct of the coy orientation course;

- c. assisting the DCI with the conduct of competitions (summer biathlon, skill at arms);
  - d. being familiar with and managing course CTPs and other course materials held in the Resource Centre;
  - e. performing canteen supervision duty as detailed by the CSM HQ Coy; and
  - f. performing other duties as directed by the Professional Development Officer.
3. There are no secondary duties assigned to this position.
  4. Established rank for this position is Staff Cadet WO.

#### 1128. **FIELD ENGINEERING STAFF CADET**

1. The Field Engineering Staff Cadet is responsible to the OIC Field Engineering.
2. Specific duties are:
  - a. assisting with field engineering instruction to course cadets;
  - b. assisting with training site set-up and take down;
  - c. assuming duties as First Aider when required;
  - d. assisting with the preparation of schedules and instructions for the conduct of field engineering training;
  - e. being familiar with all safety procedures and evacuation plans while undergoing wilderness training;
  - f. performing canteen supervision duty as detailed by the CSM HQ Coy; and
  - g. performing other duties as detailed by the OIC Field Engineering.
3. There are no secondary duties assigned to this position.
4. Established rank for this position is Staff Cadet WO/Sgt.

### 1129. **LEADERSHIP AND CHALLENGE STAFF CADET**

1. The Leadership and Challenge Staff Cadet is responsible to the OIC Leadership and Challenge.
2. Specific duties are:
  - a. assisting with supervision and instruction to course cadets while at the Leadership and Challenge site;
  - b. assisting OIC Leadership and Challenge with site set-up, daily maintenance and site take down;
  - c. assuming duties as First Aider when required;
  - d. assisting OIC Leadership and Challenge with the preparation of schedules and instructions for the conduct of Leadership and Challenge training;
  - e. ensure all coy staff and cadets are following safety procedures while undergoing Leadership and Challenge training;
  - f. being familiar with all safety procedures and evacuation plans at the Leadership and Challenge site;
  - g. performing canteen supervision duty as detailed by the CSM HQ Coy; and
  - h. performing other duties as detailed by the OIC Leadership and Challenge.
3. There are no secondary duties assigned to this position.
4. Established rank for this position is Staff Cadet WO/Sgt.

### 1130. **NAVIGATION STAFF CADET**

1. The Navigation Staff Cadet is responsible to the OIC Navigation.
2. Specific duties are:
  - a. providing Map and Compass instruction to course cadets;
  - b. assisting OIC Navigation with setting up areas for Map and compass training;

- c. assuming duties as First Aider when required;
  - d. assisting OIC Navigation with the preparation of schedules and instructions for the conduct of Navigation training;
  - e. ensure all coy staff and cadets are following safety procedures while undergoing Navigation training;
  - f. performing canteen supervision duty as detailed by the CSM HQ Coy; and
  - g. performing other duties as detailed by the OIC Navigation.
3. There are no secondary duties assigned to this position.
  4. Established rank for this position is Staff Cadet WO.

**1131. RANGE STAFF CADET**

1. The Range Staff Cadet is responsible to the RSO.
2. Specific duties are:
  - a. performing security duties while on the range including gate control, changing of flags and other security duties as detailed by the RSO;
  - b. assisting the RSO with range set-up, maintenance and take down;
  - c. assisting coy staff with butt parties;
  - d. being familiar with all safety procedures and range standing orders;
  - e. performing canteen supervision duty as detailed by the CSM HQ Coy; and
  - f. performing other duties as detailed by the RSO.
3. There are no secondary duties assigned to this position.
4. Established rank for this position is Staff Cadet Sgt.

**1132. PERI STAFF CADET**

1. The PERI Staff Cadet is responsible to the PERO.
2. Specific duties are:



- a. assisting the PERI staff with supervision for cadets undergoing physical education and recreational training;
  - b. assisting the PERI staff with inventory and maintenance of sports and recreational equipment;
  - c. assisting the PERI staff with training site (sports fields, beach area, etc) set-up and take down;
  - d. assuming duties as First Aider when required;
  - e. assisting the PERI staff with the preparation of schedules and instructions for the conduct of physical education and recreational training;
  - f. ensure all coy staff and cadets are following safety procedures while undergoing physical education and recreational training;
  - g. performing canteen supervision duty as detailed by the CSM HQ Coy; and
  - h. performing other duties as detailed by the OIC Wilderness.
3. There are no secondary duties assigned to this position.
  4. Established rank for this position is Staff Cadet WO/Sgt.

### 1133. **RESOURCE CENTRE STAFF CADET**

1. The Resource Centre Staff Cadet is responsible to the Professional Development Officer for the maintenance and upkeep of the Resource Centre; the Photocopy Centre; and, in the evenings, the Study Centre.
2. The specific duties include:
  - a. assist with the general up-keep of the Resource, Photocopy and Study Centres;
  - b. maintain reference and training aid materials;
  - c. issuing maps, references and training aids to Staff in accordance with appropriate scales;
  - d. ensuring the cleanliness of the Resource, Photocopy, and Study Centres; and

- e. performing other duties as directed by the Professional Development Officer.
3. There are no secondary duties assigned to this position.
  4. Established rank for this position is Staff Cadet MCpl.