



Senior Duty Officer (SDO)

The SDO is responsible to the CO, through the DCO, and shall stand duty for a period of one week. In the performance of his/her duties as SDO, the Duty Officer shall exercise command over all personnel in the Corps except the CO and DCO. The duties of the SDO are as follows:

- a. Keep the CO and DCO informed of all non-routine occurrences;
- b. Shall ensure all areas required for training are open before parade/training nights;
- c. Shall comprise a Command Team approach with the Duty Staff;
- d. Understand the Duty to Report to the Chain of Command on all matters;
- e. Shall be responsible for the cleanliness of their operational area;
- f. Muster the duty staff on parade nights, and at other times as required;
- g. Ensure the duty staff are issued required kit, materials, etc;
- h. Brief the duty staff on their duties and to ensure that they are prepared for parade nights/training;
- i. The general efficiency of the entry/exit process on parade nights;
- j. Ensure that unauthorized personnel are not allowed access the corps and/or sensitive areas. The SDO shall be aware of and responsible for the actions of any personnel s/he allows in;
- k. Ensure that any logs are properly filled out and completed;
- l. Conduct rounds after and ensure that all areas that were used are secure, and any/all discrepancies or problems are noted in the log;
- m. Ensure that the Night Order and Rounds Books are picked up from the DCO, as required, on special exercises and training activities;
- n. Ensure that any Duty Check Lists/Logs are received and properly completed and handed to the DCO before leaving;
- o. Ensure that the appearance of the corps meets a standard that would not bring discredit to the corps;
- p. Ensure that routines are being adhered to by the duty staff;



- q. Be responsible for maintaining discipline and dealing with defaulters, referring them to the DCO if necessary;
- r. Ensure that proper Opening/Closing Parade procedures are adhered to, and supervise Duty Staff in performance of same;
- s. Conduct Security Rounds of the corps and ensure that the corps is properly secure following dismissal;
- t. When more than one officer is assigned to Duty Staff, they shall be referred to as Second Senior Duty Officer, Third Senior Duty Officer, etc.; and
- u. Anything else deemed necessary.



Regimental Sergeant Major (RSM)

The RSM is responsible to the DCO, through the SDO in the performance of his/her duties. The RSM shall exercise command over all personnel in the Corps except the Officers. The duties of the RSM are as follows

- a. Ensuring the proper conduct and discipline of corps personnel;
- b. Shall comprise a Command Team approach with the Duty Staff;
- c. Understand the Duty to Report to the Chain of Command on all matters;
- d. Shall be responsible for the cleanliness of their operational area;
- e. Ensuring that the Duty Staff carry out their duties by conducting frequent but irregular visits at checkpoints;
- f. Supervising the Duty Staff in their duties;
- g. Assisting the SDO at entry/exit points as required;
- h. Carrying out rounds as directed by the SDO;
- i. At the end of the training night/day, the RSM shall brief the SDO on events planned for the next training night/day and those that occurred that same night/day; and
- j. Anything else deemed necessary.



Senior Duty Cadet (SDC)

The SDC is responsible to the DCO, through the SDO, and shall stand duty for a period of one week. The SDC shall normally (but not exclusively) be a senior cadet of the rank of Sergeant or above. The duties of the SDC are as follows:

- a. Keep the SDO informed of all occurrences;
- b. Shall comprise a Command Team approach with the Duty Staff;
- c. Understand the Duty to Report to the Chain of Command on all matters;
- d. Shall be responsible for the cleanliness of their operational area;
- e. Report for duty on Parade/Training nights;
- f. Ensure that all duty staff are aware of their respective duties;
- g. Accompany the SDO on rounds;
- h. Muster the duty staff on parade nights;
- i. Ensure that the duty staff is properly turned out for duty;
- j. Ensure that all items on loan to the duty staff are returned;
- k. Ensure that the Duty Check List/Logs are complete and handed to the SDO before leaving;
- l. Muster personnel for requests and Defaulters, as required;
- m. Supervise all breaks from training, paying particular attention to the Canteen and Junior Ranks Mess areas;
- n. Supervising the clean-up for evening rounds and accompany the rounds party during rounds;
- o. Supervising work carried out by duty personnel;
- p. Reporting irregularities with respect to the corps or her company to the RSM;
- q. Ensure that proper Opening/Closing Parade procedures are adhered to, and supervise Duty Staff in performance of same; and
- r. Any other duties assigned by the CO or DCO, through the SDO.



Junior Duty Cadet (JDC)

The JDC is responsible to the SDO, through the SDC, and shall stand duty for a period of one week. The duties of the JDC are as follows:

- a. Shall comprise a Command Team approach with the Duty Staff;
- b. Understand the Duty to Report to the Chain of Command on all matters;
- c. Shall be responsible for the cleanliness of their operational area;
- d. Muster for Duty Staff duties on parade nights;
- e. Obtain any materials needed to standing duty;
- f. Make the announcements as required;
- g. Cleanliness of the duty areas, including the Ceremonial Table;
- h. Controlling the entryway, including:
 - i.) Identifying all personnel coming and leaving the corps;
 - ii.) Ensuring that no unauthorized materiel is taken; and
 - iii.) Controlling the logbook and guest book.
- b. Running the corps routine and controlling of the corps broadcast system;
- c. Performing ceremonial functions as required;
- d. Ensure that all required members and guests/visitors sign the logbook;
- e. Ensure that the logbook log is properly completed and handed to the SDC before leaving;
- f. Ensure that proper custody, and control of the corps log is maintained at all times; and
- g. Any other duties assigned by the CO or DCO, through the SDO.