



Regimental Sergeant Major (RSM)

The RSM is appointed by the CO to be the most senior Cadet in the Corps. S/He shall be responsible to the CO, through the DCO, for the efficient execution of his/her duties and the maintenance of the corps routine as laid down in Standing and Routine Orders. S/He will also provide advice and guidance to the Co as part of the Command Team for the corps

- a. Shall be responsible for maintaining good order and discipline;
- b. Set a high standard in dress, deportment and behaviour;
- c. Shall be thoroughly conversant with all pertinent rules, regulations, and procedure associated with the operation of the Corps. The rules and regulations most regularly used are CSOSOPS-FE, Cadet Dress Regulations, CATO's, and Routine Orders;
- d. Understand the Duty to Report to the Chain of Command on all matters;
- e. Taking a personal interest in training Corps personnel for ceremonial parades, guard mountings and other special activities;
- f. Knowing the capability and character of each NCM in the unit and providing advice to the CO concerning appointments to rank and positions;
- g. Supervising the BSM and monitoring the activities of all unit NCMs through the appropriate chain of command;
- h. Shall be responsible for the cleanliness of their operational area;
- i. Shall file, maintain and administrate all paperwork, orders, forms, documents, publications and/or designated workings in their operational area;
- j. Shall coordinate with the Supply Department regarding needed stores for the department;
- k. Shall lead, supervise, manage, discipline, motivate and mentor all personnel assigned to their charge;
- l. Stand Watch and other duties as assigned through published orders;
- m. Inform the dco for items to be included in Routine Orders;
- n. Monitoring the training and instruction of new cadets;
- o. Informing the CO of any circumstances affecting the morale and welfare of the Corps;



- p. Accompanying the CO on all CO inspections;
- q. Conducting the CO's orders parades and being present for the counseling of cadets NCOs when requested by CO;
- r. Receiving and consolidating all parade states, status reports and other returns from the platoons;
- s. Monitoring the duty roster for all unit NCOs;
- t. Bringing any cadet personal problems to the attention of the CO; and,
- u. Ensuring that all cadets avoid damage to the LHQ and any other facility used by the Corps and also ensure that any damage that may occur is reported to the Senior Duty Officer.
- v. Review the CFP 201 – Canadian Forces Manual of Drill and Ceremonial and provide advise to the CO and other Corps staff on matters related to Drill and Ceremony;
- w. Train NCOs in the subject of Drill Instruction;
- x. Act as Parade Commander for Annual Review and Inspections and other parades where Officers are not on Parade; AND
- y. Anything else deemed necessary.



Battery Sergeant Major (BSM)

The BSM is appointed by the CO to be the second most senior Cadet in the Corps. S/He shall be responsible to the CO, through the DCO, for the efficient execution of his/her duties. This position may be held by a cadet appointed to a senior cadet rank.

- a. Shall be the effective second highest positioned Cadet in the Corps (Unless otherwise noted by the CO) after the RSM;
- b. Shall form a Command Team with the RSM in the delivery of the program and supervision of Cadets in the Corps;
- c. Shall be thoroughly conversant with all pertinent rules, regulations, and procedure associated with the operation of the Corps;
- d. Shall comprise a Command Team approach with the Head of Department;
- e. Understand the Duty to Report to the Chain of Command on all matters;
- f. Shall be responsible for the cleanliness of their operational area;
- g. Shall file, maintain and administrate all paperwork, orders, forms, documents, publications and/or designated workings in their operational area;
- h. Shall coordinate with the Supply Department regarding needed stores for the department;
- i. Shall lead, supervise, manage, discipline, motivate and mentor all personnel assigned to their charge;
- j. Will be the subject/operational advisor to their Head of Department;
- k. Stand duty and other duties as assigned through published orders;
- l. Inform the DCO for items to be included in Routine Orders;
- m. Will be responsible for maintaining high standards of dress, deportment, discipline, and attendance in accordance with applicable regulations
- n. Supervising the daily routine throughout the Corps with particular emphasis on ensuring the cadet LHQ offices are maintained in good order;
- o. Assisting the AdmO in the establishment, operation and security of the Corps in the field;
- p. Supervising the NCM's assigned to corps duties;



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- q. Correctly form all Corps parades and turn these over to the RSM;
- r. Train and supervise all corps parade appointment and special parade states;
- s. Shall be thoroughly conversant with all pertinent rules, regulations, and procedure associated with the operation of the Corps. The rules and regulations most regularly used are CSOSOPS-FE, Cadet Dress Regulations, CATO's, and Routine Orders;
- t. Be responsible for maintaining high standards of dress, deportment, discipline, and attendance in accordance with applicable regulations;
- u. Shall be responsible for organizing persons under requests and Defaulters prior to their being presented to the RSM, DCO, or CO;
- v. Arranging the employment and supervision of men under punishment;
- w. Coordinating the administration of absentees;
- x. Shall in the absence of an RSM, assume all duties and authority of such position unless otherwise ordered by the CO; and
- y. Anything else deemed necessary.



Cadet Adjutant (CdtAdj)

The CdtAdj shall be responsible to the DCO, through the AdmO, for the efficient execution of his/her duties as follows:

- a. Shall be available for duty as required by the AdmO;
- b. Shall comprise a Command Team approach with the Head of Department;
- 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. Shall file, maintain and administrate all paperwork, orders, forms, documents, publications and/or designated workings in their operational area;
- f. Shall coordinate with the Supply Department regarding needed stores for the department;
- g. Shall lead, supervise, manage, discipline, motivate and mentor all personnel assigned to their charge;
- h. Will be the subject/operational advisor to their Head of Department;
- i. Stand duty and other duties as assigned through published orders;
- j. Shall perform the following duties:
 - i.) Compiling attendance figures from the Platoon Staff to input and completing appropriate reports;
 - ii.) Initiating of enrollment procedures, in-routines and out-routines;
 - iii.) Mail and publication distribution;
 - iv.) Initiation of Leaves, Requests, and Demerit and Defaulters Forms; and
 - v.) General typing duties, as required.
- k. Shall be familiar with all forms and reports utilized in the administration of the Corps; and
- l. Anything else deemed necessary.



Chief Training NCO (CTrgNCO)

The CTrgNCO shall be directly responsible to the DCO, through the TrgO, for the efficient execution of his/her duties as follows:

- a. Shall be the Chief of Department (COD) and assist the Head of Department (HOD) in the delivery of its assigned duties;
- b. Shall comprise a Command Team approach with the Head of Department;
- 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. Shall file, maintain and administrate all paperwork, orders, forms, documents, publications and/or designated workings in their operational area;
- f. Shall coordinate with the Supply Department regarding needed stores for the department;
- g. Shall lead, supervise, manage, discipline, motivate and mentor all personnel assigned to their charge;
- h. Will be the subject/operational advisor to their Head of Department;
- i. Stand duty and other duties as assigned through published orders;
- j. Assist in ensuring that Instructors are aware of the content of classes to which they have been assigned and that appropriate reference are available as required;
- k. Preparation of audio/visual aids as required;
- l. The maintenance, storage, control, and issue of all instructional manuals, training aids, and equipment;
- m. Informing the DCO of all training activities for inclusion in ROs;
- n. The maintenance and posting of up-to-date training schedules;
- o. The maintenance and posting of up-to-date training attendance, taskings, and calendars;
- p. Be fully conversant with all applicable training manuals, publications, course training standards, promotion requirements, and testing procedures;



- q. Ensure the Cadet Instructors have lesson plans prepared prior to class and that they are punctual in attending class;
- r. Liaise with the TrgO and identify problems associated with the training program, and shall make recommendations relating to the training program for the consideration of the TrgO;
- s. Shall instruct the TrgSgt in the procedures pertaining to the performance of their duties;
- t. When multiple staff cadets are employed by training, the title of Training Sergeant (TrgSgt) shall be used for those employed under the CTrgNCO; and
- u. Anything else deemed necessary.



Supply NCO (SupNCO)

The Supply NCO shall be directly responsible to the DCO, through the Supply Officer, for the efficient execution of his/her duties as follows:

- a. Shall be the Chief of Department (COD) and assist the Head of Department (HOD) in the delivery of its assigned duties;
- b. Shall comprise a Command Team approach with the Head of Department;
- 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. Shall file, maintain and administrate all paperwork, orders, forms, documents, publications and/or designated workings in their operational area;
- f. Inform the DCO for items to be included in Routine Orders;
- g. Shall coordinate with the Supply Officer regarding needed stores for the department;
- h. Shall lead, supervise, manage, discipline, motivate and mentor all personnel assigned to their charge;
- i. Will be the subject/operational advisor to their Head of Department;
- j. Stand duty and other duties as assigned through published orders;
- k. Issue of stores items on temporary loan;
- l. Maintain loan records associated with the issuance of temporary loan items;
- m. Ensure that stores items on the ready use shelf are neat and orderly;
- n. All available authorized materiel is held by the corps;
- o. Accounts are accurately maintained in accordance with regulations;
- p. Stocktaking of materiel on the Supply Officer's charge is carried out in accordance with the stocktaking schedule;
- q. Reports and returns are prepared in sufficient time for the submission date;
- r. A continuous review is carried out to determine recommendations regarding levels of materiel to be carried; and



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- s. Good storekeeping practices are followed in receipt, stowage and issue of all materiel;
- t. When multiple staff cadets are employed by supply, the title of Supply Sergeant (SupSgt) shall be used for those employed under the SupplyNCO; and
- u. Anything else deemed necessary.



Platoon Sergeant Major (PSM)

The PSM shall be directly responsible to the DCO, through the PC(s), for the efficient execution of his/her duties as follows:

- a. Shall comprise a Command Team approach with the Platoon Commander;
- 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. Shall file, maintain and administrate all paperwork, orders, forms, documents, publications and/or designated workings in their operational area;
- e. Inform the DCO for items to be included in Routine Orders;
- f. Shall coordinate with the Supply Department regarding needed stores for the department;
- g. Shall lead, supervise, manage, discipline, motivate and mentor all personnel assigned to their charge;
- h. Will be the subject/operational advisor to their Head of Department;
- i. Stand duty and other duties as assigned through published orders;
- j. Lead the Platoon system and be the direct supervisor for all PS/2IC's.
- k. Supervise, instruct, and provide direction to all PS/2IC's for the effective execution of their duties;
- l. Be responsible for the Assist in the duty of facilitator of the platoon for the chain of command;
- m. Know the general plan for corps activity and the specific plan for platoon activities;
- n. Ensure that safety is incorporated in all aspects of platoon activities and that he/she supports the corps general safety program;
- o. Ensure that environmental stewardship is incorporated in all aspects of platoon activities and that he/she supports the corps/region environmental policy;
- p. Ensure that a harassment free environment is maintained in the platoon and that he/she she supports the CCM harassment policy;



- q. Ensure that ethical behaviour is incorporated in all aspects of the platoon activities and that he/she supports the CCM ethics policy;
- r. Assisting and advising the Platoon Commander in the supervising of the cadets, behaviour correction and training;
- s. Take attendance at all troop functions and provide the appropriate written report;
- t. Attend O-Groups when invited and take notes as appropriate;
- u. Teach lessons as assigned; ensure that the platoon and PS is well trained in platoon drill;
- v. Maintain a record of appropriate personal information on each member of the platoon;
- w. Encourage the cadets of the platoon to attend regularly and motivating them to strive for excellence in all their efforts and activities;
- x. Provide advice to the Platoon Commander in matters concerning the cadets in the platoon; and
- y. Anything else deemed necessary.



Platoon Sergeant (PS)

The PS shall be directly responsible to the DCO, through the PC, for the efficient execution of his/her duties as follows:

- a. Shall comprise a Command Team approach with the Platoon Commander;
- 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. Shall file, maintain and administrate all paperwork, orders, forms, documents, publications and/or designated workings in their operational area;
- e. Inform the DCO for items to be included in Routine Orders;
- f. Shall coordinate with the Supply Department regarding needed stores for the department;
- g. Shall lead, supervise, manage, discipline, motivate and mentor all personnel assigned to their charge;
- h. Will be the subject/operational advisor to their Head of Department;
- i. Stand duty and other duties as assigned through published orders;
- j. Perform the primary duty of facilitator of the platoon for the chain of command;
- k. Know the general plan for corps activity and the specific plan for platoon activities;
- l. Ensure that safety is incorporated in all aspects of platoon activities and that he/she supports the corps general safety program;
- m. Ensure that environmental stewardship is incorporated in all aspects of platoon activities and that he/she supports the corps/region environmental policy;
- n. Ensure that a harassment free environment is maintained in the platoon and that he/she she supports the CCO harassment policy;
- o. Ensure that ethical behaviour is incorporated in all aspects of the platoon activities and that he/she supports the CCO ethics policy;
- p. Assisting and advising the Platoon Commander in the supervising of the cadets, behaviour correction and training;



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- q. Take attendance at all troop functions and provide the appropriate written report;
- r. Attend O-Groups when invited and take notes as appropriate;
- s. Teach lessons as assigned; ensure that the platoon is well trained in platoon drill;
- t. Maintain a record of appropriate personal information on each member of the platoon;
- u. Encourage the cadets of the platoon to attend regularly and motivating them to strive for excellence in all their efforts and activities;
- v. Provide advice to the Platoon Commander in matters concerning the cadets in the platoon;
- w. Staff Cadets assigned as the second-in-command of the platoon shall be known as Platoon 2IC; and
- x. Anything else deemed necessary.



Special Projects NCO (SPNCO)

The Special Projects NCO shall be directly responsible to the DCO, through the Training Officer, for the efficient execution of his/her duties. For the purpose of operational requirements the Special Projects NCO shall report to the DCO as required. The Special Projects NCO shall execute his/her duties as follows:

- a. Assist the Training Department in the execution of the duties;
- 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. Shall file, maintain and administrate all paperwork, orders, forms, documents, publications and/or designated workings in their operational area;
- e. Inform the DCO for items to be included in Routine Orders;
- f. Shall coordinate with the Supply Department regarding needed stores for the department;
- g. Shall lead, supervise, manage, discipline, motivate and mentor all personnel assigned to their charge;
- h. Will be the subject/operational advisor to their Head of Department;
- i. Stand duty and other duties as assigned through published orders;
- j. Coordinate directed procedures between the training, administration, and supply departments;
- k. Carry out assigned projects, as directed;
- l. Provide experience and knowledge in the areas of training, administration, and supply; and
- m. Anything else deemed necessary.



Canteen NCO (CanteenNCO)

The Canteen NCO shall be directly responsible to the DCO, through the Senior Duty Officer, for the efficient execution of his/her duties as follows:

- a. Sell items located in canteen/kit shop;
- b. Maintain sales and stock records associated with the sale of an item;
- c. Ensure that stores items on the ready use shelf are neat and orderly;
- d. Proper accounting of monies is conducted and supervised by the SDO;
- e. Identify stock and keep a running log of inventory;
- f. Implement replacement procedures when stock is low;
- g. Be responsible and answerable for all transactions (surplus and short-fall) of product/monies for the canteen/kit shop;
- h. General cleanliness of the stores area; and
- v. Other tasks and duties assigned by the Supply Officer.