

TERMS OF REFERENCE (TOR) – DEPUTY COMMANDING OFFICER (DCO)

GENERAL

1. The deputy commanding officer (DCO) shall be responsible to the commanding officer (CO) and shall exercise general supervision over all unit training functions, inclusive of mandatory, complimentary, and optional activities IAW the nationally directed training program.

RESPONSIBILITIES

2. Under the direction of the CO or his/her delegated officer, responsibilities of the DCO include, but are not limited to:

- a. supervision of all squadron (sqn) operations on behalf of the CO;
- b. ensure sqn sections (administration, training, supply) are fulfilling their obligations IAW their assigned TORs;
- c. ensure that all staff and senior cadets are maintaining a high level of drill, dress and deportment at all times and reporting significant concerns to the CO in a timely manner;
- d. ensure that all local, regional, and national directives (SSO, ROs, CRCIs, CRCSI, CATOs, etc.) are implemented and strictly adhered to throughout all sqn operations;
- e. assist in the investigation and resolution of incidents amongst cadets that are a breach to the cadet code of conduct;
- f. assist in increasing and/or maintaining the sqn strength through conducting exit interviews and creating action plans with cadets wishing to quit prior to completion of the program;
- g. coordination of CO responsibilities, in conjunction with the cadet detachment, in the event that he/she is on an extended leave of absence;
- h. assist in the recommendation of individual cadets for promotions, appoints, and summer training opportunities;
- i. perform duties of the standards officer by ensuring a quality training program is delivered through adhering to all applicable regulations and thereby ensuring morale is maintained within the unit;
- j. promote professional development of all adult staff;

- k. serve as a liaison between the CO and cadets;
- l. assist in the implementation and enforcement of disciplinary measures IAW the applicable CATO (i.e. progressive level, verbal, cautionary, written, etc.);
- m. ensuring cleanliness of training establishments and the sqn orderly room (OR) on a consistent basis;
- n. ensuring strict compliance of duties and responsibilities of the assigned duty officer (DutyO) on a weekly basis;
- o. advising the training officer (TrgO) on recommendations to further enhance the quality of the LHQ training program in addition to advising of factors interfering with delivering a successful training program;
- p. ensuring active attendance is maintained amongst senior cadets during mandatory sqn activities, e.g. fundraising events, remembrance day parades, etc; and,
- q. all other duties as assigned by the CO.

Name of DCO: _____ Signature of DCO: _____ Date: _____

Name of CO: _____ Signature of CO: _____ Date: _____

Copy 1 – Pers. file
Copy 2 – DCO