

TERMS OF REFERENCE (TOR) – SUPPLY OFFICER (Sup O)

GENERAL

1. The supply officer (Sup O) shall be responsible to the commanding officer (CO) and shall exercise general supervision for the security and care of all material issued to or purchased by the sqn.

RESPONSIBILITIES

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

- a. maintaining adequate records of TI cards, DA verification lists, sqn assets, cadet clothing cards, and items on TI to the sqn, i.e. regionally issued instruments;
- b. demanding, receiving, returning, and issuing all equipment IAW established DND procedures and authorized scales of issue;
- c. conducting cadet inspections as required but at least once monthly and tending to observed discrepancies;
- d. ensuring name tags are issued to cadets in a timely manner;
- e. ensuring cadets are provided with the required badges and ensuring all qualification badge requests are authorized by the Trg O prior to issue;
- f. ensuring the security and care of all material, in particular weapons and ammunition;
- g. ensuring annual DA verifications are completed and discrepancies are reported to the CO immediately;
- h. ordering, receiving, issuing, and exchanging material through Logistik Unicorp in a timely manner;
- i. ensuring all new recruits are provided with initial kit issue inclusive of parkas, badges, and if points are available gloves and toques;
- j. undertaking measures for recovering uniforms from cadets no longer parading with the squadron;
- k. ensuring no cadets return their uniform claiming to have quit without first verifying their status with the admin section;

- l. submitting a written report to the CO on discovery of loss or damage of DND or sqn owned assets;
- m. ensuring the Logistik Unicorp point system is maintained in a way to allow for a sufficient amount of points to purchase adequate stocks of uniform throughout the training year;
- n. ensuring that no sqn or DND owned asset is issued to pers. unless signed out on the appropriate documentation;
- o. ensuring a clean and clutter free supply dept.; and,
- p. Advising the CO on a monthly basis of the status of the supply dept. and the number of cadets unable to parade in uniform.

Name of SupO: _____ Signature of Sup O: _____ Date: _____

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