

## **TERMS OF REFERENCE (TOR) – ASSISTANT SUPPLY OFFICER (Asst SupO)**

### **GENERAL**

1. The Assistant Supply Officer (Asst SupO) shall be responsible to the Supply Officer (SupO) 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 SupO or his/her delegated officer, responsibilities of the Asst SupO 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, in conjunction with the SupO, 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 TrgO prior to issue;
  - f. ensuring the security and care of all material, in particular weapons and ammunition;
  - g. in conjunction with the Sup O, ensuring annual DA verifications are completed and discrepancies are reported to the CO immediately;
  - h. in conjunction with the SupO, 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. in conjunction with the SupO, 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. in conjunction with the SupO, 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;
- m. ensuring that no sqn or DND asset is issued to any pers. unless signed out on the appropriate documentation;
- n. ensuring a clean and clutter free supply dept.; and,

Name of Asst SupO: \_\_\_\_\_ Signature of Asst SupO: \_\_\_\_\_ Date: \_\_\_\_\_

Name of CO: \_\_\_\_\_ Signature of CO: \_\_\_\_\_ Date: \_\_\_\_\_