

## **TERMS OF REFERENCE (TOR) – ASSISTANT ADMINISTRATION OFFICER (Asst AdmO)**

### **GENERAL**

1. The assistant administration officer (Asst AdmO) shall be responsible to the administration officer (AdmO) and shall exercise general supervision over all unit administrative functions, inclusive of cadet and staff records.

### **RESPONSIBILITIES**

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

- a. maintaining the Fortress (FV2) administration database including all cadet and staff administrative records (nominal info, contact info, med info, membership info, etc.);
- b. ensuring the FV2 dashboards is clear on a weekly basis;
- c. ensuring attendance for all cadet and staff personnel are recorded on appropriate tracking forms and inputted in FV2 NLT one week after an activity; along with ensuring hard copy attendance forms are maintained in the appropriate binder on an annual basis;
- d. administering annual validation forms (AVFs) in amending info. promptly;
- e. recording staff attendance along with preparing pay sheets for select staff on a timely basis;
- f. receiving and shipping of all sqn mail and parcels in the appropriate mail log;
- g. maintaining the sqn key log and ensuring the appropriate individuals are in possession of sqn keys;
- h. safely storing administration files IAW DND regulations;
- i. maintaining the sqn filing system;
- j. updating sqn roll boards periodically (Sqn ROs, CRCI, and CRCIs);
- k. ensuring document transit and receipt logs (DND 728s) are filed accordingly;

- l. maintaining adequate stocks of readily accessible sqn forms (recruit packages, DND 2299, DND 663s, CF 98, contact info forms, DND 728, DND 317, permission forms, attendance forms, etc.);
- m. maintaining the stock and control of all relevant publications and entering of amendments on receipt;
- n. ensuring prompt and proper submission of all claims arising from sqn activities;
- o. advising the supply officer (SupO) and training officer (TrgO) of names of cadets TOS and SOS;
- p. ensuring all new cadets meet the necessary joining requirements;
- q. ensuring all new cadets are provided with an adequate orientation of the cadet program;
- r. assigning flights to all new cadets;
- s. ensuring proper outtake is adhered to for all SOS cadets IAW sqn ROs;
- t. ensuring the administration dept. area is maintained as a clutter free and organized working environment;
- u. advising the CO and TrgO of any cadets who have medical restrictions that cannot attend select activities; and,
- v. advising the CO and TrgO on a periodic basis of cadets whose attendance averages drop below %60.

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

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

Copy 1 – Pers. file  
Copy 2 – Asst AdmO