

TERMS OF REFERENCE (TOR) – TRAINING SUPPORT OFFICER (Trg Spt O)

GENERAL

1. The Training Support Officer (Trg Spt O) shall be responsible to the commanding officer (CO), through the Training Officer (Trg O) and shall exercise general supervision over all unit training functions external to the LHQ, 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 Trg Spt O include, but are not limited to:

- a. administering and submitting the Monthly Optional Activity Request (MOAR) form to the local detachment at the end of every month and/or one week prior to the initiation of any applicable training activity;
- b. ensuring all squadron training has the applicable detachment authorization prior to commencement of the activity;
- c. ensuring adequate staff supervision is adhered to in advance of every training activity IAW the applicable CATO;
- d. ensuring all resources, inclusive of but not limited to, MSE, MSA, rations, personnel, and training aids are adequately supplied for all applicable cadet activities;
- e. ensuring all activity requests (ARs) are submitted to the local detachment 45 days prior to each applicable activity;
- f. ensuring the training support portions of the cadet unit training plan (CUTP) are updated in a timely fashion, and created accordingly prior to the start of each training year;
- g. liaising with local support units, i.e. cadet training centres (CTCs), area support units (ASUs), etc. to confirm adequate resources prior to the start of any supported cadet activity;
- h. securing an advance and rear party prior to each applicable training activity;

- i. initiating requests for transportation, meals, or any applicable funding through the squadron sponsoring committee (SSC) prior to the start of any squadron funded training activity;
- j. ensuring all instructors are prepared, monitored, and debriefed for every mandatory support or complimentary training activity;
- k. ensuring the event calendar is updated on a consistent basis and all applicable info. is communicated to squadron stakeholders with advance notice, i.e. through Facebook, squadron websites, and print material;
- l. responsible for the proper completion and filing of all after action reports (AARs) for all significant cadet activities, including all mandatory support and complimentary training activities;
- m. ensuring all applicable receipts, nominal rolls, authorization memos, and financial claims are filed and submitted accordingly NLT two weeks following a DND supported or SSC funded training activity;
- n. ensuring cadets with applicable medical conditions that are restricted from select activities do not attend in actuality;
- o. supervising the effective development of the Training Support Warrant Officer (Trg Spt WO); and,
- p. assisting the training dept. on weekly parade nights as tasked by the TrgO.

Name of Trg Spt O: _____ Signature of Trg Spt O: _____ Date: _____

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

Copy 1 – Pers. file

Copy 2 – CO