



1 RCSCC NELSON  
TERMS OF REFERENCE

---

**ADMINISTRATION OFFICER**

---

Rank: NCdt/OCdt  
A/SLt/2Lt  
SLt/Lt

Abbreviation: AdminO

---

The AdminO is responsible for overseeing all aspects of administration within the unit and supporting the administration required by the CO.

The AdminO reports to the XO, 1 RCSCC NELSON.

Direct Reports:

- AdminPO

Indirect Reports:

- Nil.

---

Pre-Requisites:

- Completion of the Administration Officers Course (AOC).

---

General:

- Read CCO e-mails regularly (at least once per week) and respond to e-mails promptly.
- Ensure policies and procedures are adhered to by remaining familiar with and up-to-date on CAF policies (DAODs, CFAOs, CANFORGENs, scales of issue) and CCO policies (QSPs, CATOs, Nat CJCR Sp Gp Orders, CANCDTGENS, Area Office policies and procedures) as it pertains to training.
- Serve as an instructor and directly supervise cadets as required.

Administration:

- Perform administrative duties in a safe manner.
- Ensure ethical behaviour is incorporated in all aspects of unit administration and ensure a harassment-free administrative environment within the unit.
- Maintain attendance records for cadets for regular and optional training activities to ensure Fortress is updated within 24 hours of any activity. Coordinate with other staff who oversee activities to ensure no activity is missed and cadets receive full recognition for their participation.
- Ensure accurate reporting of Excused Absences and Leaves of Absence is filed appropriately.
- Create and maintain hard copy personnel files for all cadets. Each cadet file must contain the following:
  - their name;
  - enrollment and release dates;
  - membership application;
  - copy of proof of citizenship or permanent resident status;

## 1 RCSCC NELSON

### TERMS OF REFERENCE – ADMINISTRATION OFFICER

- copy of unexpired medical insurance card;
  - up-to-date address and contact information;
  - copies of applications for advance training;
  - training progress documentation;
  - copies of all CTC course reports and CTC offers of participation;
  - awards and recognition;
  - any warnings, requests for leave of absence, requests for excused absence and;
  - other information relevant to their cadet training and as directed by the CO.
- Prepare claims for the CO and ensure claims are submitted accurately and promptly. All outstanding claims should be submitted on a weekly basis.
  - Monitor SharePoint on a weekly basis for messages related to CTC and training opportunities and post to the internal Facebook page and draft an email for the CO to send to parents.
  - Register cadets for CTC and other training opportunities in FORTRESS prior to the posted deadline.
  - Maintain attendance records for unit staff. Prepare pay sheets, ensure paid staff members sign them and provided to the CO for signature. Send to RCSU (A) electronically within 7 days of the end of each month.
  - Organize and circulate incoming correspondence, orders, directives and publications received by the unit, including e-mail received in the unit mailbox.
  - Manage outgoing mail.
  - Maintain an effective filing system for both hard copy and electronic documents, forms and resources within the unit.
  - Maintain adequate stock of forms required for unit administration, such as membership application forms and disciplinary forms.
  - Maintain PP&S supplies and submit requests to the XO for PP&S for both administration and training support.
  - Assist parents and cadets with the completion of membership applications and answer any questions they have during the enrollment process. Ensure that new cadets meet the necessary joining requirements IAW CATO 13-01. Ensure no cadet trains with the unit prior to the receipt of a complete application form. Input membership applications in Fortress within 72 hours of receipt.
  - Provide each new cadet with information about unit communication, introduce them to senior cadets and give them a New Cadet Welcome Package and a copy of Unit Standing Orders.
  - Ensure cadets requiring a DHQ (DND 2570) receive and return it within one week. Send DHQs to RCSU (A) promptly upon receipt. Ensure unit staff are informed when medical conditions change for a cadet, to allow training and administrative requirements to be adapted as required.
  - Inform the Sup O of the names of newly enrolled and released cadets.
  - Upon release of a cadet, arrange an interview with the CO and ensure the out-clearance process is completed with the SupO.
  - Advise the CO regarding inter-unit transfers and complete administrative requirements for transfers into and out of the unit.
  - Monitor the Fortress dashboard on a weekly basis to ensure information is up to date.
  - Maintain a clean and orderly unit administration office.
  - Ensure secure lock-up of all protected documents.
  - Follow local and CAF policies on recycling and disposal of paper products, toner and other items within the unit.

1 RCSCC NELSON

TERMS OF REFERENCE – ADMINISTRATION OFFICER

- Serve as an instructor, supervise cadets and fulfil other duties as assigned by the CO.