



1 RCSCC NELSON  
TERMS OF REFERENCE

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**SUPPLY OFFICER**

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

Abbreviation: SupO

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The SupO is responsible for overseeing all aspects of the supply system within the unit, including accounting for storing, caring for and maintaining unit equipment and materials, and managing cadet-clothing stores.

The SupO reports to the XO, 1 RCSCC NELSON.

Direct Reports:

- Supply PO

Indirect Reports:

- Nil.

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Pre-Requisites:

- Completion of the Supply Officer Course (SOC).

General:

- Read e-mails regularly (at least once per week) and respond to e-mails promptly. Review CCO SharePoint message boards to stay current on up-to-date information relevant to the unit and its cadets and staff.
- 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.

Supply:

- Perform supply duties in a safe manner.
- Ensure ethical behaviour is incorporated in all aspects of unit supply functions and ensure a harassment-free environment within the supply functions of the unit.
- Ensure environmental stewardship is incorporated into all aspects of the unit and support the Area environmental policy.
- Perform supply duties in an efficient and economical manner.
- Ensure staff and cadets manage allocated resources in an efficient and economical manner, optimizing direct and indirect benefits to cadet training.
- Demand, receive and return equipment IAW established DND procedures and authorized scales of issue.
- Ensure the security and care of all material, and especially the security of weapons and ammunition.

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### TERMS OF REFERENCE – SUPPLY OFFICER

- Issue, exchange and order through Logistik Unicorp new uniforms and uniform parts for cadets. Ensure cadets are issued their uniforms on their third week of regular training, by sizing them and placing orders for required uniform parts on the day of enrollment.
- Issue a t-shirt and sweater to all cadets on their enrollment date.
- Manage the unit Logistik Unicorp account and report to the CO any problems, including shortages of available clothing items.
- Ensure cadet uniforms fit properly, perform exchanges as required and ensure cadets receive instructions for proper wearing of uniforms, including placement of badges.
- Undertake measures to recover uniforms from cadets no longer parading with the unit.
- Maintain supply storage areas in a tidy and organized manner.
- Carry out the verification of unit equipment at intervals designated by the CO, such as on the appointment of a new Sup O or upon change of command.
- Maintain a list of non-public funds (NPF) equipment and material and conduct an annual verification of stock.
- Maintain supply documentation, including records of SCA materials, serial numbers of equipment, individual loan cards for cadet uniforms and DND 638 Temporary Loan Cards for equipment issued to cadets and staff.
- Prepare Material Loss Reports for any lost or damaged items.
- Serve as an instructor, supervise cadets and fulfil other duties as assigned by the CO.