

**APPENDIX 2 TO  
ANNEX E TO  
CHAPTER 1**

**CADET QUARTERMASTER (COM) – JOB DESCRIPTION**

**General**

1. The COM is a full-time employee of the RFCA and is responsible to the RFCA Secretary, through the CEO, for all stores, accounting, supply, maintenance, vehicles and logistic support in accordance with policy laid down by the RFCA and Material Regulations for the Army (ISP 336).
2. In the absence of the CEO, the COM is to deputise for him and, therefore, he is to be aware of the CEO's main responsibilities.
3. As a condition of his employment, the COM, shall, on taking up the appointment, volunteer to serve in a rank not exceeding the paid acting rank of Captain within the establishment of the relevant county or equivalent ACF. He is entitled to receive up to 28 ACF paid training days per annum at ACF rates of pay.

**Responsibilities**

**4. Stores Accounting:**

- a. The maintenance of main County Ledgers and the implementation of a system of control and co-ordination for the secure storage, receipt, issue and accounting of weapons, ammunition, clothing, equipment, vehicles and stores (including training stores, accommodation stores and loan stores) between County HQ, Area HQs and Detachments.
- b. Maintenance of Special Stores Registers.
- c. Preparation of AFs G 8800 for items requiring workshop repair, and supervision of back-loading and, where necessary, replacement.
- d. Control of public accounts in respect of rations, clothing and losses.
- e. Recovery of clothing and compilation of documentation for write-off action.
- f. Control and management of weapons and ammunition allocated to the county, including their correct storage in accordance with regulations.
- g. Maintenance and accounting for the ACF County owned stores.
- h. Preparation of all COM accounts and ledgers for audit and stocktaking by RFCA.

**5. Checks and Examinations.**

- a. Stocktaking and managerial examination of accounts including Equipment, Miscellaneous, Loans, Rations and Accommodation accounts for all Areas and Detachments.
- b. Visits to Areas and Detachments in conjunction with CAA to inspect aspects of his responsibilities.
- c. Checks on stores and accommodation at area HQ and Detachments on changes of command.
- d. Coordinating the testing of all portable appliances as directed by RFCA.
- e. Ensuring corrective action is taken on all external inspection (Fire, Range, ECI) reports.

**6. Accommodation and Accommodation Stores.**

- a. Raising works services for building repairs.
- b. Supplying, maintaining and replacing furniture, furnishings and fire fighting equipment within the County.

**7. Supervision.**

- a. Supervision of G4 responsibilities of CAA and follow up action on CAA Detachment reports.
  - b. Overall control of County HQ and the County Weekend Training Centre (WETC).
  - c. Supervising Officer for catering including contract catering at camps.
  - d. Management of the county laundry and dry cleaning contract.
- 8. Support to Training (including Camp) and Activities.**
- a. Provide logistic support to weekend training and activities at county level and, where necessary, arrange for temporary loans from appropriate sources of items needed to support such training and activities.
  - b. Demand, collection and return of all loan items issued for annual camps.
  - c. Detailed allocation of sub unit accommodation for annual camps including handover/takeover.

d. Indenting for and control of Operational Ration Packs (ORP) from Log Sp. on repayment from ACF sub units.

**9. Provision of Advice and Direction of Policy:**

a. Provide professional advice to the CEO on such matters as catering, weapons, ammunition and equipment management, hazardous substances, fuel efficiency, vehicle management and building maintenance.

b. Assist the CEO in the production and implementation of the SHEF Management Action Plan.

c. Direct and supervise the CAA on frost precautions to be taken at ACF properties.

**10. Miscellaneous**

a. Ordering and distribution of items required from Cadet Kit Shop.

b. Indenting for and distribution of official publications, army forms, manuals and maps.

**Additional Duties**

**11. County Mechanical Transport Officer (MTO).** The COM is to be the county MTO in which capacity he is to:

a. Maintain an up-to-date list of authorised drivers.

b. Carry out familiarisation training and MATRIX testing of drivers.

c. Publish MT Standing Orders and control work tickets, FMT 600 and vehicle accident report forms.

d. Be responsible for the overall organisation and control of county vehicles including repairs, servicing, MOT and allocation of vehicles to Areas and Detachments for training.

e. Arrange the hire of vehicles as required.

**12. SHEF**

a. The COM is to act as the County Fire Officer and, in accordance with the DFS(A) Fire Safety Management Plan, issue the fire safety equipment, orders and signs for all ACF properties, supervise the regular testing of equipment and action any reports or inspection recommendations.

b. The COM is to be the County representative on the RFCA Health and Safety Committee.

c. The COM is to be the focal point for the preparation of site risk assessments for ACF properties within the county covering buildings and external areas and, where appropriate, manual handling and work equipment.

d. The COM is to be the energy and fuel efficiency officer for the County on behalf of the RFCA Secretary.

**13. Security.** The COM is to act as the County Assistant Unit Security Officer and is to control the security arrangements for alarmed armouries, the County ammunition store and all security keys.

**13.** The COM is to carry out other instructions and duties as directed by the CEO consistent with his employment grade.