## **201.** Commanding Officer

1. The Commanding Officer (CO) of an Air Cadet unit shall:
   1. Comply with regulations, orders as issued by the Minister of National Defence, and the Canadian Forces;
   2. Keep officers, civilian instructors, volunteer instructors, and cadets fully acquainted with regulations and instructions issued by higher authority;
   3. Keep the sponsoring committee informed of the progress of the cadet unit;
   4. Recommend enrolment, appointment, promotion, posting, transfer, and release of officers of the cadet unit;
   5. Recommend the appointment and release of civilian instructors and volunteer instructors;
   6. Appoint qualified officers to the following particular duties, ensuring deputies are provided during prolonged absence:
      1. Administrative Officer (AdminO),
      2. Supply Officer (SupO), and
      3. Training Officer (TrgO);
   7. Supervise and control all duties of personnel under his command;
   8. Ensure that proper supply, administration, and training procedures are carried out;
   9. Maintain records showing the strength of the cadet unit, the name, age, date of enrolment and departure of each cadet, the names of cadets who have joined the Canadian Forces, and such other personnel information as is required to enable periodical returns to be completed;
   10. Maintain records of attendance for instruction and the training progress of each cadet;
   11. Ensure that prescribed medical examinations and re-examinations are carried out;
   12. Immediately report all injuries (incurred during unit training) that required emergency medical treatment to the Area Cadet Office;
   13. Report the death of any officer, civilian instructor, volunteer instructor, or cadet to ACO;
   14. Ensure that:
       1. Equipment is not demanded in excess of needs,
       2. Equipment is properly safeguarded,
       3. Members of the cadet unit on ceasing active participation in a cadet organization return all public property issued to them, and
       4. Records of equipment are kept in accordance with instructions;
   15. Ensure that returns are promptly and regularly made;
   16. Report loss or damage of DND equipment to support base/station immediately on discovery;
   17. Be the holder of the unit's Distribution Account;
   18. Foster and maintain good public relations;
   19. Ensure another officer on the unit's staff is familiar and knowledgeable with all unit procedures and is thereby prepared to assume command;
   20. Ensure a thorough turn-over to successor; and
   21. Undertake other duties assigned by lawful authority.