## **217.** Duty Officer

1. The Duty Officer will be appointed by the Commanding Officer on a weekly rotational basis and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The Duty Officer shall report for duty by 1800 hrs on the day of his/her duty. The Duty Officer’s duty will be completed at the end of the training night.
3. The Duty Officer shall be responsible for:
   1. Opening the office and all required classrooms;
   2. Inspecting the facilities including washrooms prior to use by 521 RCACS;
   3. Check the answering service for messages at the start of all regular training parades, and periodically throughout the following week, and ensure that the messages are relayed to the appropriate personnel;
   4. Supervise the Duty NCOs and Duty Flight;
   5. Inspecting those on parades other than Commanding Officer's Inspection;
   6. Along with the Duty NCO, inspect and secure the facility after used by 521 RCACS, ensuring cleanliness;
   7. Staying at St Mary’s as long as there are cadets waiting for rides home; and
   8. Undertaking such other duties as directed by the Commanding Officer.