

Appointment Title	Deputy Coxswain (DCox'n) Company Sergeant Major (CSM) Squadron Warrant Officer (SWO)
Alternate Title	Nil.
Tier	CPO2/MWO/WO2
Number of Positions	One per corps/squadron.
General Description	This position Deputy Coxswain / Company Sergeant Major / Squadron Warrant Officer is responsible for the dress, drill, deportment, routine, and morale of the cadets in the corps/squadron.
Reports to	Coxswain / Regimental Sergeant Major / Squadron Chief Warrant Officer (Cox'n / RSM / Sqn CWO)
Responsible for	Divisional Petty Officer / Platoon Warrant Officer / Flight Sergeant (DPO / PL WO / Flt Sgt)

Rank requirements	<ul style="list-style-type: none"> • Chief Petty Officer Second Class • Master Warrant Officer • Warrant Officer Second Class
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the CPO2/MWO/WO2 Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Held a PO1/WO/FSgt appointment.
Asset Knowledge, Experience and Qualifications	<input type="checkbox"/> Experience leading drill practice and parades. <input type="checkbox"/> Familiarity with cadet dress standards. <input type="checkbox"/> Familiarity with CJCR Group Order 5019-3, <i>Remedial Measures – Cadets</i> . <input type="checkbox"/> Experience as a DPO / PL WO / Flt Sgt. <input type="checkbox"/> Completed an instructor-level summer training course.

Primary Duties	<input type="checkbox"/> Encourage the use of the chain of command.
	<input type="checkbox"/> Monitor cadet instruction and provide constructive feedback.
	<input type="checkbox"/> Assist with instruction.
	<input type="checkbox"/> Inform the chain of command when unexpected events occur and about cadet issues and concerns.
	<input type="checkbox"/> Collect activity attendance or roll-call report from DPOs / PL WOs / Flt Sgts and deliver to Administration.
	<input type="checkbox"/> DPOs / PL WOs / Flt Sgts to contact cadets to relay information and announcements.
	<input type="checkbox"/> Resolve conflict at the lowest level.
	<input type="checkbox"/> Ensure problems that cannot be resolved by cadet NCOs are communicated via the chain of command.
	<input type="checkbox"/> Encourage participation in corps/squadron training and activities.
	<input type="checkbox"/> Review corps/squadron Standard Operating Procedures (SOPs).

	<input type="checkbox"/> Deliver oral and written presentations and briefings.
	<input type="checkbox"/> Ensure that new cadets are welcomed by DPOs / PL WOs / Flt Sgts and made aware of training, activities, routines, SOPs etc.
	<input type="checkbox"/> Conduct weekly parades and drill practices.
	<input type="checkbox"/> Maintain familiarity with drill movements and parade formats.
	<input type="checkbox"/> Maintain familiarity with dress standards and enforcement measures.
	<input type="checkbox"/> Produce written documents and communication (orders, memorandums, meeting agendas, assessments, email, electronic communications, reports, forms).
	<input type="checkbox"/> Ensure the safety and welfare of all cadets.
	<input type="checkbox"/> Model respectful behavior for cadets.
	<input type="checkbox"/> Report any issues that affect the esprit de corps and morale of the corps/squadron to the Cox'n/RSM/Sqn CWO.
	<input type="checkbox"/> Promote morale and esprit-de-corps.
	<input type="checkbox"/> Promote teamwork and cooperation.
	<input type="checkbox"/> Meet with senior cadets regularly concerning weekly training assignments and periodic training activities.
	<input type="checkbox"/> Set achievable team goals.
	<input type="checkbox"/> Establish open, two-way communication with cadets.
	<input type="checkbox"/> Ensure that DPOs / PL WOs / Flt Sgts know the proper dress for upcoming training and activities.
	<input type="checkbox"/> Conduct regular uniform inspections.
	<input type="checkbox"/> Conduct regular corps/squadron drill practice.
	<input type="checkbox"/> Supervise cadets during training and activities.
	<input type="checkbox"/> Ensure DPOs / PL WOs / Flt Sgts are trained to take on a CPO2 / MWO / WO2 position.
	<input type="checkbox"/> Serve as an example and role model for conduct, dress, drill, and deportment.
	<input type="checkbox"/> Carry out the parade function of a D Comd.
Secondary Duties	<input type="checkbox"/> Contribute to promotion, appointment, and training meetings.
	<input type="checkbox"/> Contribute to succession planning discussions.
	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
	<input type="checkbox"/> Contribute to planning, organizing, and conducting cadet activities in coordination with the Coxswain / Regimental Sergeant Major / Squadron Chief Warrant Officer and Training Officer.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.