

<u>Appointment Title</u>	Senior Storesperson (Sr Stpn)
<u>Alternate Title</u>	Chief of Supply (Chief Sup) *Sea Supply Master Warrant Officer (Sup MWO)* Army Supply Warrant Officer Second Class (Sup WO2) *Air
Tier	CPO2/MWO/WO2
Number of Positions	As required.
General Description	The Senior Storesperson shall assist the Supply Officer with the corps/squadron supply routines, including receipt and delivery of corps/squadron supply for training and activities.
Reports to	Supply Officer (Sup O)
Responsible for	Cadet Storesperson (Cdt Stpn)

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 and experience	<input type="checkbox"/> Experience working as a Cdt Stores A or Cdt Stpn. <input type="checkbox"/> Knowledge of Cadet and Logistik supply system. <input type="checkbox"/> Proficient at planning and organizing. <input type="checkbox"/> Experience with shipping and receiving. <input type="checkbox"/> Familiarity with training and supply needs. <input type="checkbox"/> Completed the Cadet Administration and Supply Assistant Course (CASA).

Primary Duties	<input type="checkbox"/> Maintain a list of supply personnel.
	<input type="checkbox"/> Maintain familiarity with supply sign in and out routines and associated paperwork.
	<input type="checkbox"/> Coordinate with Sup O, Training Officer (Trg O), Senior Training Cadet (Sr Trg Cdt) for upcoming supply needs.
	<input type="checkbox"/> Review training documents and outline important supply delivery and receipt dates.
	<input type="checkbox"/> Delegate supply and training equipment requests to Cdt Stores As and Cdt Stpns.
	<input type="checkbox"/> Coach Cdt Stores As and Cdt Stpns through the supply gathering process for training and activities.
	<input type="checkbox"/> Provide feedback to cadet Cdt Stores As and Cdt Stpns.
	<input type="checkbox"/> Assist with delivery and receipt of corps/squadron supplies.
	<input type="checkbox"/> Assist with the sizing, ordering, delivery, and receipt of cadet uniforms.

	<input type="checkbox"/> Ensure delivery of supplies and training equipment to training instructors.
	<input type="checkbox"/> Co-establish expectations amongst Cdt Stores As, Cdt Stpns, and Sup O.
	<input type="checkbox"/> Communicate accountability protocols.
	<input type="checkbox"/> Seek feedback from staff and cadets about Supply customer service
	<input type="checkbox"/> Make suggestions to Sup O to implement feedback from cadets and staff.
	<input type="checkbox"/> Ensure Cdt Stores As and Cdt Stpns are trained to fill an appointment of higher authority.
	<input type="checkbox"/> Serve as a role model for ethics, communication, and deportment.
Secondary Duties	<input type="checkbox"/> Conduct professional development for new cadet Cdt Stores As and Cdt Stpns.
	<input type="checkbox"/> Contribute the Supply Department perspective to 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.
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.