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**CCGSCU TRG Officer Manual (TRANGO PAM)**

**Introduction**

1. The aim of this guide is to explain to training officers how they can execute their job within their unit.

This guide contains:

1. Roles and Responsibilities
2. Conduct in CHQ
3. Bush Reports
4. General Conduct

**Purpose**

1. This guide has been created and issued IOT ensure that TRG Officers have a standard they can uphold themselves to.

**Roles and Responsibilities**

1. Being a training officer comes with many roles and responsibilities. However, compared to other positions these roles/responsibilities are less obvious.
2. The responsibilities of a training officer includes but is not limited to:

* Setting and enforcing the standard of teaching within a unit.
* Ensuring any shortcomings in knowledge of cadets are identified
* Creating/Modifying the training program to address the shortcomings.
* Recording and managing