

**OTS 613 TAKING COMMAND
LESSON PLAN**

3 periods

Introduction

So you have reached the top and have been appointed in Command of a Navy League Cadet Corps. You will soon realize that being at the top is also a lonely place. No longer will you be able to fraternize with your fellow officers as you had been in the habit of doing. This does not mean that you should withdraw, but there is a professional barrier between you and your officers. Any Commanding Officer who tries to be friendly to all with no enemies will have an extremely difficult time. You must be a disciplinarian, for your officers, cadets and corps will all reflect back on you. Respect must be earned and as long as you listen carefully, make your decisions with knowledge, foresight and compassion, respect will come your way. A mutual trust must be build up between all concerned.

CONSIDERATIONS

Delegation Of Authority

1. It is impossible for one person to do everything so a wise person will delegate authority. This must be done carefully and with confidence for, even though authority has been delegated, you are still responsible. (See OTS 617 for more detail)

Administration

2. Make sure you have a filing system and that it is kept up to date.
3. Ensure all books, directives, etc are up to date and have been accounted for. The excuse of "I didn't know" does not hold water.
4. You are responsible that all reports, letters of intent, etc are sent out on time. To achieve this you must make sure that all information is passed to you so that it can be correlated.
5. You must be completely familiar with the "chain of command".
6. It is your responsibility that all letters, directives etc are acknowledged.
7. Make sure that Ontario Division and all concerned know the date and time of your parades and where they are held. If the dates, times or places are changed, then you must inform the concerned authorities.

Recruiting

8. It is your responsibility to set up a recruiting program for Cadets and instructors, and to assist your committee for the procuring of officers. (See OTS 614 for more detail)

Navy League Cadet Committee

9. You must establish a good working relationship with your committee, they hired you and they can fire you. You will be responsible for presenting, to your committee, your proposed

budget for the new training year. Your needs will, in all probability, be met, your wants will take longer. (See OTS 615 for more detail)

Publicity

10. It is advisable to establish a good relationship with your community, service clubs, other military organizations (Legion, Police, Navy, Army, Air Force, etc.) as this will enhance your position and the Corps as a whole.

Discipline

11. You will find that you must be a strict disciplinarian. Rules have to be adhered to and any infraction of these will come home to roost on your head. Once a decision has been made, stick to it, for, if you waiver, or change too often, you will lose control and respect. Be firm, friendly and fair.

Summary

12. The foregoing seems to be a large number of Do's and Don'ts. Basically it is common sense. Always bear in mind that "It isn't what can the corps do for me, but what can I do for the Corps". As soon as the gold braid becomes too important and welfare of your officers and cadets become secondary, then it is time to resign.
13. If you felt you spent a long time at the corps as an officer, you will find that you will spend more time if your officers are not efficient, and less time if they are. This will now depend on you.

PROCEDURES

Prior to Taking Command

14. Prior to taking command, you should work very closely with the incumbent Commanding Officer, so that you are completely familiar with the routine and a smooth transition from one to the other can take place. Although the responsibility of the corps is still charged to the present Commanding Officer, you should be able to make decisions with their approval.
15. A detailed turnover briefing should take place. Discuss;
 - a. current staff (personalities, strengths, weaknesses),
 - b. branch relations,
 - c. recent issues/challenges,
 - d. short and/or long term goals/vision
 - e. cadets, any special needs.

Discussion

Have the candidates brainstorm in groups, and then report their findings to the whole class.

- Develop a short and/or long term vision for the Corps.

Sequence of Events

16. The decision having been made by a serving Commanding Officer that they wish to relinquish command, that Officer must notify the branch in writing advising them of the intention to resign. A successor should be recommended as well as the desired date for the official ceremony. This should be done at least (45) forty five days in advance of the selected date.
17. It is the branches prerogative to then accept or reject the recommended successor as well as the desired date. Should the branch reject either or both it then becomes **THE BRANCHES** responsibility to select their own successor and/or date.
18. Having made their decision the Branch must notify Division, Division Commander and Division Squadron Officer, of the command change advising as to the new designated Commanding Officer, their mailing address, telephone number and E-mail address, plus the effective date. The Branch will also relay this information to the outgoing Commanding Officer.
19. The Division has the responsibility to relay to National the information of the impending change. The Certificates of Command change NL(86) along with the official forms are to be forwarded to the Branch by Division.
20. Upon receiving the authorization from Branch the outgoing Commanding Officer is to relay the impending change information to their successor, Corps Officers (particularly the Stores Officer) and the Division Squadron Officer.

Officiating Officer

21. It is the serving Commanding Officer's responsibility to select an Officiating Officer. Ideally this individual should be the Division Squadron Officer, however, as the officiating officer is assuming temporary command of the Corps it is imperative that the duty be performed by a uniformed Navy League Division Officer.

Records Muster

22. The corps records should be reviewed by both the incoming and outgoing Commanding Officers to ensure accuracy, familiarization and that all records and regulations are on hand. Discrepancies should be corrected and records brought up to date. The Branch should take part in this muster.
23. Items which must be included in this muster are:
 - a. Cadet Training Standards
 - b. Cadet Training Lesson Plans
 - c. Cadet Workbook
 - d. Officer Training Standards
 - e. Officer Training Lesson Plans
 - f. Officer Training – Administration Home Study Package
 - g. Officer Training – Supply Officer Home Study Package
 - h. NLC Dress Regulations
 - i. NLC Drill Manual

- j. NL (8) Navy League Cadet Regulations
- k. NL (10) Forms
- l. NL (21) Administrative Orders
- m. NL (23) Internet – User Guidelines
- n. NL (34) Public Relations Manual
- o. NL (76) Water Craft Safety
- p. Orders and Instructions as issued by your Division
- q. Navy League Memoranda
- r. Mailing Lists
- s. Attendance and Nominal Rolls
- t. Cadet Files
- u. Officer Files
- v. Correspondence Files
- w. Standing Orders
- x. Other relevant local publications

Stores Muster

24. After receipt of notification of the change of command the Stores Officer shall prepare the stores muster. The Stores Muster shall take place a minimum of seven (7) days prior to the change of command. The following people are to be present at the muster:
- a. Branch President (or their designate)
 - b. Outgoing Commanding Officer
 - c. Ingoing Commanding Officer
 - d. Stores Officer
25. The Branch President (or designate) is the only individual of this group with the authority to write-off any inventory. Should the Branch President not be in attendance, it is the responsibility of the designated person to inform the Branch of these write-offs and request their disposal.
26. Articles which are part of the stores muster are:
- a. Cadets uniform clothing and badges
 - b. Officers uniform clothing and badges
 - c. Training Aids
 - d. Trophies
 - e. Furniture (if applicable)
 - f. Flags (if applicable)
 - g. Sports gear (if applicable)
 - h. Other relevant items.

Kit Muster

27. Either the Branch or the incoming Commanding Officer may request a formal kit muster of all items under issue to corps personnel. This should take place in conjunction with the stores muster and a minimum of seven (7) days prior to the change of command.

CEREMONY

28. Finally the date arrives on which you assume command.

Preparation

29. Your predecessor is responsible for arranging the military aspect of the change of command ceremony in accordance with Navy League Directives, for they still have control of the cadets under their command. The actual date, invitation list and reception should be done in conjunction with the wishes of the Commanding Officer-designate.

30. Corps are reminded that, like the annual inspection, a change of command is an ideal opportunity to publicize themselves within the community and every effort should be made to exploit this situation.

Location

31. A Change of Command is both a happy and solemn ceremony, therefore a suitable location which will permit the proper and complete ceremony to be held, should be selected. A change of command may be held immediately following the annual inspection.

Guests

32. Invitations to attend the ceremony should be extended to the following:

- a. Branch members
- b. Branch/Women's Auxiliary
- c. Parents of the cadets
- d. Families of the officers
- e. Division representatives
- f. Division Squadron Officer/Area Training Officer
- g. Representatives of DND and cadet organizations
- h. Financial supporters
- i. Local civic dignitaries
- j. Local press, radio and television
- k. Past serving officers

Procedures

33. To ensure that the ceremony proceeds smoothly it is recommended that a master of ceremonies be used and that a program be printed and distributed to all spectators. This program should bear the planned sequence of events, special instructions (rise, sit down etc.), the history of the Corps, information on both the outgoing and incoming Commanding Officers, a listing of Corps Officers, Branch members, ladies auxiliary and officiating dignitaries. Seating for specially invited guests should be designated.

34. Before the ceremony takes place the Branch representative, outgoing and incoming Commanding Officers and the Division Squadron Officer should meet at the Change of Command location. At this point the Division Squadron Officer shall ensure that all musters have been completed.

35. The following is the prescribed ceremonial sequence of events:

- a. Parade forms up as for a regular night and spectators seated.
- b. Colours, the outgoing Commanding Officer on the dais.
- c. Inspection of the corps by the outgoing Commanding Officer in company with the Executive Officer.
- d. The Executive Officer hands the parade over to the outgoing Commanding Officer who stays on the deck to await the arrival of the Official Party. The XO then takes post.
- e. Arrival of the incoming Commanding Officer, Branch chairperson, Officiating Officer and Division Squadron Officer.
- f. Upon arrival on the dais of the officiating officer and the incoming Commanding Officer, the General salute for the incoming Commanding Officer is given by the Outgoing Commanding Officer. (The Incoming Commanding Officer should be in place before the salute is given).
- g. The Outgoing Commanding Officer then reports to the Incoming Commanding Officer, requests and conducts a march past in column of route past the incoming Commanding Officer who will take the salute.
- h. Following the March Past the Corps returns to the Inspection Line. The Outgoing Commanding Officer dresses the ships company, hands them over to the Executive Officer and proceeds towards the dais. At that point the incoming Commanding Officer leaves the dais and meets the Outgoing Commanding Officer. They mutually salute and then proceed to the signing table. The outgoing Commanding Officer salutes the Officiating Officer and it is at this point that the hand over takes place. The Outgoing Commanding Officer presents the sword (or designated symbol of command) to the Officiating Officer and says "I place NLCC..... under your temporary command". The Officiating Officer replies "I take command of NLCC..... ". The Outgoing and Incoming Commanding Officers together with the Officiating Officer retire to a table at the side of the dais. While the officials sign the necessary Change of Command papers, the Executive Officer stands the Ship's company at ease for this part of the ceremony. The Officiating Officer lays the sword on the table while the command documents are signed by the Commanding Officers, the Branch representative and the Officiating Officer.
- i. Speeches, exchange of gifts or presentations are made at this time.
- j. The Officiating Officer takes up the sword. At this point the Executive Officer brings the parade to attention, The Incoming Commanding Officer then marches reports to the Officiating Officer who is facing the Parade. The Officiating Officer presents the Incoming Commanding Officer with the badge of office saying, "I now place NLCC..... under your command". The Incoming Commanding Officer replies "I receive NLCC..... under my command". The NEW Commanding Officer takes command of the parade and requests the Officiating Officer to accompany them on an inspection of the Ships company.
- k. Upon completions of the inspection the Officiating Officer joins the Outgoing Commanding Officer on the dais. The Incoming Commanding Officer, after requesting permission of the Officiating Officer, marches the ship's company past the Outgoing Commanding Officer who takes the salute. At the completion of the march past the Ships company will be reformed into an Advance and Review format. The Corps is given the order to advance. The general salute to the Outgoing Commanding Officer is then given.
- l. The parade is turned over to the Executive Officer who dismisses the Officers to their duties (i.e. manning a gun limber, whaler, lining the exit route etc). The XO turns the parade over to the Officiating Officer and joins the officers in their duties. The outgoing Commanding Officer passes the ship's company and heads

out of the building. The chief has the ship's company remove head-dress and leads them in three cheers (with caps circled in the air) for the outgoing Commanding Officer.

- m. After the departure of the outgoing Commanding Officer the Executive Officer and the incoming Commanding Officer return to the deck and the parade is turned over to the Incoming Commanding Officer by the Officiating Officer. The new Commanding Officer turns the parade over to the Executive Officer and, accompanied by the Officiating Officer leaves the dias. The Executive Officer then proceeds with sunset and dismissal.

Reception

- 36. Following the formal ceremony a reception may be held for either the guests, the cadets and the parents at the option of the Branch.

Distribution of Official Forms

- 37. The Change of Command certificate is to be completed in triplicate with one copy remaining with the Corps, one presented to the past Commanding Officer and the other presented to the new Commanding Officer.
- 38. The Change of Command form is to be completed in triplicate. One copy is to remain with the corps, one copy is to be presented to the past Commanding Officer and one copy forwarded to the Division by the Division Squadron Officer.

SAMPLE OF PROGRAM

- * 1. Ship's Company muster for Divisions.
- * 2. Colors - Outgoing Commanding Officer on dias.
- 3. Inspection of Ship's Company by outgoing Commanding Officer and Executive Officer.
- * 4. Arrival of incoming Commanding Officer, Branch President, Officiating Officer and Division Squadron Officer.
- * 5. General Salute to incoming Commanding Officer (The Incoming Commanding Officer should be in place before the salute is given).
- * 6. Outgoing Commanding Officer request permission and conducts March Past.
- 7. On completion the officiating Officer receives sword from outgoing commanding Officer and temporarily assumes command.
- 8. Both Commanding Officers, Branch representative and Officiating Officer sign documents.
- 9. Address by outgoing and incoming Commanding Officers, Branch President, Officiating Officer and other dignitaries. Exchange of gifts/presentations.
- 10. Incoming Commanding Officer receives sword from the Officiating Officer and takes command of the Corps.
- 11. Inspection by incoming Commanding Officer and Officiating Officer.
- 12. Outgoing Commanding Officer and Officiating Officer mount the dias.
- * 13. Incoming Commanding Officer requests permission and conducts March Past.
- * 14. General Salute for outgoing Commanding Officer.
- 15. Officers are dismissed to carry on with duty of bearing the outgoing Commanding Officer ashore.
- 16. The Executive Officer turns the parade over to the Officiating Officer and joins the officers.
- 17. The outgoing Commanding Officer circles the ship's company who, led by the Chief,

gives three cheers.

18. The Executive Officer and new Commanding Officer return.
- * 19. The new Commanding Officer again assumes command and turns the parade over to the Executive Officer, leaves the dias accompanied by the Officiating Officer. The XO then conducts sunset and dismisses the ship's company.

GUESTS ARE REQUESTED TO STAND FOR ITEMS MARKED WITH AN ASTERISK *