



**NAVY LEAGUE**  **LIGUE NAVALE**  
*A New Wave Of Adventure!* *Une mer d'aventure!*

## **NAVY LEAGUE CADET OFFICER TRAINING**

Acting Sub-lieutenant Qualification

**Duties & Responsibilities II**

## **INTRODUCTION**

This module is intended to provide you with an understanding of the respective duties and responsibilities of the various Department Head positions within a Corps structure.

## **RATIONALE**

By understanding the roles of Department Heads and the responsibilities of those positions you will, when you are assigned such a position, be more confident and able to assume the duties.

## **PREREQUISITE**

Midshipman Qualification Course  
Module 17

## **GENERAL OBJECTIVES**

To provide an overview of the Duties and Responsibilities of the following positions:

- 1) Commanding Officer
- 2) Executive Officer
- 3) Administration Officer
- 4) Training Officer
- 5) Supply Officer
- 6) Medical Officer
- 7) Band Officer
- 8) Guard Officer

## **LEARNING ACTIVITIES**

Study printed material  
Attend Officers Rank Qualification Course  
Self-help test

## **RESOURCES**

Module  
Instructor  
Self-help test  
NL(8)  
NL(240) & NL(241)  
As was stated in Module 17, remember:

## **THE PRIMARY DUTY OF ALL NAVY LEAGUE OFFICERS IS THE WELL BEING AND SAFETY OF THE CADES IN THEIR CHARGE.**

Although service in the Corps is voluntary, positions are awarded by reason of an individuals knowledge and capabilities, their desire to serve and in the confidence and trust placed in them to fulfill diligently and carefully the duties of his/her office and orders and directions given by a superior or as stated in the Navy League Regulations NL(8).

As you are aware Navy League Corps vary in size, in number from 15 to more than 75 cadets, and so the need for department heads also varies.

Corps Compliments, as stated in NL(8), outlines the minimum requirements for Officers within a Corps. Become familiar with this section and be adaptable, you may be asked to serve in more than one capacity.

## **DUTIES & RESPONSIBILITIES OF CORPS OFFICERS**

### **COMMANDING OFFICER**

The Commanding Officer shall be responsible to:

- 1) The Navy League of Canada in complying with all rules and regulations issued by the Navy League
- 2) The parent Branch, Navy League of Canada, for the progress of the Corps and proficiency in their duties of Officers and Civilian Instructors under his/her command.
- 3) Report to their parent Branch as requested on the activities and state of affairs of the Corps
- 4) Appoint qualified Officers/Cadets to the following positions:
  - a) Executive Officer
  - b) Administration Officer
  - c) Training Officer/Operations Officer
  - d) Supply Officer
  - e) Divisional Officers
  - f) Guard Officer
  - g) Band Officer
  - h) Civilian Instructors
  - i) Chief Petty Officer
  - j) Regulating Petty Officer
  - k) Divisional Petty Officers; and to such supplementary duties when required or warranted,
  - l) Duty Officer
  - m) Gunnery Officer

- n) Sports Officer
- o) Boat or Water Safety Officer
- p) Medical Officer
- q) Range Safety Officer (if qualified)

5) Bring notice to the branch from time to time, status of the corps, its Officers, program and budget

6) Recommend for promotion, Officers under his/her command in accordance with regulation requirements

7) Recommend the appointment of Civilian Instructors

8) Submit monthly reports to Branch/Division as required by regulations

9) Supervise and control all duties and conduct of all personnel under his/her command

10) Report all injuries incurred during Corps training requiring medical treatment to the branch and Division as soon as possible. Division will report to the Executive Council who will report to the Insurance carrier as required

11) Report loss or damage to equipment to the branch

12) Preparation and maintenance of Officer/Civilian Instructor files. Officers files shall be under the custody of the Commanding Officer with access available to individual concerned on demand

13) Ensure in regard to administration that

- a) Records are maintained showing attendance at all Corps parades and functions using attendance records
- b) The training program and objectives are completed
- c) The quality of instruction and training aids utilized are of the highest available standards based on branch resources/budget constraints
- d) Attractive and educational Citizenship training is programmed
- e) Records are maintained with regards to the instruction and training of each cadet in the Corps

14) Ensure in regard to supply that:

- a) Equipment and kit is not demanded in excess of needs
- b) Equipment and kit is properly safeguarded
- c) Proper records of equipment and kit are maintained
- d) Members of the Corps return all property on loan

15) Maintain in good public relations and that all Corps members present a high standard of Deportment and Appearance in public

16) Ensure a thorough Transfer of Authority and Physical Assets to his/her successor

### EXECUTIVE OFFICER

The Executive Officer shall be responsible to the Commanding Officer for carrying out all assigned duties.

The Executive Officer shall be responsible for:

- 1) Supervision of daily and special routines, duty watch (including the preparation of duty roster) and rounds
- 2) Parade state formation and Ship's Company drill
- 3) General bearing and discipline of cadets
- 4) Requestmen and defaulters routine
- 5) Fire drill procedures and practices, safety of ship and personnel
- 6) Regular attendance, and that leaves and AWOLs are kept to a minimum
- 7) General supervision of the training program in accordance with the training syllabus and schedules
- 8) Overseeing the Quarterdeck (routine, procedures, and duty personnel) Co-ordinating Officers' meetings
- 9) Liaison Officer for the Chiefs and Petty Officers' mess when such exists

The Executive Officer will assume command in the absence of the Commanding Officer. In the case where the Commanding Officer and Executive Officer are absent, the Training Officer will assume command unless otherwise delegated.

### ADMINISTRATION OFFICER

The Administration Officer shall be responsible to the Commanding Officer for carrying out all assigned duties.

The Administration Officer shall be responsible for:

- 1) Maintaining an efficient office routine subject to the Commanding Officers approval
- 2) Supervision of all details in connection with routine and administrative duties such as Corps correspondence, correct and systematic registration, filing of correspondence and records, updating and amending of files and regulation as required, and maintaining and

ordering all necessary Navy League (National and Divisional) forms for administration purposes through the Commanding Officer

3) Preparation of required forms and documents and replies to correspondence as directed

NOTE: ALL CORRESPONDENCE SHALL BE OVER THE CO'S SIGNATURE WITH COPIES TO FILE, BRANCH AND DIVISION AS REQUIRED

4) Proper usage of the Ship's Log

5) In charge of all publications, documents and files in the Ship's office, ensuring that they are kept in accordance with instructions and are not accessible to unauthorized persons. Further that no files, letters or records are destroyed or removed from the Ship's office without the CO's prior approval

6) The circulation and posting of all orders, directives and correspondence as directed by the CO

7) Preparation of duty roster and routine orders as directed by the Executive Officer and posting of same

8) Preparation of the Inspection Report NL(206) and Nominal Role NL(203) with accompanying documents for Corps inspections as required

9) Preparation and maintenance of attendance records

10) Preparation and maintenance of Nominal Role NL(203) and enrolment records of the Corps

11) Maintenance and issue of application kits consisting of

:

- a) Application Form
- b) Medical Form
- c) Proof of age verification
- d) Kit List Form
- e) Consent to Post or Publish Form
- f) Parent Information Package

12) Preparation and maintenance of new entry and discharge registers

13) Preparation and maintenance of cadet records

14) Maintaining the Corps scrapbooks for display purposes

In the absence of the Administration Officer, the Commanding Officer shall assume or delegate these duties to the Executive Officer or others as deemed necessary.

### TRAINING OFFICER

The Training Officer shall be responsible to the Commanding Officer for carrying out all assigned duties.

The Training Officer shall be responsible for:

- 1) Planning cadet training syllabus, incorporating the 'Cadet Training Standards', for the complete training year, should note holidays, special parades, inspections, etc. Training programs to be approved by the Commanding Officer
- 2) Inclusion in the training program of:
  - a) All mandatory subjects as established by National Council Navy League training syllabus requirements and Sea Cadet Course standards in order to qualify cadets for entry into Sea Cadets as an Able Cadet
  - b) All feasible option subjects (sports, tours, films, guest speakers, etc) as required for the benefit of the cadet
  - c) Citizenship training
- 3) Organizing the Ship's routine in conjunction with the Executive Officer and Gunnery Officer noting the above requirements
- 4) Providing a training program for the development of all instructional staff
- 5) Assignment of subjects and instructional duties to qualified instructors and assisting them in the preparation and presentation of their material
- 6) Assignment of classrooms, training areas, maintenance of class lists and issuing them to class instructors
- 7) Preparation, in conjunction with course instructors, and/or acquisition of, maintenance and distribution of all training material, instructor manuals, texts, training aids, handouts and notes
- 8) Exercising general supervision over the manner in which all cadets, Officers/Instructors perform their training duties
- 9) Periodically monitoring instructional periods to ensure a high standard of instruction and individual cadet progress
- 10) Preparation, distribution and overall supervision of all required course examinations. Reviewing and revising same as required and documenting all results

- 11) Preparation and maintenance of all individual cadet training records
- 12) Recommending cadets for promotion by request form or memo to the Commanding Officer upon completion of the required subjects and length of service. Logging of these promotions
- 13) Preparation and maintenance of an annual Master Training Record showing names of all cadets and courses passed
- 14) Ensuring that the training program is completed, especially noting the requirements for Annual Inspection, leaving adequate time for practices and special training

## **Regular Parades**

### Training Syllabus

The training program shall be based as outlined in the 'Cadet Training Standards' 60% mandatory, 40% optional

## **WEEKEND ROUTINES**

The Training Officer and/or Operations Officer shall draw up a training program for weekend training based on availability of funds and Officers. Weekend activities may include band practices, special drill practices, camps, outings such as sailing, tours and sports functions.

## **INSPECTION ROUTINES**

The Training Officer shall draw up a program, with assistance from his/her instructors, of displays for training to date with any additional training periods/practices as required beforehand. Properly planned and co-ordinated displays are a necessary part of any inspection. Working closely with the cadets on these displays helps build enthusiasm.

## **SUMMER ROUTINES**

The Training Officer and/or the Operations Officer shall, if the Corps meets between June and September, draw up a program of events such as camps, sailing days and outings

## **NEW ENTRY TRAINING**

The outlook and attitude of any new cadet is greatly affected by the instruction s/he receives as a new recruit. Whether s/he remains as a cadet, his/her future character and behaviour will be a direct result of the approach taken in this training.

All new recruits should be placed in a New Entry Division if possible and they should be trained together. This is an extremely critical and challenging area of training and instruction should only be given by an instructor who is not only very knowledgeable in this area, but patient. Some Corps create a "New Entry Coordinator" to work with new recruits during their first NE course.

Course content shall be as laid down in the training syllabus with particular emphasis on and including the following:

- 1) Purpose and objectives of The Navy League, with emphasis on teamwork , esprit-de-corps and enthusiasm
- 2) An explanation of the training syllabus, its content and the requirements for promotion and advancement
- 3) An explanation of the Corps structure, chain of command, general duties and responsibilities of Corps personnel
- 4) An explanation of the ship's routine and the quarterdeck
- 5) The importance of attendance, phoning for leave, and the impacts of being absent on the inspection assessments
- 6) Trophies and awards, and what they are awarded for, and the importance of Corps inspections
- 7) Saluting, behaviour, marks of respect and what is expected
- 8) Requestman and defaulters routines, how to fill out a request form
- 9) Drill and explanation of why and how much is to be taken
- 10) The Navy League uniform - pride, behaviour, care and cleaning and loan cost and replacement of lost items
- 11) Tours of the facilities and what is OUT OF BOUNDS, damage and security

Upon completion of new entry training, new entries should be sworn in (as a class) in front of the Ship's Company. The Oath shall be administered by the Commanding Officer. The Training Officer shall provide the CO with a list of those taking the Oath and he or she shall be responsible for the organization of the program.

## **EXAMINATIONS**

Shall be marked by the class instructor no later than one week following the night the examination is written. These exams are then passed on to the Training Officer along with a list of names of cadets who were absent. The Training Officer will make arrangements for those cadets to write.

## **ADVANCEMENT AND PROMOTION**

The Training Officer shall compile a list of those cadets who are qualified for advancement and promotion to the Commanding Officer for approval.

## SUPPLY OFFICER

The Supply Officer shall be responsible to the Commanding Officer for all assigned duties.

The Supply Officer shall be responsible for:

- 1) Maintaining the following records affecting the accounting of material on issue or temporary loan to the Corps:
  - a) Stores muster NL(15) for verification of stock on hand and issued as required for Corps inspections and change of command
  - b) Temporary Stores on issue or loan
  - c) Kit list NL(12) in cadet file as well as duplicated kit list or individual loans register in stores
  - d) Request forms for obtaining or replacing kit, when processed request forms can be inserted into the cadet files or maintained in Supply.
- 2) Demanding, receiving and returning all supplies and equipment in accordance with Navy League regulations and procedures
- 3) Preparing and submitting a list of materials to be written off to the Commanding Officer, who will submit it to the branch President for approval

NOTE: ONLY THE BRANCH PRESIDENT OR CORPS CHAIR IS AUTHORIZED TO WRITE ITEMS OFF

- 4) Conducting kit inspections and stock verification as required
- 5) Ensuring the security, proper care and identification of all material, gear, uniforms, etc., and general overall neatness of stores
- 6) Issuing, exchanging, and receiving material
- 7) Undertaking measures for recovering uniforms of cadets no longer parading with the Corps
- 8) Establishing stores hours and times for kitting and exchange of kit
- 9) Submitting a written report to the Commanding Officer on discovery of loss or damage to materials
- 10) Informing cadets of the proper care of uniform and parts at time of issue
- 11) Establishing and maintaining efficient procedures for identification of Corps material
- 12) Accounting for saleable items, upon request, with prior branch approval and if adequate stock is on hand.

## BAND OFFICER

The Band Officer shall be responsible to the Commanding Officer through the Executive Officer for all assigned duties.

The Band Officer shall be responsible for:

- 1) Adhering to and carrying out the duties and responsibilities of a Divisional Officer
- 2) Issuing, storing, accounting for and repairing all band equipment. A record is to be kept of all equipment signed out to each band member
- 3) Advising and instructing band members in the proper care and upkeep of musical instruments and equipment
- 4) Ensuring that band members are knowledgeable of all applicable band drill in accordance with CFP 201 requirements and standards unless otherwise approved by Division
- 5) Preparing a schedule of training for the band for approval of the Director of Music (if one exists) and the Training Officer
- 6) Carrying out periodic checks of equipment issued and stock verification for Branch, Division and Annual Inspections or as required
- 7) Assuming the duties and responsibilities of the Director of Music where none exists

## GUARD OFFICER

The Guard Officer shall be responsible to the Commanding Officer through the Executive Officer for all assigned duties.

The Guard Officer is responsible for:

- 1) Adhering to and carrying out the duties and responsibilities of a Divisional Officer
- 2) Issuing, storing and accounting for and repairing all guard equipment. A record is to be kept of all equipment signed out to each guard member
- 3) Advising and inspecting guard members in the proper wearing, care and upkeep of equipment, i.e. gaiters, white gloves, etc.

- 4) Ensuring that all guard members are knowledgeable of all applicable rifle drill in accordance with CFP 201 requirements and standards unless otherwise directed by Division
- 5) Preparing a schedule of training of the guard for approval of the Gunnery Instructor (when such exists) and the Training Officer
- 6) Carrying out periodic checks of equipment issued and stock verification for Branch and Annual Inspections
- 7) Assuming the duties and responsibilities of the Gunnery Instructor where none exists

## **SELF- HELP TEST**

COMPLETE THIS BEFORE ATTENDING THE OFFICER RANK QUALIFICATION COURSE AND BE PREPARED TO HAND IT IN.

1) What is the primary duty of all Navy League Officers?

2) Explain the duties of the Commanding Officer.

3) Select 2 Department Head positions in the module and describe their duties and responsibilities. Then relate their duties to your position within the Corps. How do their responsibilities affect your function at the Corps level?