



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

NAVY LEAGUE CADET OFFICER TRAINING

Sub-lieutenant Qualification

**Module 23 - DUTIES &
RESPONSIBILITIES
COMMANDING OFFICER**

INTRODUCTION

This course is intended to continue on from your qualification as an A/SLT (NL) to the level of SLT (NL). We will be expanding on the roles and responsibilities that you will be expected to perform as a COMMANDING OFFICER of your corps.

RATIONALE

By understanding the roles and responsibilities of a Commanding Officer you will be better able to assume this position in the corps with a higher degree of confidence in your abilities to handle the day to day duties that arise, as well as being able to work with your officers in an efficient manner, to the betterment of your corps.

PREREQUISITES

Midshipman Qualification Course
Acting Sub-Lieutenant Qualification Course

GENERAL OBJECTIVES

After a quick review of your home study materials, we will discuss and re-examine the topics in more depth. By reviewing the material beforehand, you will come to class prepared and able to ask knowledgeable and pertinent questions.

LEARNING ACTIVITIES

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

RESOURCES

Module
Instructor
Self-help test
NL(8), NL (21), NL (34), NL (100)

Review of qualifications - to become a SLT (NL) you must have attended previous Officer Rank Qualification Courses at the MID (NL) and A/SLT (NL) levels, you have served the recommended time, your screening is up to date, you have attended the Red Cross Abuse Awareness Programs, and your Commanding Officer is willing to recommend you for promotion.

The Commanding Officer is responsible to the Branch for the administration, operation and efficiency of the corps.

Promotion in rank is to be considered in relation to the duties and responsibilities of the individual, not as a reward for service. Although service in the corps is voluntary, positions are awarded by reason of an individuals knowledge and capabilities, desire to serve, and in the confidence and trust placed in them to fulfil diligently and carefully the duties of his or her office under the orders and direction given by a superior or as stated in the Navy League Regulations NL(8).

COMMANDING OFFICER

The Commanding shall be responsible to:

- 1) The Navy League of Canada in complying with all rules and regulations issued by the Navy League
- 2) The Sponsoring Committee (Branch) for the progress of the corps and the proficiency in their duties of officers and civilian instructors under his or her command.

The Commanding Officer shall be responsible for:

- 1) The appointment of qualified officers to the following positions:
 - a) Executive Officer
 - b) Administration Officer
 - c) Training Officer
 - d) Stores Officer
 - e) Divisional Officers
 - f) Guard Officer
 - g) Band Officer
 - h) Civilian Instructors
 - i) Chief Petty Officer
 - j) Regulating Petty Officers
 - k) Divisional Petty Officers
- l) And to such supplementary duties when required or warranted of:
 - i) Duty Officer
 - ii) Gunnery Officer
 - iii) Sports Officer
 - iv) Medical Officer
 - v) Range Safety Officer

- 2) Bring notice to the Branch as required, status of the corps, its officers, program and budget
- 3) Recommend for promotion officers under his or her command in accordance with regulation requirements
- 4) Recommending the appointment of civilian instructors
- 5) Reporting to Branch/Division monthly reports as required by regulation
- 6) Supervision and control of all duties and conduct of all personnel under his or her command
- 7) Reporting all injuries incurred during corps training requiring medical treatment to the Branch as soon as possible and reporting to the Insurance Carrier as required
- 8) Reporting loss or damage of equipment to the Branch
- 9) Ensuring 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
- 10) Ensuring in regard to supply that:
 - a) Equipment and kit is not demanded in excess of need
 - 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
- 11) Maintain good public relations, and that all corps members present a high standard of deportment and appearance in public
- 12) Ensure a thorough Transfer of Authority and physical assets to his or her successor

Although the tasks of the Commanding Officer are varied, there are three areas which are of such importance that they must be explored more fully and these are:

- a) Commanding Officer / Branch Relations
- b) Commanding Officer / Parent Relations
- c) Public Relations

COMMANDING OFFICER / BRANCH RELATIONS

Although this subject seems to be brought up from time to time, one must realize the importance of the Branch.

Without a Branch supporting the corps, there is no corps. They are the sponsoring body, they are the people who supply the corps with the funds to operate, they approve our programs, and the promotions that officers apply for.

In order for a corps to be successful, one that operates within the guidelines as laid down by The Navy League of Canada, it is of utmost importance that the relationship between the Branch and the Corps through the Commanding Officer is one built on trust and cooperation, and that both parties work to maintain and build on that relationship.

In order for the relationship to work to the benefit of the corps, the Commanding Officer should do the following:

- 1) Meet with Branch or his/her Branch Liaison on a regular basis to bring the branch up to date on the activities of the corps
- 2) Operate the corps within the budgetary limitations as approved by the Branch
- 3) Invite, on a regular basis, the Branch President or Liaison to the corps, so that they may see how the corps operates and how the program is functioning
- 4) Assist the Branch in any way possible in the area of fundraising. If you are willing to work towards raising money for your programs, that shows commitment to the needs of the corps
- 5) Only ask for the funds that are required based on your annual plans, not for pie in the sky projects
- 6) Always ensure that the Branch is invited to all special functions and make them feel welcome. Allow them, if the opportunity is there, to address the cadets.

Trust is built; take the time to work at it for the benefit of all.

Encourage parents of your cadets to become involved at the branch level or on a branch committee. This way, as long as they have a child in the program, and they enjoy it, you have a supporter within the body that provides your funds.

COMMANDING OFFICER / PARENT RELATIONS

This is an area that is important to both parties, the parent has entrusted you with the care and custody of their child and you as Commanding Officer have the primary duty for the SAFETY and WELL BEING of that child.

By informing the parents that you, as Commanding Officer, maintain an open door policy with regards to corps/parent relations, and that they can come in and talk to you about any concerns regarding the program and that you, as Commanding Officer, will come to them with any concerns regarding their child, that level of trust can only improve.

PUBLIC RELATIONS

This area depends a lot on local initiatives, and on how supportive your local media is. There are various avenues that can be pursued. Some of these are:

- 1) Extend invitations to Navy League functions
- 2) Relay the successes of our organization at all levels

- 3) Provide the information you want the media to put out there, don't expect them to ask the right questions
- 4) Extend courtesies to the members of Radio, Press and Television. They are not our servants and we should show our appreciation of their efforts on our behalf
- 5) Promote the cadet movement for your Sea Cadet Corps as well when doing general promotion
- 6) From time to time express formal appreciation for coverage received
- 7) Use local community bulletin boards in all areas, Radio, Television and the written media
- 8) From time to time you may have to pay to receive advertising, try to get a free one at the same time by showing that you are willing to help support that branch of the media

Remember, when it comes to fundraising, we need the support of the public.

