



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

NAVY LEAGUE CADET OFFICER TRAINING

Sub-lieutenant Qualification

Module 24 - DUTIES &
RESPONSIBILITIES
EXECUTIVE 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 an EXECUTIVE OFFICER of your corps.

RATIONALE

By understanding the roles and responsibilities that you are expected to carry out as an executive officer, you will be better prepared to fulfil the functions of this position. It is hoped that if you are asked to assume this position within your corps, you will be able to do so with a high level of confidence and enthusiasm.

PREREQUISITES

Midshipman Qualification Course
Acting Sub-Lieutenant Qualification Course

GENERAL OBJECTIVES

Looking at the specific roles and responsibilities of this position, and the impact that it will have on the corps will provide you with the working tools to prepare you to take over as Executive Officer if and when that time comes.

LEARNING ACTIVITIES

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

RESOURCES

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

Review of qualifications - to become qualified as 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, you have completed the Red Cross Abuse Awareness program, your screening is up to date, and your Commanding Officer is willing to recommend you for promotion.

EXECUTIVE OFFICER

The Executive Officer is defined as the second in command (2IC). The Executive Officer (XO) 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) and proper usage of the Ship's Log
- 9) Co-ordinating Officers' meetings
- 10) 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. These are the duties and responsibilities for the position of Executive Officer; however, discussion of some of the duties is required to facilitate your qualification to the rank of SLT (NL).

FORMULATING SHIP'S STANDING ORDERS

Ship's Standing Orders (SSO's) are an important part of your corps operation. From time to time Standing Orders are required to be changed to suit the conditions or situations that may affect the continued smooth operation of your corps.

In developing SSO's you should look at a number of areas within your corps operations:

- a) Ship's Routines - normal operational times of ships functions
- b) Dress and deportment - outlines dress requirements
- c) Chain of Command - who reports to who and why
- d) Parade State and timings - depends on program: regular parade or special functions such as Inspections
- e) Fire Safety and Drills - covered in mandatory training, outlines how and when fire drills will be done
- f) Attendance - outlines procedures for calling in on parade nights and follow up on AWOLs
- g) Discipline - outlines the procedures to be used and the ramifications of same
- h) Ship set up - covering restricted areas, where are cadets allowed to go, what they are allowed to touch, general restrictions of areas used. Based on other users and equipment that may be stored in the facility.
- i) Other areas that your Commanding Officer requires

NOTE: Before Standing Orders are posted, they must be approved by the Commanding Officer

DUTY ROSTERS

Preparation of duty rosters is an area dependant on corps size because this can limit who performs the functions that may be required.

- a) Setting up of Deck prior to parade start
- b) Opening up of classroom areas
- c) Cleanup of areas after use
- d) Removal and storage of deck equipment after parade
- e) Security checks of area prior to locking up

Although the above list is short, it can be limited or expanded based on the varying situations that each corps encounters within their separate facilities. The basis for a duty roster should always be that the work required is shared by all members of the corps, either by individuals or a division. It provides a sense of purpose and makes those involved feel that they are part of the workings of a fine ship.

SHIP'S ROUTINES

Again dependant on corps size and facilities, the following is presented as a guide. This format is a daily routine for regular scheduled parade nights. It may be subject to change for specific reasons, as deemed necessary by the Commanding Officer.

TIME	ACTION	REMARKS
1830	Guard & Band to muster	Guard & Band draw weapons & instruments
1845	Out pipes, Ship's Company to fall in for Divisions	Markers & Ships Company fall in as per parade state
1900	Colors and Prayer	As per routine
1905	Inspection and March past	For CO's inspection
1910	Ship's Company dismissed to classes 1st period	
1950	Standeasy, Requestmen and Defaulters to muster	REQ/DEF held as required
2005	Ship's Company to classes 2nd period	

2100	Ship's Company fall in for evening quarters	As per routine
2110	Sunset	As per routine
2115	Corps dismissed appropriate work detail	Clean up and report by
2120	Secure facility	Security detail

Routines similar to this can be modified as required. Commanding Officers will approve ship's routine as required.

For classroom discussion please bring a copy of your Ship's Standing Orders, Duty Roster, and Ship's Routine so that others may learn from what your corps has generated.

CHAIRING MEETINGS

It is a responsibility of the Executive Officer to chair officers' meetings. The chairman should understand meeting procedures as well as developing a proper circulated agenda.

Preparations for any meeting is important, and so check with your Commanding Officer as to how often s/he wishes to have officer meetings and schedule as often as required. It is important to record all that goes on in a meeting so appointment of a secretary is required. Minutes should be taken, generated and distributed.

Parliamentary Procedure allows for the proper control and conduct of a meeting. Check which set of procedures your corps uses and become familiar with these guidelines.

AGENDA PREPARATION

A meeting without a plan can very easily turn into a fiasco, with people wandering over a number of subjects and achieving little. By laying out an agenda, as shown below, the running of your meeting will go more smoothly and in a timely manner.

OFFICER MEETING AGENDA

LOCATION xxx

TIME xxxx

- 1) Call to order
- 2) Additions to the agenda
- 3) Review of last meeting Minutes
- 4) Approval of last meeting Minutes
- 5) Correspondence
- 6) Reports from officers
- 7) Old business

- 8) New business
- 9) Upcoming events
- 10) Set time and place for next meeting
- 11) Adjourn meeting

MESS PRESIDENT DUTIES

This is an area where preparation pays off in a large way. MESS DINNERS can be one of the most enjoyable activities, but they can be a disaster if one is not prepared. Prior to any mess function, it is recommended that a session on mess dinner protocol be held with your cadets and officers. Here you can outline what your expectations are and explain what procedures they will follow, from entering the dining area, to assisting ladies to be seated, to proper table etiquette.

This is a good time to go over the program as to such items as TOASTS, GRACE AND TRADITIONS that are followed. When the night arrives, starting on time not only helps in getting the program off to a good start, but your catering staff will appreciate being able to serve the meal that they have prepared promptly while it is at its best. A meal that is late in being served will not be as enjoyable.

Preview your mess dinner plans with your Commanding Officer to ensure that all requirements are being met prior to the event. This allows him/her the opportunity to suggest changes if required.

