

**OTS 208 DIVISIONAL SYSTEM
LESSON PLAN**

History and Function of the Divisional System

1 period

Introduction

In this period, the candidates will be introduced to the divisional system – it's purpose and how it is used. The divisional system is an integral aspect of everything that is done in the Navy League Cadet Training Program

The History of the Divisional System

The Divisional System came about over 200 years ago out of necessity. At the time, sailors dealt with the following conditions:

- low pay
- poor living conditions and food
- long and difficult working conditions

Once the Divisional System was in place, concern for the sailors living and working conditions became the primary concern of the officers in charge.

This created a better working atmosphere and helped promote TEAMWORK!!! .

Today, every navy in the world runs based on the Divisional System (including Navy League and Sea Cadets)

How the Divisional System works

Called the Divisional System because everything is broken into "divisions":

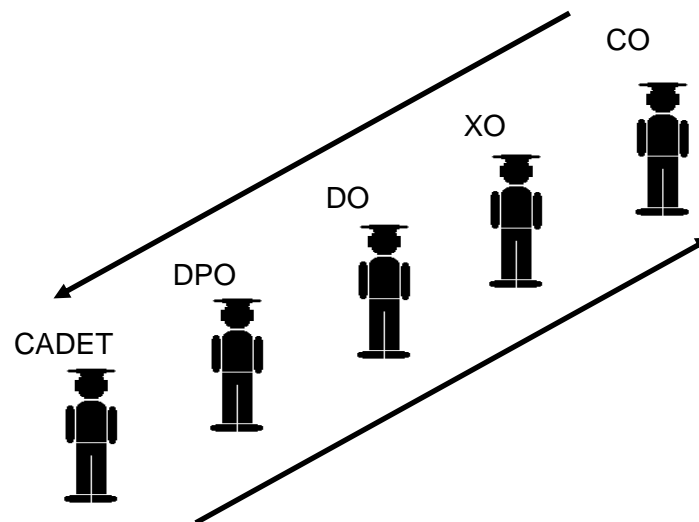
- division of groups of sailors
- division of responsibility and work

This makes it easier to take care of the needs of each individual sailor.

- In Navy League Cadets, divisions normally consist of 1 officer and a group of cadets (numbers depend on corps strength). Larger corps may split up their cadets into divisions based on the functions at the corps (Band, guard, etc...).

Division names may be applied to further distinguish the groups as well as providing some "esprit de corps" for the cadets. Divisions are normally named after a particular class of naval ships (ie. Halifax Class Frigates) or the phonetic alphabet.

- If a cadet has a question or concern, they will normally go to the Divisional Petty Officer (DPO) or Chief. The DPO will then go to the Divisional Officer (DO). At times, the cadet will go directly to the DO, which is understandable since the DPO is often a child, like the cadet.
- If the DO is unable to answer the question or solve the problem, they will proceed to the Executive Officer (XO) who is responsible for all Divisions.
- If necessary, the XO will approach the Commanding Officer (CO).
- The response should come back down divisional system in the same manner as it went up. If the cadet asks the DO a question, the DO should deliver the answer.



As a divisional officer it is imperative that you maintain a written record of the cadets in your division. This record should contain the personal information as to the parent's names, address, school, grade, teacher, etc. For example, a child with asthma should always carry an inhaler with them, and the DO can do routine checks.

This record should also list all the Navy League activities attended and should have a monthly entry on the cadet's performance, including dress and deportment, attendance, co-operation, extra activities, tag days, etc. This record becomes an invaluable tool when deciding who should receive trophies and awards. A good Divisional Officer's notebook will give irrefutable proof that a particular cadet deserves and has earned what they are nominated for.

Chain of Command

- The Chain-of-Command differs from the Divisional System in the fact that it forms the structure of the unit based on positions within the corps.
- Whereas the Divisional System was designed to assist individuals and their working environment, the Chain of Command is a tool used for the good of the unit. It is used to pass information as easily as possible up and down the corps hierarchy.

- It can be compared to the rungs on a ladder that sit one atop another. Senior cadets stand on a higher rung than junior cadets do, **but this doesn't mean that they are any less important.**

The Chain of command is simply the best way of organizing people so that orders and information get passed down from one person to the next.

Divisional Officers

- Within the normal divisional system, all matters must always start with the DPO. However, when dealing with cadets, the DO must always have their ear to the ground. There is nothing wrong with allowing your DPO to handle questions of a routine nature, but when necessary (conflict resolution, personal matters, etc.), the DO must intervene. The DPO must also know when to pass problems to the DO, which enforces the necessity for a strong relationship of the divisional staff.
- The DO has the responsibility of determining the best action to take in any given situation. Any problem of a personal or behavioural matter will most often move up the Divisional System to the XO. Any other matter, if not handled by the DO, will be directed to the appropriate officer in the Chain of Command.

For Example:

A question about missing a week of training – Training Officer

A problem with a uniform item – Supply Officer

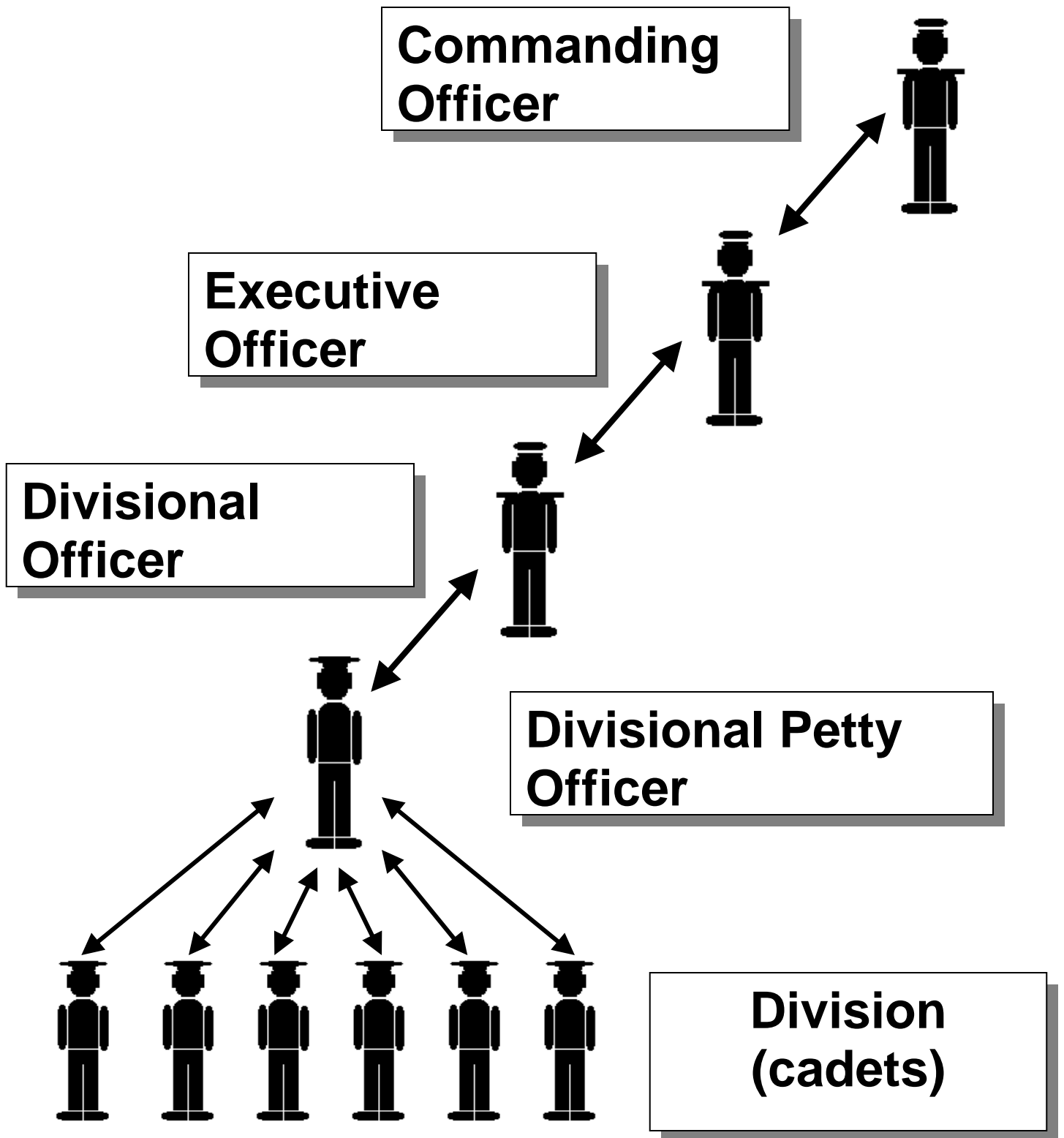
- The problems or requests that may be brought to the DO are many and varied. It may be a simple request for leave, a personal problem, a service matter concerning rank, etc. If they so desire, every member is entitled to their commanding officer, provided they go through the proper channels.

There is no better way to assist in morale than by the DPO and DO taking a personal interest in each cadet. There is no excuse for the DPO and DO not knowing the name of each cadet in their division. Whenever possible, the DPO/DO should be aware of a cadet's personal situation and circumstances (physical disabilities, impairments, brothers and sisters, school situation, etc).

Conclusion

It is important for Navy League Officers to not only enforce the Chain-of-Command and Divisional System, but to use it for themselves as well. Cadets will observe how it all works through your actions, and will eventually respond in the same manner.

THE DIVISIONAL SYSTEM



NAVY LEAGUE CADET CORPS CHAIN OF COMMAND

