

2018

# Navy League Cadet Officers Terms of Reference

NL 210



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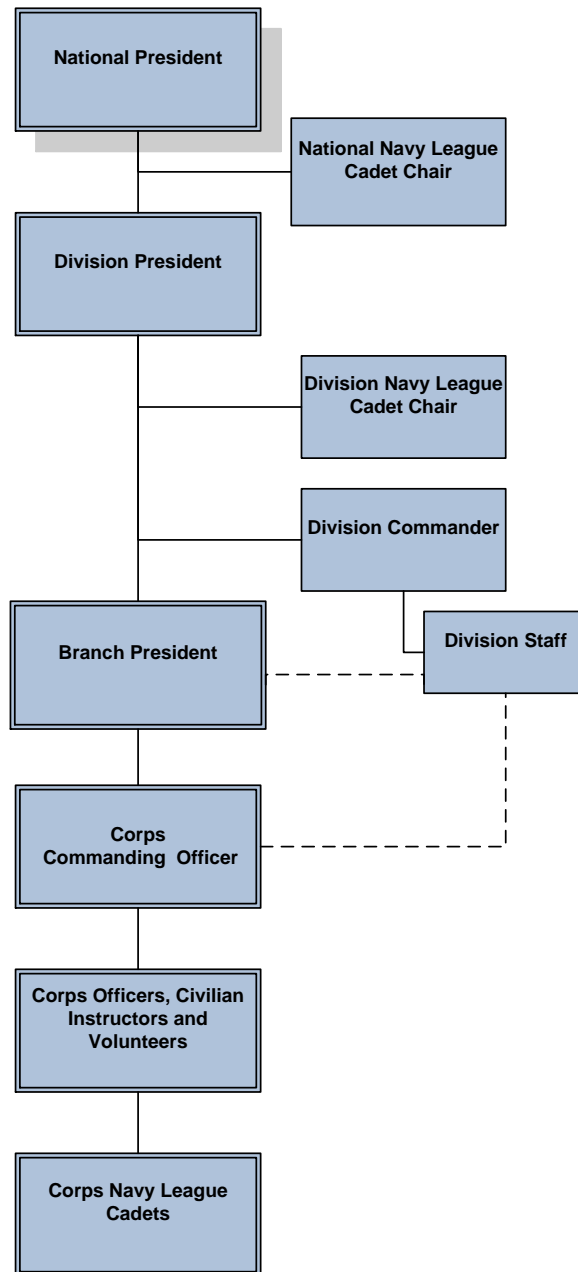
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## Chain of Command

### Navy League of Canada

The chain of command is short and direct - from National President to the Corps. All others are staff outside of the chain of command used at various levels to administer, govern and operate the programme at their own levels for the President at that level. The following chart displays the chain of command and staff of the Navy League Cadet Programme:



## **Division Commander**

### **General**

1. The Division Commander is appointed IAW instructions contained in NL 8 and is normally responsible to the Division President through the Navy League Cadet Chair/VP Navy League Cadets. The Division Commander is normally appointed in the rank of LCdr (NL) or Commander (NL) IAW established regulations and practices. In instances where an individual does not have the time in rank to be promoted to LCdr, he/she may serve as the Division Commander in the rank of Lt(NL) until such time that promotion is possible with the recommendation of the Division Executive. Promotions to the rank of LCdr (NL) and Cdr (NL) are authorized only by the National VP Navy League Cadets.
2. Division Commanders should be experienced men and women, ideally former Corps Commanding Officers. They are expected to communicate the Division's attitude on all subjects pertaining to a Corps' operation. Through regular visits to the Corps, the Division Commander should build a rapport with COs and Branches and provide a link between a Division and its Branches and Corps.
3. The Division Commander is the most senior NL Officer in the Division and will be accorded all respects appropriate to that position by subordinate NL Officers.
4. The Division Commander may assume command of an assembly when Corps gather in a Flotilla or other groups for camps, training, competition, or other meetings, if authorized by the Navy League Cadet Regulations NL(8). The Division Commander fulfils the role of mentor to Corps Officers, advisor to the Division President and counsellor for all matters related to the operation of Navy League Cadets at the Division level.
5. The Division Commander may have assigned Officers working as staff at the Division level to assist in Training, Administration and Area Officer duties. The Division Commander will exercise authority over these Officers.
6. The term of service for Division Commanders is three years. A single, one year extension may be granted by the National VP Navy League Cadets in exceptional circumstances. Extensions must be fully substantiated and recommended by the Division President.

### **Responsibilities**

1. Responsibilities are designed to be general in nature only because of the diversity of Navy League Cadet operations across Canada. They are meant to be a guide to what the National Navy League Cadet Committee expects of Division Commanders. Divisions may issue amplification or other instructions as the need arises, however they should send a copy to the National Committee.

2. The Division Commander is responsible to the Division President, normally through the Division Navy League Chair/Vice President, for all assigned administrative and training programme duties within the Division and assisting with the development of Corps Officers.

3. General duties and responsibilities include:

- a. ensuring that safety is incorporated in all aspects of the programme at the Corps and Division level;
- b. ensuring that environmental stewardship is incorporated in all aspects of the programme;
- c. ensuring that a harassment free experience is maintained at the Corps and Division levels and that he/she supports the Navy League of Canada harassment policy;
- d. ensuring that ethics is incorporated in all aspects of the programme;
- e. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively and economically;
- f. leading assigned Division staff Officers and managing allocated resources in the most efficient, effective and economical manner that will optimize the direct or indirect benefit that Cadets receive from the programme;
- g. overseeing the Navy League Cadet programme within their Division and advising the Division President on such matters that pertain to the Navy League Cadet Programme in their Division;
- h. identifying and grooming potential successors for the position of Division Commander;
- i. other general duties as may be assigned.

4. Specific Responsibilities are:

- a. planning and conducting all training activities at the Division level including Mass Camps, Summer Camps, Officer Training experiences, Cadet NCO Trg experiences and other Division sponsored training as directed;
- b. conducting staff assistance visits to Corps as required and approved by the Division President and coordinated through the Branch President;
- c. conducting Corps training and administrative assessment visits as required and approved by the Division President and coordinated through the Branch President;

- d. advising and making recommendations to the Division President on matters pertaining to the Navy League Cadet local training programme within the Division;
- e. maintaining effective, frequent, and productive liaison with National Navy League Cadet Committee as assigned from time to time;
- f. provide recommendations and advice to the Division President on the formation and disbandment of Navy League Cadet Corps within the Division;
- g. provide recommendations and advice to the Division President on Corps awards and Division Staff awards/recognition;
- h. advising the Division President on all matters pertaining to Corps commanding Officers, Officers, other Volunteers, and Cadets of Navy League Cadet Corps within the Division;
- i. advising the Division President on all matters pertaining to the enrolment, appointment, promotion, and release of Navy League Cadet Officers and Cadet Instructors in support of the Navy League Cadet programme within the Division;
- j. ensuring that all incidents involving injury of Officers or Cadets are reported immediately to the Division President;
- k. ensuring that all incidents that may result in any media interest, grievances, complaints from parents, harassment allegations, civil charges, civil suit, or legal inquiry are reported to the Division President immediately;
- l. attending conferences and meetings as necessary;
- m. performing other duties as assigned by the Division President.

## **Finances**

5. The Division Commander shall submit and justify, on an annual basis, a proposed budget in support of the Division sponsored activities of the Navy League of Canada (ANNEX A). Once approved, the Division Commander shall be responsible to track and report use of this budget IAW the regulations and procedures of the Division.

## **Administration**

6. The Division Commander shall implement a correspondence log – recording, filing, maintaining and as appropriate, updating the Division Administration system. A database of all Corps Officers and Volunteers should be maintained at the Division level. This should include, as a point of reference, each Officer or Volunteers' contact information, enrolment and promotion dates, training undertaken and completion dates, and awards received. If a Division has an Administration Officer, these duties may be tasked to that position.

## **Conduct**

7. The Division Commander shall ensure that his or her personal conduct, on and off duty, reflects the needs, requirements, and standards of the Navy League of Canada in general and sets a proper example for other members of the Navy League of Canada in particular.

## **Channels of Communication**

8. Direct liaison is authorized with the following:
- a. All Division Executive members on matters pertaining to the Navy League Cadet programme;
  - b. All Corps Commanding Officers on matters supporting their local programme. Any direction issued to Corps Commanding Officers or other Officers of the Corps must be IAW established regulations and be coordinated through the Branch President, who has direct responsibility for the Corps Commanding Officer and other Officers/Cadet Instructors. Coordination with the Branch President may be accomplished directly or through the Division President as directed and mandated by the Division.
  - c. National Navy League Cadet Committee – on matters pertaining to the Navy League Cadet programme as directed by the Division President; and
  - d. Other agencies – as directed by the Division President.

## **Division Training Officer**

### **General**

1. The Division Training Officer is appointed by the Division Executive and is responsible to the Division Commander. The Division Training Officer is normally appointed in the rank of LCdr (NL) or Lieutenant (NL) IAW established regulations and practices.
2. Division Training Officers should be experienced men and women, ideally former Corps Commanding Officers. They are expected to communicate the Division's policy on training of Officers and Cadets within the Corps' operation as well as plan and execute the Division training plan for Division sponsored training activities. Through regular contact with the Corps, the Division Training Officer should build a rapport with Commanding Officers, Corps Training Officers and Branches to provide a training liaison between the Division and its Branches and Corps.
3. The Division Training Officer may be senior in rank to Corps Officers and while not part of the chain of command, will be accorded all respects appropriate to their rank by subordinate NL Officers.
4. In the absence of a Division Training Officer Position, these duties may be completed by the Division Area Officer.

### **Responsibilities**

5. Responsibilities are designed to be general in nature only because of the diversity of Navy League Cadet operations across Canada. Divisions may issue amplification or other instructions as the need arises, however they should send a copy to the National Committee.
6. The Division Training Officer is responsible to the Division Commander for all assigned training programme duties within the Division.
7. General duties and responsibilities include:
  - a. ensuring that safety is incorporated in all aspects of the training programme at the Corps and Division level;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the training programme at the Corps and Division level;
  - c. ensuring that a harassment free experience is maintained at the Corps and Division levels and that he/she supports the Navy League of Canada harassment policy;
  - d. ensuring that ethics is incorporated in all aspects of the training programme;



- e. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively and economically;
  - f. assisting Corps training Officers to manage their allocated resources in the most efficient, effective and economical manner that will optimize the direct or indirect benefit that Cadets receive from the programme;
  - g. overseeing the Navy League Cadet training programme within their Division and advising the Division Commander on such matters that pertain to the Navy League Cadet Programme in their Division;
  - h. other general duties as may be assigned.
8. Specific Responsibilities are:
- a. planning and conducting all training activities at the Division level including Mass Camps, Summer Camps, Officer Training experiences, Cadet NCO Trg experiences and other Division sponsored training as directed;
  - b. conducting staff assistance visits to Corps as required and approved by the Division and coordinated through the Branch President;
  - c. conducting Corps training visits as required and approved by the Division and coordinated through the Branch President;
  - d. advising the Division Commander on matters pertaining to the Navy League Cadet local training programme within the Division;
  - e. provide recommendations and advice to the Division Commander on Corps awards;
  - f. ensuring that all incidents involving injury of Officers or Cadets are reported immediately to the Division Commander;
  - g. ensuring that all incidents that may result in any media interest, grievances, complaints from parents, harassment allegations, civil charges, civil suit, or legal enquiry are reported to the Division Commander immediately;
  - h. attending Division conferences and meetings as directed;
  - m. performing other duties as assigned by the Division Commander.

## **Conduct**

9. The Division Training Officer shall ensure that his or her personal conduct, on and off duty, reflects the needs, requirements, and standards of the Navy League of Canada in general and sets a proper example for other members of the Navy League of Canada in particular.

## **Channels of Communication**

10. Direct liaison is authorized with the following:
- a. The Division Commander on matters pertaining to the Navy League Cadet programme;
  - b. All Corps Commanding Officers and Training Officers on matters supporting the local programme. Any direction issued to Corps Commanding Officers or other Officers of the Corps must be IAW established regulations and be coordinated through the Branch President, who has direct responsibility for the Corps Commanding Officer and other Officers/Cadet Instructors. Coordination with the Branch President may be accomplished directly or through the Division Commander as directed and mandated by the Division.
  - c. Other agencies – as directed by the Division Commander.

## **Division Administration Officer**

### **General**

1. The Division Administration Officer is appointed by the Division Executive and is responsible to the Division Commander. The Division Administration Officer is normally appointed in the rank of LCdr (NL) or Lieutenant (NL) IAW established regulations and practices.
2. Division Administration Officers should be experienced men and women, ideally former Corps Commanding Officers. They are expected to communicate the Division's policy on the administrative processes of the Corps' operation as well as coordinating the administrative needs of Division sponsored activities. Through regular contact with the Corps, the Division Administration Officer should build a rapport with Commanding Officers, Corps Administration Officers and Branches to provide an administrative liaison between the Division and its Corps.
3. The Division Administration Officer may be senior in rank to Corps Officers and while not part of the chain of command, will be accorded all respects appropriate to their rank by subordinate NL Officers.
4. In the absence of a Division Administration Officer position, these duties may be completed by the Division Area Officer.

### **Responsibilities**

5. Responsibilities are designed to be general in nature only because of the diversity of Navy League Cadet operations across Canada. Divisions may issue amplification or other instructions as the need arises, however they should send a copy to the National Committee.
6. The Division Administration Officer is responsible to the Division Commander for all assigned administrative duties within the Division.
7. General duties and responsibilities include:
  - a. ensuring that safety is incorporated in all aspects of the programme at the Corps and Division level;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the programme at the Corps and Division level;
  - c. ensuring that a harassment free experience is maintained at the Corps and Division levels and that he/she supports the Navy League of Canada harassment policy;
  - d. ensuring that ethics is incorporated in all aspects of the programme;

- e. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively and economically;
  - f. assisting Corps administration Officers to manage their allocated resources in the most efficient, effective and economical manner that will optimize the direct or indirect benefit that Cadets receive from the programme;
  - g. overseeing the Navy League Cadet administrative needs within their Division and advising the Division Commander on such matters that pertain to the Navy League Cadet Programme in their Division;
  - h. other general duties as may be assigned.
8. Specific Responsibilities are:
- a. administratively supporting all activities at the Division level as directed;
  - b. conducting staff assistance visits to Corps as required and approved by the Division and coordinated through the Branch President;
  - c. conducting Corps administrative visits as required and approved by the Division and coordinated through the Branch President;
  - d. advising the Division Commander on administrative matters pertaining to the Navy League Cadet local programme within the Division;
  - e. provide recommendations and advice to the Division Commander on Corps awards;
  - f. ensuring that all incidents involving injury of Officers or Cadets are reported immediately to the Division Commander;
  - g. ensuring that all incidents that may result in any media interest, grievances, complaints from parents, harassment allegations, civil charges, civil suit, or legal enquiry are reported to the Division Commander immediately;
  - h. attending Division conferences and meetings as directed;
  - m. performing other duties as assigned by the Division Commander.

## **Conduct**

9. The Division Administration Officer shall ensure that his or her personal conduct, on and off duty, reflects the needs, requirements, and standards of the Navy League of Canada in general and sets a proper example for other members of the Navy League of Canada in particular.

## **Channels of Communication**

10. Direct liaison is authorized with the following:
- a. The Division Commander on matters pertaining to the Navy League Cadet programme;
  - b. All Corps Commanding Officers and Administration Officers on matters supporting the local programme. Any direction issued to Corps Commanding Officers or other Officers of the Corps must be IAW established regulations and be coordinated through the Branch President, who has direct responsibility for the Corps Commanding Officer and other Officers/Cadet Instructors. Coordination with the Branch President may be accomplished directly or through the Division Commander as directed and mandated by the Division.
  - c. Other agencies – as directed by the Division Commander.

## **Division Area Officer**

### **General**

1. The Division Area Officer is appointed by the Division Executive and is responsible to the Division Commander. The Division Area Officer is normally appointed in the rank of LCdr (NL) or Lieutenant (NL) IAW established regulations and practices.
2. Division Area Officers should be experienced men and women, ideally former Corps Commanding Officers. They are expected to communicate the Division's policy on Corps operation as well as coordinating the needs of Division sponsored activities. Through regular contact with the Corps, the Division Area Officer should build a rapport with Commanding Officers and Branches to provide a liaison between the Division and its Corps on behalf of the Division Commander.
3. The Division Area Officer may be senior in rank to Corps Officers and while not part of the chain of command, will be accorded all respects appropriate to their rank by subordinate NL Officers.
4. In large Divisions there may be multiple Area Officers assigned to specific geographic areas IAW established National quotas.

### **Responsibilities**

5. Responsibilities are designed to be general in nature only because of the diversity of Navy League Cadet operations across Canada. Divisions may issue amplification or other instructions as the need arises, however they should send a copy to the National Committee.
6. The Division Area Officer is responsible to the Division Commander for all assigned duties within the Division.
7. General duties and responsibilities include:
  - a. ensuring that safety is incorporated in all aspects of the programme at the Corps and Division level;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the programme at the Corps and Division level;
  - c. ensuring that a harassment free experience is maintained at the Corps and Division levels and that he/she supports the Navy League of Canada harassment policy;
  - d. ensuring that ethics is incorporated in all aspects of the programme;

- e. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively and economically;
  - f. assisting Corps Officers to manage their allocated resources in the most efficient, effective and economical manner that will optimize the direct or indirect benefit that Cadets receive from the programme;
  - g. overseeing the Navy League Cadet programme within their Division assigned geographic area and advising the Division Commander on such matters that pertain to the Navy League Cadet Programme in their assigned area;
  - h. other general duties as may be assigned.
8. Specific Responsibilities are:
- a. supporting all activities at the Division level as directed;
  - b. conducting staff assistance visits to Corps as required and approved by the Division and coordinated through the Branch President;
  - c. provide recommendations and advice to the Division Commander on Corps awards;
  - d. ensuring that all incidents involving injury of Officers or Cadets are reported immediately to the Division Commander;
  - e. ensuring that all incidents that may result in any media interest, grievances, complaints from parents, harassment allegations, civil charges, civil suit, or legal enquiry are reported to the Division Commander immediately;
  - f. attending Division conferences and meetings as directed;
  - g. providing Corps assistance as detailed in the Division Training Officer TOR for their area when the Division has not assigned a Training Officer;
  - h. providing Corps assistance as detailed in the Division Administration Officer TOR for their area when the Division has not assigned an Administration Officer;
  - i. performing other duties as assigned by the Division Commander.

## **Conduct**

9. The Division Area Officer shall ensure that his or her personal conduct, on and off duty, reflects the needs, requirements, and standards of the Navy League of Canada in general and sets a proper example for other members of the Navy League of Canada in particular.

## **Channels of Communication**

10. Direct liaison is authorized with the following:
  - a. The Division Commander on matters pertaining to the Navy League Cadet programme;
  - b. All Corps Commanding Officers and Officers on matters supporting the local programme. Any direction issued to Corps Commanding Officers or other Officers of the Corps must be IAW established regulations and be coordinated through the Branch President, who has direct responsibility for the Corps Commanding Officer and other Officers/Cadet Instructors. Coordination with the Branch President may be accomplished directly or through the Division Commander as directed and mandated by the Division.
  - c. Other agencies – as directed by the Division Commander.



## **Navy League Cadet Corps Commanding Officer**

### **General**

1. The Commanding Officer (CO) of a Navy League Cadet Corps (NLCC) is responsible to their Branch President for all NLCC matters pertaining to that Corps and for the training and administration of Officers, Cadet Instructors, Volunteers and Cadets serving in that NLCC.
2. The Commanding Officer of a Navy League Cadet Corps is the Commanding Officer of the Navy League Cadets and is the immediate supervising Officer of the NLCC staff. The Commanding Officer will liaise all Corps matters with the Branch President or appointed Branch Chairperson as required.
3. The Commanding Officer of a Navy League Cadet Corps will liaise with the Division Commander and Division Staff for all Division activities and will accord all marks of respect to the Division Commander and the Division Staff that are in keeping with the traditions of the rank structure. The Corps Commanding Officer is responsible to the Branch President for all Corps activities and personnel.
4. The Commanding Officer shall work with the Branch President to develop a Public Relations strategy that advertises and promotes the local Navy League Cadet Programme.

### **Responsibilities**

5. The Commanding Officer of a Navy League Cadet Corps shall be responsible for the following:
  - a. ensuring that safety is incorporated in all aspects of the Corps;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the Corps;
  - c. ensuring that a harassment free Corps environment is maintained and that the Navy League of Canada harassment policy is enforced and supported;
  - d. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
  - e. leading assigned Officers, Cadet Instructors, Volunteers and Cadets and managing allocated resources in the most efficient, effective and economical manner that will optimize the direct or indirect benefit that Cadets receive from the programme;
  - f. keeping Officers, Cadet Instructors, Volunteers and Cadets fully acquainted with the regulations and instructions issued by higher authority;

- g. being responsible for the professional development of all Corps NL Officers including himself/ herself (in conjunction with the Division) and ensuring they receive the training required by their appointments and rank progression;
- h. directing and supervising all duties of personnel under his/her control;
- i. appointing qualified Officers to the following duties, ensuring deputies are provided during prolonged absence:
  - (1) Administration Officer (Admin O),
  - (2) Supply Officer (Sup O),
  - (3) Training Officer (Trg O), and
  - (4) Executive Officer (XO);
- j. appointing Cadets to Cadet duties and responsibilities within the Corps;
- k. ensuring that proper supply, administration, financial and training orders and procedures are carried out;
- l. bringing to the notice of the Branch President any NL Officers, Cadet Instructors or Volunteers who:
  - (1) are distinguished for proficiency in their duties,
  - (2) from incapacity or apathy, are deficient in the knowledge or execution of their duties,
  - (3) do not afford him/her the support which he/she has a right to expect, and
  - (4) conduct themselves in a manner detrimental to the Corps' efficiency or in a manner that would bring discredit to the Corps and/or the Navy League of Canada;
- m. ensuring another Officer on the Corps staff is familiar with all Corps procedures and is prepared to assume command either upon succession of or during prolonged absence of the Commanding Officer;
- n. ensuring a thorough turn-over to a successor;
- o. in concert with the Branch, fostering and maintaining good public relations for the Corps and the Navy League of Canada by:
  - (1) encouraging involvement of the Corps in local community activities to enhance its image in the eyes of the public;
  - (2) having good relations with parents or guardians with respect to training, progress of Corps Cadets and activities and of the Navy League of Canada; and
  - (3) ensuring that the dress, deportment and behaviour of both Officers and Cadets are always a credit to the Navy League of Canada;
- p. working cooperatively with the Branch to achieve the maximum advantage to the Cadets by encouraging the efforts of the Branch and its committees;

- q. recommending to the Branch, the enrolment, appointment, promotion, transfer and release of Officers of the Corps;
- r. recommending and documenting the appointment and relinquishment of Cadet Instructors and Volunteers within the Corps in accordance with current policies;
- s. ensuring that Cadets are medically and physically fit to undertake the activities and training which they are expected to perform;
- t. immediately reporting the death of an Officer, Cadet Instructor, Volunteer or Cadet of his/her Corps to the Branch President;
- u. immediately documenting and reporting to the Branch President any injury incurred during Corps training that required medical treatment that may result in permanent disability and any other injury except a minor injury such as a superficial cut or bruise;
- v. reporting any significant incident/occurrence that may cause public interest or enquiries to the Branch President;
- w. ensuring that material provided by the Navy League of Canada, individual donors or other assisting agencies and any monies provided by the Branch or raised by the Corps is properly used for the benefit of the Cadets and the Corps, is accounted for, cared for and returned as applicable, in accordance with terms established by the Branch;
- x. ensuring that all reports and returns are made regularly and promptly.

### **Finances**

6. The Commanding Officer shall submit and justify, on an annual basis, a proposed budget in support of the Corps activities of the Navy League of Canada. Once approved by the Branch, the Commanding Officer shall be responsible to track and report use of this budget to the Branch President

### **Administration**

7. The Commanding Officer shall implement a correspondence log – recording, filing, maintaining and as appropriate, updating the Corps administration system. A database of all Corps Officers, Cadet Instructors and Volunteers should be maintained at the Corps. This should include, as a point of reference, each Officer or Volunteers' contact information, enrolment and promotion dates, training undertaken and completion dates, and awards received.

Responsible for maintaining the following documents in accordance with NL directives:

- (1) personnel records showing the strength of the Cadet Corps;

- (2) personnel records for Officers, Cadet Instructors and Volunteers on strength with the Corps;
- (3) records of attendance of the instruction and the training progress of current Cadets; and
- (4) such other personnel information as is required to enable periodic returns to be completed;

The Corps Administration Officer normally takes on these duties on behalf of the Commanding Officer.

### **Supply**

8. A full system of recording the ordering, care of, issue and recovery of uniforms, uniform parts administrative supplies and training aids will be maintained IAW Navy League of Canada policy. Regular reports on the status of the Corps supply system will be available for review as required.

Responsible for the Corps stores and supplies, ensuring that:

- (1) clothing and equipment are not demanded in excess of needs or applicable entitlement scales,
- (2) clothing equipment and documents are properly safeguarded,
- (3) Officers, Cadet Instructors, Volunteers and Cadets return all issued clothing and equipment once their active participation in a Cadet organization has ceased at the Corps;
- (4) records of equipment issued and returned are kept in accordance with instructions;
- (5) immediately on discovery, reporting the loss or damage of Navy League or any loaned equipment to the Branch.

The Supply Officer normally takes on these duties on behalf of the Commanding Officer.

### **Training**

9. A complete training plan for Cadets and Officers will be maintained and executed on an annual basis with training records being maintained for all personnel IAW established Navy League of Canada policy.

The Training Officer normally takes on these duties on behalf of the Commanding Officer.

### **Conduct**

10. The Commanding Officer shall ensure that his or her personal conduct, on and off duty, reflects the needs, requirements, and standards of the Navy League of Canada in general and sets a proper example for other Officers, Cadet Instructors and Volunteers of the Navy League of Canada in particular.

## **Channels of Communication**

11. Direct liaison is authorized with the following:
  - a. All Branch Executive members on matters pertaining to the Navy League Cadet programme unless otherwise directed by the Branch President;
  - b. The Division Commander and Division Staff for programme assistance and support;
  - b. Other Corps Commanding Officers on matters supporting their local programme that is conducted with another Corps. Any training or coordinated programme planned by multiple Corps must be IAW established regulations and be coordinated through the respective Branch Presidents, who have direct responsibility for their Corps activities. Coordination with the Division Commander and Division Staff will be required for Division activities;
  - c. Other local agencies – as directed by the Branch President.

## **Corps Executive Officer**

### **General**

1. The Executive Officer (XO) of a Navy League Cadet Corps (NLCC) is responsible to the Corps Commanding Officer for the operation of the Corps routine activities and shall act as second in command of the Corps.

### **Responsibilities**

2. The Executive Officer shall be responsible for the following:

- a. ensuring that safety is incorporated in all aspects of the Corps programme;
- b. ensuring that environmental stewardship is incorporated in all aspects of the Corps programme;
- c. ensuring that a harassment free Corps environment is maintained IAW Navy League of Canada policies;
- d. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
- e. leading assigned Officers, Cadet Instructors, Volunteers and Cadets and managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that Cadets receive from the programme;
- f. keeping the Commanding Officer informed of all events and occurrences;
- g. acting as intermediary between the Commanding Officer and Officers in all matters that do not require the direct attention of the Commanding Officer;
- h. ensuring a high standard of discipline, dress and efficiency is maintained at all times by all Corps personnel;
- i. ensuring the cleanliness of the establishment and grounds by conducting rounds of the Corps during training parades;
- j. initiating and supervising Corps Duty Officers;
- k. advising the Training Officer with regard to the training programme and class allocations; and
- l. performing other duties as assigned by the Commanding Officer.

### **Conduct**

3. The Executive Officer shall ensure that his or her personal conduct, on and off duty, reflects the needs, requirements, and standards of the Navy League of Canada in general and sets a proper example for other Officers, Cadet Instructors and Volunteers of the Navy League of Canada in particular.

### **Channels of Communication**

4. Direct liaison is authorized with the following:
- a. The Commanding Officer on all matters pertaining to the Corps;
  - b. Other Corps Officers on all matters supporting the Corps programme;
  - c. Other local agencies – as directed by the Commanding Officer.

## Corps Training Officer

### General

1. The Training Officer (TrgO) shall be responsible to the Corps Commanding Officer (CO) in matters concerning the planning and implementation of the Corps training programme.

### Responsibilities

2. The Training Officer shall be responsible for the following:
- a. ensuring that safety is incorporated in all aspects of the Corps programme;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the Corps programme;
  - c. ensuring that a harassment free Corps environment is maintained;
  - d. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
  - e. leading assigned Officers, Cadet Instructors, Volunteers and Cadets and
  - f. managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that Cadets receive from the programme;
  - g. developing a training programme in accordance with established Navy League of Canada directives;
  - h. maintaining accurate training and examination records on each Cadet;
  - i. planning the monthly training schedule and assigning qualified Instructors to individual courses;
  - j. assisting and supervising Instructors in the preparation and presentation of their courses;
  - k. ensuring Lesson Plans are completed by Instructors for each course and class;
  - l. maintaining and filing lesson plans and handouts for each course and class;
  - m. arranging for guest speakers and other voluntary Instructors to supplement Corps staff;



- n. advising the Commanding Officer on, and coordinating, the Corps' special training projects, exercises and citizenship tours;
- o. selecting and submitting demands for training media and other visual aids;
- p. ensuring the Corps is in possession of all required training material and reference manuals;
- q. ensuring the ongoing individual training and development of all instructional staff;
- r. ensuring that adequate examinations or tests are used to monitor the efficiency of training and individual Cadet progress;
- s. ensuring that the training programme is completed;
- t. recommending Cadet promotions as required and informing the Administration Officer of all promotions; and
- u. performing other duties as assigned by the Commanding Officer.

### **Conduct**

3. The Training Officer shall ensure that his or her personal conduct, on and off duty, reflects the needs, requirements, and standards of the Navy League of Canada in general and sets a proper example for other Officers, Cadet Instructors and Volunteers of the Navy League of Canada in particular.

### **Channels of Communication**

4. Direct liaison is authorized with the following:
- a. The Commanding Officer and Executive Officer on all matters pertaining to the Corps;
  - b. Other Corps Officers on all matters supporting the Corps programme;
  - c. Other local agencies – as directed by the Commanding Officer.

## **Corps Administration Officer**

### **General**

1. The Administration Officer (Admin O) shall be responsible to the Corps Commanding Officer (CO) and shall exercise general supervision over all Corps administrative functions and make available Administrative Orders and instructions to Officers, Volunteers and Cadet Instructors requiring information or assistance.

### **Responsibilities**

2. The Administration Officer shall be responsible for the following:
- a. ensuring that safety is incorporated in all aspects of the Corps programme;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the Corps programme;
  - c. ensuring that a harassment free Corps environment is maintained;
  - d. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
  - e. leading assigned Officers, Cadet Instructors, Volunteers and Cadets and managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that Cadets receive from the programme;
  - f. maintaining records showing attendance of each Officer, Cadet Instructor, Volunteer and Cadet;
  - g. initiating and maintaining personnel files on each Cadet including name, date of enrolment and departure, address changes, training courses, weekend exercises, training progress, awards, recognitions and any other pertinent information;
  - h. preparing and expediting all reports and returns, documentation and other correspondence for the Commanding Officer's signature;
  - i. organizing the correct circulation of all incoming and outgoing correspondence, orders or directives;
  - j. maintaining a register of all incoming and outgoing correspondence;

- k. maintaining the Corps filing system IAW established procedures;
- l. maintaining an adequate stock of forms required for the administration of the Corps;
- m. ensuring the accessibility of reference material to instructional staff;
- n. maintaining the custody and control of all relevant publications and entering of amendments on receipt;
- o. advising the Supply Officer of names of Cadets enrolled and released from the Corps;
- p. ensuring all new Cadets meet the necessary joining requirements;
- q. ensuring all new Cadets receive enrolment documentation and return the documentation within one week, complete and accurate;
- r. assigning Divisions to all new Cadets;
- s. interviewing all Cadets prior to termination of membership and implementing the Out Routine for the Commanding Officer, Executive Officer, Training Officer and Supply Officer signatures; and
- t. performing other duties as assigned by the CO.

### **Conduct**

3. The Administration Officer shall ensure that his or her personal conduct, on and off duty, reflects the needs, requirements, and standards of the Navy League of Canada in general and sets a proper example for other Officers, Cadet Instructors and Volunteers of the Navy League of Canada in particular.

### **Channels of Communication**

4. Direct liaison is authorized with the following:
- a. The Commanding Officer and Executive Officer on all matters pertaining to the Corps;
  - b. Other Corps Officers on all matters supporting the Corps programme;
  - c. Other local agencies – as directed by the Commanding Officer.

## **Corps Supply Officer**

### **General**

1. The Supply Officer (SupO) shall be responsible to the Corps Commanding Officer (CO) for the security and care of all material issued to the Corps or purchased by the branch for the Corps. In addition, all donated materials will be similarly accounted for.

### **Responsibilities**

2. The Supply Officer shall be responsible for the following:
- a. ensuring that safety is incorporated in all aspects of the Corps programme;
  - b. ensuring that environmental stewardship is incorporated in all aspects of the Corps programme;
  - c. ensuring that a harassment free Corps environment is maintained;
  - d. ensuring that all activities for which he/she is responsible are conducted efficiently, effectively, economically and ethically;
  - e. leading assigned Officers, Cadet Instructors, Volunteers and Cadets and managing allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that Cadets receive from the programme;
  - f. maintaining the following records affecting the accounting of material on issue or temporary loan to the unit:
    - (1) inventory register; and
    - (2) individual loan cards;
  - g. ordering, receiving, exchanging and maintaining all clothing and equipment IAW established procedures;
  - h. conducting inventory inspections at least once annually and upon appointment of a new Commanding Officer or a new Supply Officer;
  - i. ensuring the security and care of all material, in particular the air rifles and pellets;
  - j. undertaking measures for recovering uniforms from Cadets no longer parading with the Corps;

- k. informing the Commanding Officer on discovery of loss or damage of material;
- l. arranging for cleaning of returned uniform articles before re-issuing; and
- m. performing other duties as assigned by the CO.

### **Conduct**

3. The Supply Officer shall ensure that his or her personal conduct, on and off duty, reflects the needs, requirements, and standards of the Navy League of Canada in general and sets a proper example for other Officers, Cadet Instructors and Volunteers of the Navy League of Canada in particular.

### **Channels of Communication**

4. Direct liaison is authorized with the following:
- a. The Commanding Officer and Executive Officer on all matters pertaining to the Corps;
  - b. Other Corps Officers on all matters supporting the Corps programme;
  - c. Other local agencies – as directed by the Commanding Officer.