



# Corps Standing Orders

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Issued on the Authority of the Commanding Officer

**LCdr J. Marchand**

29 November 2017

## **PART 1**

### **INTRODUCTION**

#### **Use of temporary Memoranda and other orders**

1. The Commanding officer shall issue temporary memorandums in order to inform the Corps of updates to the Corps Standing Orders (CSOs).
2. Heads of Departments are to amplify or augment those sections of the CSOs within their purview. This shall be done through the use of standard operating procedures (SOPS) and issue temporary memoranda when updates to the SOPs are made. SOPs must be submitted for approval to the Commanding officer one month prior to implementation.

#### **Use of Reference Publications**

3. CSOs have, in some instances, summarized or amplified existing orders contained in other publications (e.g. CATOs, IGs, QSPs, etc). Orders and instructions contained in these publications have not been included because of the specific detail contained, or because a summary or amplification would only result in unnecessary duplication. Continued use of all relevant publications is still necessary, as the publications contain important direction in the conduct of the corps' administration and training program. Orders and instructions contained in other publications have the reference noted.

#### **Format**

4. Part 2 of CSOs contain information pertinent to the operation of the whole corps; Part 3 concerns the Support Services Department; Part 4, the Training Department, Part 5 the Operations Department, Part 6 Awards and Recognition, Part 7 Corps Discipline and Part 8 Terms of Reference.

#### **Terminology**

5. Throughout the CSOs the generic term cadet(s) is used and shall be assumed to include cadets of all ranks, except where the situation dictates. The term Ship's Company shall be used in reference to the officers, civilian instructors (CIs), volunteers and cadets of the Corps.

#### **Reading of orders**

6. These orders are to be read by staff cadets, officers, CIs and volunteers on joining the Corps.

7. Chief Petty Officers and Petty Officers are to read parts 1 and 2, and the part which applies to their department. They are to sign the departmental copy of the CSOs to signify the parts have been read and are understood. The Coxswain is to read the entire CSO.

#### **Amendment of CSOs/SOPs**

8. Amendments to the CSOs will be issued by the Commanding Officer. Members of Ship's Company having proposals for amending CSOs should forward them to the Commanding Officer through normal channels.
9. Amendments to SOPs are to be submitted to the Commanding Officer for approval through proper channels.
10. No unauthorized amendments or augmentations are to be made to the CSOs or SOPs.

## PART 2

### CORPS ORGANIZATION AND GENERAL INSTRUCTIONS

#### Command

1. **Commanding Officer:** Queen's Regulations and Orders for the Canadian Cadet Organizations defines the Commanding Officer of a cadet corps as an officer of the Cadet Instructors Cadre designated by the Region Commander as the Commanding Officer of a cadet corps.
2. **Executive Officer.** The Executive Officer is second-in-command of the corps. All officers and cadets should be aware of the requirement to keep him/her fully informed, especially when reports are made directly to the Commanding Officer.
3. On all occasions, the following officers take command over all other officers and cadets who are part of the same corps:
  - a. The Commanding Officer
  - b. The Executive Officer
  - c. The Training Officer

#### Chain of Command

4. The Chain of Command is based upon a departmental structure and delineates lines of responsibility and communication for administration and operation of the corps. A line diagram of the corps' functional organization is shown at Annex A.

#### Routines

5. Routines to be followed at the corps are given in Annex B.

#### Duty Personnel Organization

6. Selected officers and cadets shall serve, on a rotational basis, with the Operations department in the duty division. Its primary function is to look after the safety, security appearance of the corps and its Ship's Company.
7. A line diagram of the duty organization can be found in chain of command under the operations department.
8. The period of duty shall normally be for the duration of a training night/day.

9. Rounds shall be conducted to ensure that a satisfactory standard of safety, security, appearance and cleanliness is maintained throughout the corps offices and classrooms.
10. On completion of the rounds the OOD conducting the rounds shall sign the appropriate documentation as indicated in the Operations Department's SOPs.

### **Responsibilities of Duty Personnel**

11. The duty personnel consist of the following appointments:
  - a. Officer of the Day (OOD),
  - b. Petty Officer of the Day (POOD),
  - c. Quartermaster (QM),
  - d. Corporal of the Gangway,
  - e. Messenger,
  - f. Stand Easy Supervisors,
  - g. Duty Watch
12. Details on the responsibilities of the duty personnel can be found in Part 8 Corps Terms of reference.

### **General Instructions**

13. Cleaning responsibilities: Each department will be responsible for the cleanliness and appearance of their departmental spaces. Responsibility for classrooms, passageways, lobbies, heads and other communal areas will be assigned by the OOD.
14. Large pieces of gash that do not fit in the gash cans such as boxes shall be broken down and taken out to the dumpsters.

### **Routine Orders**

15. Routine Orders will be published as required to disseminate information to the Ship's Company and shall include the following sections;
  - a. Duty
  - b. Training and Activities
  - c. Dress regulations
  - d. Administration
  - e. Supply
  - f. Unit Cadet Conflict Management
  - g. Cleaning stations
  - h. Commanding Officer remarks

16. Routine Orders will be prepared by the Administration Officer as directed by the Commanding Officer.

### **Evacuation Procedures**

17. Evacuation procedures can be found in Annex C to this CSO.

18. All members of the Ship's Company shall become familiar with the evacuation procedures upon joining the Corps.

19. An Evacuation drill shall be conducted by 31 October of each training year.

### **Meetings**

20. Meetings of the Officer, CI and Volunteer staff shall be conducted once monthly on the 3<sup>rd</sup> Wednesday of the month or as directed by the Commanding Officer.

21. Heads of Departments (HODs) may conduct departmental meetings as required, ensuring to inform the Executive Officer prior to such meetings.

22. The Coxswain may conduct meetings with the Chiefs and Petty Officers as required, ensuring to make arrangements with the Executive Officer.

### **Lost and Found**

23. Articles lost should be reported to the OOD or POOD as soon as the loss is discovered.

24. Articles found shall be turned over to the OOD or POOD.

25. Scran lockers will be controlled by the Supply Officer. Unclaimed civilian gear may be disposed of or donated to a charity organization after a period of 60 days.

### **Building Use & Key Access**

26. The following Officers shall be on key access list to CARLETON:

- a. Commanding Officer
- b. Executive Officer
- c. Training Officer
- d. Supply Officer
- e. Administration Officer
- f. Officer(s) designated by the CO

27. The OOD shall be in possession and maintain control of the building keys during their period on duty.

28. Cadets shall not be in possession of the building keys.
29. Doors marked restricted access shall not be open.
30. The Commanding Officer shall be notified before anyone draws keys to CARLETON out of regular routine.
31. Screening rounds shall be conducted by the officer of the day and entry added to ships log prior to commencement of activities.
32. Securing rounds shall be conducted by the officer of the day and entry added to ships log prior to departure.

### **External Communication**

33. External Communication is any form of communication pertaining to Corps business to a group, organization or individual that is not a member of the Ship's Company.
34. All external communication must have the approval of the Commanding Officer.

### **Corps Policies**

35. Corps policies are any rules or regulations created at the Corps that effect Ship's Company.
36. All Corps policies shall be approved by the Commanding Officer before they are enforced.
37. Cadets must be given adequate notice before the policies come into effect.
38. Submission of new policies or amendments to existing policies for approval shall be done through the chain of command.

### **Dress**

39. Members of the Ship's Company shall adhere to their respective Dress regulations.
40. Personal appearance at cadet activities when in civilian attire is regulated in the respective dress regulations.
41. All questions and comments with regards to dress shall be brought up through proper channels.
42. Members of the Ship's Company shall wear the prescribed order of dress unless:

- a. Another order of dress has been authorized or ordered by the CO through proper channels.
  - b. They have been authorized by the CO to wear civilian attire through proper channels.
43. Uniforms may be brought to the Corps on a hanger if the member is coming straight from another activity.
44. For Civilian members of the Ship's Company or those without a uniform the following civilian orders shall be worn:
  - a. Weekly Training nights: Informal Dress
  - b. Ceremonial parades: Semi- Formal
  - c. Optional Training: Casual Dress
45. The guide for civilian attire can be found in Annex D
46. Cadets shall wear the following Orders of Dress:
  - a. Weekly Training nights: Sea Training Uniform
  - b. Ceremonial Parades: C-1
  - c. Optional Training: Sea Training Uniform
  - d. Sports Nights: Civilian sports clothing
  - e. All other activities as ordered
47. CF Members shall wear the following orders of dress:
  - a. Weekly Training nights: 3C (Long Sleeve) or 3A (as prescribed in CFP 265) during winter dress period. 3B (Whites/Black) or 3C (Short Sleeve) during summer dress period
  - b. Ceremonial parades: 1A
  - c. Optional Training: NCD or Casual Dress
  - d. All other activities as ordered
48. The following clothing items are prohibited:
  - a. Jeans that have large holes
  - b. T-shirts, hoodies, sweat shirts, and sweat pants (except in relaxed dress)
  - c. Backpacks, hats, or ball caps when indoors,
  - d. Clothing with offensive/suggestive language/ logos,
  - e. Clothing with alcohol or tobacco labels/logos, and



- f. Any clothing deemed inappropriate or unprofessional.

### **Range Standing Orders**

- 49. Range Standing Orders are found in Annex E

### **Out of Bound Areas**

- 50. The following areas are out of bounds to all Cadets;
  - a. The upper deck beyond classrooms.
  - b. Outside of CARLETON unless supervised by a Petty Officer with permission from an officer. In all cases the OOD must be notified.
  - c. The Wardroom, Chiefs & POs mess and Junior Ranks Mess.
  - d. The Galley.
  - e. OOB Areas will be amended as the situation changes, i.e. equipment on the deck.

### **Promotions**

- 51. All promotions are to be done in accordance with CATO 13-02
- 52. The promotion check list found in Annex F shall be completed a minimum of two weeks prior to eligibility dates for promotions.

### **Use of Cell Phones and Personnel Electronic Devices**

- 53. The use of any cell phone or Personnel electronic device (PED) by cadets is not authorized during training activities.
- 54. If a cadet has a cell phone or PED it is to be turned off during cadet activities.
- 55. These items may be used during stand easy or at the end of a training activity, though use must conform to dress regulation standards.
- 56. Cadets found using Cell Phones or PEDs when unauthorized will be ordered to turn them off and place them on a desk away from other cadets and near the instructor and returned at the end of the training period.
- 57. Instructors shall not confiscate the item and at no point should place it in their pocket.
- 58. A misconduct form shall be filled out IAW Part 7 para 8 of this CSO.
- 59. The Canadian Cadet Movement and the Navy league of Canada are not responsible for any loss or damage of any cell phone or PED brought to Cadet activities.

## **PART 3**

### **SUPPORT SERVICES DEPARTMENT**

#### **General**

1. These orders are issued for the information and guidance of all personnel in the Support Services Department. Nothing in them is to be regarded as superseding orders of higher authority. Any contradictions of these orders with higher authority or suggestions for improvement are to be brought to the attention of the Executive Officer through proper channels.
2. Personnel in the Support Services Department shall read Parts 1, 2 and 3 to this CSO. They shall signify that they have read and understood these parts by signing the signature sheet in the Corps master copy of the CSOs.
3. A line diagram of the Support Services Department can be found in the chain of command located in Annex A.

#### **Organization**

4. The function of the Sp Svc Department is to provide general administrative and logistical services to the Corps. To execute this function the Sp Svc Department is divided into two divisions:
  - a. Administrative Division
  - b. Supply Division
5. The senior Divisional Officer in the department shall be considered the Head of Department (HOD). The HOD position in the Sp Svc Dept shall be the coordinator for the Chief Head of Department (CHOD) and the HOD shall work with the other Div O in coordinating the CHODs tasks.

#### **Administrative Division**

6. The Administrative Division shall include the following services:
  - a. Standard publications and documents
  - b. Routine orders as directed
  - c. Corps notices
  - d. Maintaining online calendar
  - e. Maintenance of the Ship's Companies files
  - f. Corps attendance
  - g. Miscellaneous Administrative tasks

## **Supply Division**

7. The Supply Division is to provide material to ensure that the corps is logistically prepared to implement the training program. The supply division shall post the following notices in the area designated and amended or updated as necessary:
  - a. Hours of operation
  - b. Personnel authorized to draw stores
8. Material signing authority. Each HOD shall authorize, in writing, personnel to receive material on their behalf.
9. Material requirements are to be identified in sufficient time to facilitate pre-storing planning.

## **Duties and Responsibilities**

10. The Sp Svc Department shall consist of the following personnel:
  - a. Administration Officer
  - b. Supply Officer
  - c. Logistics Chief Petty Officer
  - d. Ship's Writer
  - e. Stores Petty Officer
11. Details on the responsibilities of the Support Services personnel can be found in Part 8 Corps Terms of reference.

## PART 4

### TRAINING DEPARTMENT

#### General

1. These orders are issued for the information and guidance of all personnel in the Training Department; nothing in them is to be regarded as superseding orders of higher authority. Any contradiction of these orders with higher authority or suggestions for improvement is to be brought to the attention of the Training Officer through proper channels.
2. Personnel in the Training Department shall read Parts 1, 2 and 4 to this CSO. They shall signify that they have read and understood these parts by signing the signature sheet in the Corps master copy of the CSOs.
3. A line diagram of the Training Department can be found in the chain of command located in Annex A.

#### Organization

4. The function of the training department is to implement the Royal Canadian Sea Cadet training program, as directed by the director of cadets and to manage the corps optional training programs. To execute this function the training department is divided into four divisions:
  - a. Phase training division
  - b. Standards division
  - c. Exercise and Event division
  - d. Optional Program division

#### Phase Training Division

5. The phase training division is to ensure the phase is implemented to the standard set in the QSP including all administrative functions and evaluations are completed.
6. The Phase training division is staffed in accordance with Phase Qualification Standard and Plan by:
  - a. **Officers** having completed the minimum qualification of the Sea Environmental Training Course and preferred qualification of senior instructor course. NCdts may also be assigned to this division should the circumstances warrant.
  - b. **Civilian Instructors and Volunteers** having completed the minimum screening requirements in accordance with CATO 23-07 and for regular force personnel CF

Mil Pers Instr 03/10. These personnel must also be deemed suitable by the Training Officer.

- c. **Petty Officers** having completed a minimum qualification of completing the phase four training program and the preferred qualification of completion of a CTC specialty course appropriate for the activity requirements.

### **Standards Division**

7. The Standards division is to evaluate the instructional standards to ensure cadet and new instructors are meeting the standards of the QSP. The Standards division shall also conduct instructional development sessions, arranged through the Trg O.
8. The standards division is staffed by the following personnel:
  - a. **Officers** having completed the minimum qualification of the Senior Instructor Course.
  - b. **Petty Officers** having completed a minimum qualification of completing the phase four training program and the preferred qualification of completion of a CTC specialty course appropriate for the activity requirements.

### **Exercise and Events Division**

9. The Exercise and events division is to plan all events and activities to the standards set out by the QSP or other directions as indicated. All plans are to be finalized and equipment requests made a minimum of 30 days in advance of the exercise or event.
10. The exercise and Events division is staffed with the following personnel when an exercise or event is to be planned and conducted:
  - c. **Officers** having completed the minimum qualification of the CIC Occupational Training Course.
  - d. **Civilian Instructors and Volunteers** having completed the minimum screening requirements in accordance with CATO 23- 07 and for regular force personnel CF Mil Pers Instr 03/10. These personnel must also be deemed suitable by the Training Officer.
  - e. **Chief Petty Officers / Petty Officers** having completed a minimum qualification of completing the phase three training program.
11. The staffing while an exercise or event is being conducted may vary and shall be detailed in the exercise or events operations order.

## **Optional Program Division**

12. The Optional Program division shall conduct all optional training in accordance with all applicable orders and regulations.
13. The optional program division is staffed by the following personnel:
  - a. **Officers** deemed subject matter experts by the Training Officer.
  - b. **Civilian Instructors and Volunteers** having completed the minimum screening requirements in accordance with CATO 23-07 and for regular force personnel CF Mil Pers Instr 03/10. These personnel must also be deemed subject matter experts by the Training Officer.
  - c. **Chief Petty Officers/ Petty Officers** deemed subject matter experts by the Program Officer in Charge.

## **Duties and Responsibilities**

14. The training department shall be staffed with the following personnel:
  - a. Training Officer
  - b. Assistant Training Officer
  - c. Standards Officer
  - d. Phase Course Officer
  - e. Program Officers in Charge
  - f. Exercise/Event Officers in Charge
  - g. Training Chief Petty Officer
  - h. Instructors
  - i. Phase Petty Officers
  - j. Program Petty Officers in Charge
  - k. Exercise/ Event Petty Officers in Charge
  - l. Program Staff
  - m. Exercise/Event Staff
15. Exercise/Event staff are assigned to the Training Department on a temporary basis during the planning and execution of the exercise or event.
16. Details on the responsibilities of the Training personnel can be found in Part 8 Corps Terms of reference.

## **PART 5**

### **OPERATIONS DEPARTMENT**

#### **General**

1. These orders are issued for the information and guidance of all personnel in the Operations Department; nothing in them is to be regarded as superseding orders of higher authority. Any contradiction of these orders with higher authority or suggestions for improvement is to be brought to the attention of the Operations Officer through proper channels.
2. Personnel in the Operations Department shall read Parts 1, 2 and 5 to this CSO. They shall signify that they have read and understood these parts by signing the signature sheet in the Corps master copy of the CSOs.
3. A line diagram of the Operations Department can be found in the chain of command located in Annex A.

#### **Organization**

4. The function of the operations department is to ensure the safety, security of the ship's company, providing the cadets with a chain of command to address their personnel issues, executing the efficient operation of the Corp's evening routine, monitoring the Corps merit point program and discipline system. To execute this function the Operations Department is divided into three divisions:
  - a. Duty Division
  - b. Squadrons
  - c. Parade Division

#### **Duty Division**

5. Details of the duty division are located in Part 2 para 6–12 of this CSO as this information applies to the Ship's Company and is not limited to Operations personnel.

#### **Squadrons**

6. The Squadron is responsible for providing a clear chain of command for the cadets to address their general personnel issues in the division, and includes the following functions:
  - a. Keeping cadets informed
  - b. Conducting weekly contact with cadets during training nights

- c. Processing cadets inquires and requests
7. Each Squadron is separated into two divisions. The Squadrons are staffed by the following personnel:
- a. **Officers** having completed the minimum qualification of the Basic Officer Training Course and the preferred qualification of completion of the CIC Occupational Training Course. NCdts and CVs may also be considered for this appointment if deemed warranted by the Operations Officer.
  - b. **Civilian Instructors and Volunteers** having completed the minimum screening requirements in accordance with CATO 23- 07 and for regular force personnel CF Mil Pers Instr 03/10. These personnel must also be deemed suitable by the Operations Officer.
  - c. **Chief Petty Officers** having completed a minimum of the phase three training program.

### **Parade Division**

8. The function of the parade division is to ensure the corps conducts all ceremonial activities in accordance with appropriate Canadian Forces/Cadet Drill Manuals and following proper elemental customs and traditions.
9. The parade division shall be staffed by:
- a. **Petty Officers** qualified as Drill and Ceremonial Instructors. Petty Officers not qualified may also be assigned to this division should the circumstances warrant if deemed suitable by the Operations Officer.

### **Duties and Responsibilities**

10. The Operations Department shall be staffed with the following personnel:
- a. Operations Officer
  - b. Officer of the Watch
  - c. Regulating Petty Officer
  - d. Petty Officer of the Watch
  - e. Gunnery Instructor
  - f. Duty Division ( as outlined in Part 2 para 11)
11. Details on the responsibilities of the Operations personnel can be found in Part 8 Corps terms of reference.



## PART 6

### AWARDS AND RECOGNITION

#### General

1. These orders are issued for the information and guidance of all members of the Ship's Company; nothing in them is to be regarded as superseding orders of higher authority. Any contradiction of these orders with higher authority or suggestions for improvement is to be brought to the attention of the Executive Officer.
2. National Cadets honours and awards are regulated by CATO 13-16, provincial and some national awards are regulated by the Navy league of Canada.

#### Organization

3. The function of the awards and recognition programs is to acknowledge those cadets who put forth effort in the mandatory and optional Corps training programs and who demonstrate a high level of overall esprit du corps.
4. The Corps shall award the following awards on an annual basis:
  - a. Most Improved Yachtsman
  - b. Perfect Attendance (90% or higher)
  - c. H.R. Budden Trophy – Dedication & Achievement
  - d. Ken Hall Trophy – Top Sailor
  - e. Dawson-Fraser Trophy – Best Senior Bandsman
  - f. Women's Aux. Trophy – Best Junior Bandsman
  - g. CPO Christopher Laidlaw Trophy – Best Marksman
  - h. Most Improved Senior Cadet
  - i. Most Improved Junior Cadet
  - j. Best General Department, Junior Cadet
  - k. Best General Department, Senior Cadet
  - l. Robert Burns Trophy – Best First Year Cadet
  - m. HMCS CARLETON CPO & PO's Award – Most Valuable Contribution to Corps by a Cadet
  - n. HMS Howard Trophy – Most Proficient Cadet in Seamanship
  - o. Cock of the Walk – Best Division
  - p. Bell Trophy – Most Outstanding Cadet in the Corps
  - q. W.J. Hodge Memorial Trophy – Best Former Navy League Cadet
  - r. Zwicker Memorial Trophy – Best Cadet on Drill Team
  - s. Captain's Award – Special Contribution to Corps
  - t. Navy League Medal of Excellence\*
  - u. Royal Canadian Legion Medal of Excellence\*
  - v. Lord Strathcona Medal\*

\* Medals will only be awarded if the strict external eligibility criteria have been met.

5. The Corps shall award service medals and bars throughout the training year, as cadets are eligible to receive them. The service medals (4 years) and bars (5 & 6 years) are awarded for full calendar years of service since joining cadets with a recommendation from the Commanding Officer.
6. The Corps shall award a mug to cadets and staff upon their retirement from Falkland after a minimum of 4 years of cadet program service and when leaving Ottawa or turning 19 years of age with a recommendation of the Commanding Officer.

### **Administration**

7. Individual criteria for each award will be promulgated at a later date.
8. The Executive Officer shall be responsible for the administration of Corps awards and recognition. The Operations Officer shall assist the Executive Officer by keeping records for award and recognition programs.
9. Selection of deserving cadets shall be conducted during an officer meeting determined by the Commanding Officer.

### **Merit Point Program**

10. The merit point program shall be used to help the selection of cadets deserving the awards listed in Part 6, Para 4 and for special opportunities. Points shall be allocated to individual cadets and divisions.
11. Points shall be awarded using the following criteria:
  - a. **Attendance** – Cadets will be awarded 5 points at the end of the month for attending mandatory training nights. A cadet that is absent without leave shall not be award attendance points. Absent with leave cadets shall not be penalized.
  - b. **Uniform** – Cadets will be awarded 5 points at the end of the month for wearing the uniform as required. Cadets not issued a uniform will be awarded points for wearing appropriate civilian attire as stated in Annex D of this CSO. Cadets that are absent with leave will still be eligible to receive the full 5 points. The Admin O will inform the Ops O of cadets AWL. The Sup O will ensure the Ops O always

has an updated list of cadets without a uniform. The Ops O is to make this report to the XO at the end of each month.

- c. **Esprit de Corps** – Cadets can be awarded with 1 merit point by Corps Officers, Volunteers, Chiefs and Petty Officers for demonstrating excellent Esprit de Corps. This can be measured in enthusiasm, dedication, demonstrating an interest in training, showing improvement, taking initiative and overall positive attitude and effort towards the Cadet Program.
- d. **Good Deeds** – Cadets can be awarded with 1 merit point by Corps Officers, Volunteers, Chiefs and Petty Officers for demonstrating good citizenship and polite behaviour. This may not be cadet related and can be observed outside of the cadet program.
- e. **Cadet of the Month** – Cadets of the month will be awarded 10 points. Cadets of the month will be decided by the commanding officer in consultation with the Coxswain.

### **Cock of the Walk**

- 12. Individual cadets points will add to the divisions total point count. Divisions will also be awarded points for conducting team exercises as determined by the Executive Officer.

**PART 7**  
**CORPS DISCIPLINE**

**General**

1. These orders are issued for the information and guidance of all members of the Ship's Company; nothing in them is to be regarded as superseding orders of higher authority. Any contradiction of these orders with higher authority or suggestions for improvement is to be brought to the attention of the Executive Officer.
2. Officers, CIs and Volunteers shall be familiar with CATO 15-22.

**Organization**

3. The function of the corps discipline procedures is to encourage cadets to develop appropriate behaviour while dealing with discipline issues at the lowest level. Breaches of conduct shall be escalated in the following manner:
  - a. Petty Officer / Chief Petty Officer
  - b. Officer of the Day/ Div O/OOW
  - c. Head of Department
  - d. Executive Officer
  - e. Commanding Officer
4. The Commanding Officer shall be responsible for the Corps discipline as per CATO 15-22.
5. The Executive Officer shall monitor the Ship's Company's discipline and keep the Commanding Officer informed and advise the Corps Staff on discipline matters.
6. The Operations Officer shall track cadet misconduct and advise the Executive Officer and the cadet's chain of command of discipline issues.

**Administration**

7. All misconduct is to be documented.
8. Low level corrective action is to be documented as per CATO 15-22, para 19 using the Misconduct Report located in Annex G. Once completed this form is to be submitted to the Ops O for review, recording, endorsement and submission to the Admin O for filing in the cadet's personnel file.
9. If a cadet has two previous misconduct reports for the same type of misconduct a cautionary notice shall be issued as per CATO 15-22.

10. CATO 15-22 shall be referenced for further breeches of conduct.

## **PART 8**

### **CORPS TERMS OF REFERENCE**

#### **General**

1. These orders are issued for the information and guidance of the Ship's Company; nothing in them is to be regarded as superseding orders of higher authority. Any contradiction of these orders with higher authority or suggestions for improvement is to be brought to the attention of the Training Officer through proper channels.
2. Members of the Ship's Company are responsible for carrying out the duties as per their terms of reference.
3. Amendments and augmentations to Terms of reference are made as per the procedure in Part 1 Paras 8-9.
4. HODs are to include the applicable Terms of References in their departmental SOPs.

#### **Terms of References**

5. The TORs are located in Annex H in the order below;
  - a. Commanding Officer
  - b. Executive Officer
  - c. Coxswain
  - d. Officer of the Day (OOD),
  - e. Petty Officer of the Day (POOD),
  - f. Quartermaster (QM),
  - g. Corporal of the Gangway,
  - h. Messenger,
  - i. Stand Easy Supervisors,
  - j. Duty Division
  - k. Administration Officer
  - l. Supply Officer
  - m. Support Services Chief Petty Officer
  - n. Ship's Writer
  - o. Storesman
  - p. Training Officer
  - q. Standards Officer
  - r. Phase Course Officer
  - s. Program Officers in Charge
  - t. Exercise/Event Officers in Charge
  - u. Training Chief Petty Officer
  - v. Instructors

- w. Phase Petty Officers
- x. Program Petty Officers in Charge
- y. Program Staff
- z. Operations Officer
- aa. Officer of the Watch
- bb. Regulating Petty Officer
- cc. Petty Officer of the Watch
- dd. Gunnery Instructor

6. TORs for the following personnel are not located in the CSO as duties will be assigned IAW exercise/event OpsOs.

- a. Exercise/ Event Petty Officers in Charge
- b. Exercise/Event Staff