



R.C.S.C.C. FALKLAND

Terms of Reference

Position Title: Officer of the Day
Short Title: OOD

Established Rank: SLt, A/SLt, NCdt
Date Revised: 13/09/16

Responsible To: Executive Officer

Subordinates: POOD
Duty Watch

Job Description

The Officer Of The Day shall stand watch on a weekly rotational basis. The OOD shall be responsible for the efficient operation of the Ship's Routine and will ensure that all Pipes and Classes are on schedule and the Ship is kept tidy, safe and secure at all times. The OOD shall report any breaches of Ship's Routine to the Executive Officer.

Primary Duties

1. Arrive onboard no later than 1800 hours, complete a round of the ship make note of any damages and any discrepancies. Unlock classrooms;
2. Report to the Executive Officer and receive any special instructions;
3. Brief the POOD on their tasks for the evening;
4. Supervise the Ship's Company on the Quarterdeck while they come aboard / go ashore and be available to parents.
5. Supervise the Ship's Company during stand easy;
6. Conduct rounds of the ship & make note of items in the Ship's Log.
7. To ensure the establishment is kept neat, tidy & secure at all times.
8. To ensure the POOD musters and briefs the duty division immediately following sunset for final clean up;

9. To take action according to Ship' Standing Orders in an emergency situation.
10. To be responsible for lock up and total security of the establishment to include:
 - a. reporting any safety hazards
 - b. all office areas locked,
 - c. reporting any damages,
 - d. turning off lights,
 - e. completing and signing the Ship's Log submit the Ship's Log to the Executive Officer at the conclusion of each training parade,
 - f. reporting anything unusual to the Executive Officer during lock up,
 - g. Wardroom cleanliness.
11. To receive distinguished visitors and escort them to the Commanding Officer's Cabin. When such visitors are aboard, the OOD will be present at the Brow on their departure;
12. In the event that the OOD must proceed ashore early or cannot stand their watch, the OOD shall obtain a substitute officer to complete the duties. The following procedure will apply:
 - a. state in the Ship's Log, time proceeding ashore and relieving officer;
 - b. brief the relieving officer of any special instructions; and
 - c. Signature of both the OOD and relieving officer in the Ship's Log.
15. For returning the Ship's keys to the Commissionaire, the person who signs out the keys may wish to return the keys themselves as they have the ultimate responsibility for the keys.

Secondary Duties

1. Any other duties as assigned by the XO or CO.