

NAVY LEAGUE OF CANADA



Administration Officer Home Study Package

NL(240)E

NAVY LEAGUE OF CANADA

ADMINISTRATION OFFICER HOME STUDY PACKAGE

Introduction

To the Commanding Officer:

This package is designed to assist you, the Commanding Officer, in training members of your staff for the Administration Officer position. Information in this booklet is written in non-specific terms to allow Divisions and Corps to accommodate ongoing practices with those provided here. Amendments to this package are authorized to the extent that it adds to the material, not replaces it.

It is incumbent upon yourself to become familiar with the material provided in this booklet, as ultimately, you are responsible for an efficient administrative cell. You are also required to guide the candidate through the material if requested, and you must verify the completion of certain tasks once they have met your standard. The more care that you place in the development of your Administration Officer; the more satisfied you will be with the performance of that function.

Once all components have been completed, they must be sent to your Division for their records.

To the Candidate:

In this package, you will find information and exercises that will assist you in your position of Administration Officer. It is a duty that requires, among other skills, an attention to detail, an ability to organize effectively, and strong communication skills. All of these requirements may not come easy at first, but with the information in this package and the guidance of your senior officers, you will undoubtedly add to the overall effectiveness of the corps.

As you read through this information, be aware that an understanding of the material is important, but an ability to complete the regular tasks that accompany the position is vital to an efficient administration office. The questions at the back of the booklet are to help you become familiar with some of the aspects of the position, and the performance requirements listed are to be done to the satisfaction of the Commanding Officer. This is by no means a pass/fail assessment of your abilities, but a guide to follow and become familiar with as you become more comfortable in your new role as the Administration Officer.

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ADMINISTRATION OFFICER HOME STUDY PACKAGE

1.01 Administration Officer – Terms of Reference

- a) POSITION TITLE: ADMINISTRATION OFFICER (ADM O)
- b) DESCRIPTION:

The Administration Officer (Adm. O), is responsible to the C.O. for all correspondence, records and files, the maintenance of Corps Administration manuals, and the timely preparation of all reports and forms.
- c) PRIMARY DUTIES:

According to NL(35), Functions and Duties of Committees and Officers, the Adm. O shall be responsible for:

 - i. The charge of all publications and documents in the ship's office ensuring that they are kept in accordance with instructions and are not accessible to unauthorized persons;
 - ii. Supervision of all details in connection with routine and administrative duties such as general supervision of Corps correspondence, correct and systematic registration and filing of correspondence and preparing prompt replies for the Commanding Officer's signature;
 - iii. Supervision of the Corps duty roster maintaining personally the Cadet/Officers duty roster;
 - iv. The accuracy of all returns before they are submitted to the Commanding Officer for information or signature;
 - v. Ensuring that all publications are amended to date;
 - vi. Maintaining an accurate record of attendance on Cadet duty of all Officers and Civilian Instructors;
 - vii. Undertaking other Cadet duties assigned by the Corps Commanding Officer.
- d) SPECIFIC ACCOUNTABILITIES:

The following are additional specific duties of the Adm. O as prescribed by the Corps Commanding Officer:

 - i. Establishing and maintaining an efficient, systematic, orderly, and complete office routine and filing system for forms, publications, active and retired personnel files, and general correspondence.
 - ii. Ensuring that files for Officers and Cadets are created upon enrolment, and retired upon discharge.

- iii. Ensuring that Officer and Cadet files are complete, accurate, and up-to-date, and include all pertinent records, such as application documents, personal evaluations, and so forth.
- iv. Ensuring that the confidentiality of all personnel records and information is protected and upheld, and breaches of confidentiality are reported to the Commanding Officer. The CO and Adm. O are the only officers with direct access to personnel files. Any other individual must request access to personnel files. The actual individual for whom a record is maintained may view his/her own file in the presence of the Adm. O.
- v. Implementing an adequate system for attendance management, including the maintenance of neat and accurate attendance records for each Corps activity, and nominal rolls for periodic reports, and identifying Officers and Cadets with poor attendance records.
- vi. Ensuring the accurate completion of the Ship's Log using NL(14). All sections of the Ship's Log should be completed on a weekly basis. The Duty Officer may do this since s/he completes rounds, etc. However, the Adm. O is ultimately responsible for the Log, and should review it for completion and accuracy.
- vii. Publishing and posting Corps Weekly Routine Orders, which include the week's Duty Personnel, training (as identified by the Training Officer), corps activities, and special announcements.
- viii. Posting any pertinent notices and distributing correspondence, as appropriate, to Corps Officers.
- ix. Preparing reports, forms, and, correspondence (ie. Letters, etc.) as deemed necessary by the Commanding Officer
- x. Ensuring that the Corps Supply Officer is notified of new recruits, in order to make arrangements for kit, and notifying the Corps Training Officer of new recruits so that a Cadet Training Record may be developed.
- xi. Assignment of duties to the Chief of Administration, or Administration Petty Officer, if appointed, and providing consultation, supervision, and feedback as s/he carries out those duties.
- xii. Keeping abreast of the regulations laid out by The Navy League of Canada pertaining to Corps administration procedures.
- xiii. Adopting a continuous and quality improvement philosophy and, as such, leading initiatives to increase the efficiency of the administration support function.
- xiv. Any other specific accountability as assigned by the Commanding Officer.

1.02 Publications and Forms

All publications and forms should be held with the Administration Officer. NL 10 describes a list of all NL publications and forms (Annex A). An effective administration officer will ensure that all NL publications (including those from division) are made easily available. The administration officer shall maintain forms that can be reproduced at the local level. It is also the responsibility of the Adm O to order forms and certificates made available through Division or National Office in order to maintain a regular stock at the corps.

a) Publications

The Admin O should have the most recent versions of the following publications readily available to ensure that orders and regulations are being followed for consistency in operations:

- i. Functions and Duties, Committees and Officers, NL (35)
- ii. Navy League Administrative Orders (NLAO's), NL (21)
- iii. Navy League Cadet Regulations, NL (8)
- iv. Navy League Cadet Training Syllabus, formerly NL (7) and
- v. Public Affairs Manual. NL (34)

b) Forms and Reports

The following is a breakdown of commonly used forms and reports. A number of these forms will be generated and used within the corps only. Routine Orders and Training Records are two examples of forms that the corps should have available to the Adm O for record keeping.

i. SHIP'S ROUTINE (WEEKLY)

- Attendance Record – NL(204). Used to maintain a record of cadet attendance.
- Weekly Routine Orders – Corps Form used to highlight the week's training, activities, duty personnel and special orders and announcements (see Annex A).
- Ship's Log – NL(14). Used for logging any training, activities, or occurrences (see Annex B).

ii. INCIDENTAL

- Accident Report – NL(42) . Used in the event of an accident involving a member of the corps, resulting in injury.
- Boat Accident Report – NL(41) . Used in the event of an accident or equipment failure involving Navy League boats, if there are injuries to crew, to other, or damage of over \$50.00 value (even if it was self-repaired).

iii. **INSPECTION FORMS**

- Inspection Report – NL(206). Used to assess the Corps at the Branch, Divisional, and Annual Inspection. Includes Corps progress to date, for each period. This includes attendance and a listing of all training and activities outside of the mandatory program, including parades, fundraising, etc.
- Nominal Roll – NL(203). Used to report the names, ranks, and gender, etc... for all cadets and officers, for any activity. Must be included with each submission of the NL(206).

iv. **PERSONNEL (ADMINISTRATION AND TRAINING)**

- Volunteer Registration Form – NL(101) All corps volunteers must complete this set of forms. These forms include pertinent information on all personnel and a record of past service. It also includes the branch screening portion, including reference checks, and verification of supporting documentation.
- Navy League Cadet Officer and Civilian Instructor Transaction Request – NL(201). This is the form used to apply for appointment or promotion.
- Application for Membership – Cadet – NL(202). This form is completed by all new cadets and includes relevant information, consent from the parent/guardian, and an agreement to be accountable for the cadet uniform.
- Release Certificates – NL(4). This form is completed when Officers/CI's, and Cadets are discharges from the Corps. It serves as a record of service.
- Cadet Training Record – Corps Form. Serves as a record of Cadet training including exam results, dates of promotion, badges and awards received, and appointments held at the Corps.
- Officer Service Record – Corps Form. Serves as a record of service including warrant information, training completed, and positions held at the Corps.

v. **HONOURS AND AWARDS**

- Award Certificate – NL(17). Presented to cadets upon meeting the qualifications for a particular rank or course.
- Award Application Form – NL(104). This form can be used to apply for;
 - National cadet awards including the Cadet Award of Excellence, and National Navy League Cadet of the Year.
 - Special Officer/Member awards including the Distinguished Service Award (DSA), Meritorious Service Award (MSA), Certificate of Service, Long Service Medal, and the National President's Award.
 - Scholarships and Community Awards.

vi. **ORDER FORMS**

- Navy League Order Form (AeroMode) – Used to order uniform parts from national supplier. The Supply Officer should have these in stock; however, it should also be held as a master copy in the administration office.

1.03 File System

An efficient Administration Officer will endeavour to maintain an organised filing system. Individuals should design a filing system that suits their needs and preferences, however, the following items should always be included:

a) Blank forms and reports

Always have multiple copies of each form needed for NL Cadet operations. Also ensure that master copies of each form are always readily available when duplications are necessary.

b) Completed forms and reports

The suggested practice is to file copies of completed reports before they are distributed. Reference to these reports and forms may be necessary in the future.

c) Correspondence (mail in and out)

- i. As with completed reports, all outgoing correspondence should be copied and filed for future reference. These may be filed by date or subject, but ensure that a file number is attached that corresponds with the mail log (see Para. 1.04).
- ii. All incoming mail should also be filed efficiently after being recorded in the mail log and distributed and/or actioned as required. They should be filed in the same manner as the outgoing copies.
- iii. Expiration and disposal of archived correspondence rests with the Adm O, however, legal documents, matters of insurance and finance, and personnel correspondence should be archived accordingly.

d) Cadet records

- i. The NL(202), *Application for Membership*, shall be the initial document that prompts a personnel document file. All matters pertaining to each individual shall be kept in their personnel file. At the end of each training year, it is suggested that the training records for each cadet be placed in this file as well.
- ii. These files are personal and confidential, and should be treated as protected documents. Therefore, only the Commanding Officer and Adm O have the authority to access these files. The personnel files should be secured in a locked file cabinet. It is safe to dispose of these files after 3 years of dormancy if necessary. Otherwise, they should be archived and stored in a secure location.

e) Attendance Records

Weekly attendance and NL(203) *Nominal Roll*, should be filed after use. These documents may be disposed of after each training year.

1.04 Mail Log

- a) All correspondence to or from the corps should be logged before distribution and action. The purpose of the mail log is to ensure that all correspondence has been recorded as sent or received. It also allows the Adm O easy access to any piece correspondence using a simple numbering system.
- b) Separate logs for incoming and outgoing are required. Below is a sample of an ideal mail log with the essential headings.

| DATE | FILE # | SENDER | RECIPIENT | NOTES |
|------|--------|--------|-----------|-------|
| | | | | |
| | | | | |

- c) It is imperative that mail logged, distributed, and actioned efficiently. Corps activities, warrants, volunteer screenings, and claim reimbursements can be delayed if mail processing is neglected.



ROUTINE ORDERS

NLCC EXAMPLE

ISSUED: May 1, 2002
LT(NL) BOSSMAN
Commanding Officer



1) Duty Watch

| DATE | OOD/2OOD | DUTY DIVISION |
|--------|-----------------------------|---------------|
| Feb 01 | MID GUNNER/ CI BOATSWAIN | VANCOUVER |
| Feb 04 | A/SLT MUSICIAN / MID SAILOR | TORONTO |
| Feb 08 | SLT SEAMANSHIP / CI SPORTS | MONTREAL |
| Feb 11 | LT TRAINING | HALIFAX |

2) Dress

| | | |
|-----------------|----------------------|---------------------|
| OFFICERS | PARADE NIGHT | SUMMER DRESS |
| | SPORTS NIGHT | WORK / SPORTS DRESS |
| | CEREMONIAL DIVISIONS | NO 1s & MEDALS |

| | | |
|---------------|----------------------|--------------------------|
| CADETS | PARADE NIGHT | SUMMER DRESS |
| | SPORTS NIGHT | CIVVIES & RUNNING SHOES) |
| | CEREMONIAL DIVISIONS | UNIFORM & MEDALS |

3) Upcoming Events

| | | |
|--------------|-----------------------------|------------|
| Wed, Feb 04 | Regular Parade Night | 1830-2100 |
| Sat, Feb 08 | Drill and Band practice | 1300-1700 |
| Sun, Feb 09 | Branch Bake Sale Fundraiser | 0900- 1500 |
| Wed, Feb 11 | Regular Parade Night | 1830-2100 |
| Sat, Feb 15 | Drill and Band Practice | 1300-1700 |
| Wed, Feb 18 | Ceremonial Divisions | 1830-2100 |
| Thur, Feb 19 | First Aid Training | 1830-2100 |
| Sat, Feb 22 | Sports/Activity Training | 1300-1700 |

Commanding Officer's Message

1. Cadets are reminded to check over their uniforms before coming on parade for inspection every parade night. There are far too many cadets with pockets undone, chewing gum, and dirty boots. Pair up with a friend and inspect each other to make sure that you are ready for inspection.
2. We need everyone to come out and help with the Annual Navy League Bake Sale on Saturday, Feb. 9th. All we ask is that each cadet brings one plate (or more!!!) of cookies, cakes, etc. Remember that the proceeds from this sale will go towards our March Break Trip!!!!

I.M. Bossman
Lieutenant (NL)
Commanding Officer

SHIP'S LOG/CARNET DE BORD

DATE _____ NLCC _____ at/a _____

| DUTY PERSONNEL/ PERSONNEL DE SERVICE | HOURS/ HEURES | ROUTINE/SERVICE COURANT | ATTENDANCE/PRESENCE | P R E S E N T | A B S E N T | T O T A L |
|---|------------------|-------------------------|--|---------------------------------|----------------------------|-----------------------|
| OOD/ODS | | | | | | |
| POOD/CDS | | | CADETS | | | |
| QM | | | OFFICERS/OFFICIERS | | | |
| MESSENGER/MESSAGER | | | CIV INSTR/INST CIV | | | |
| | | | JOINED/RECRUES | | | |
| | | | DISCHARGED/CONGEDIES | | | |
| DUTY WATCH/DIV/DIVISION DE SERVICE | | | TOTAL STRENGTH/EFFECTIF TOTAL | | | |
| OFFICERS ONBOARD/OFFICIERS A BORD | | | STORES/EQUIPMENT TRANSFER MATERIEL/TRANFERTS D'EQUIPEMENT | | | |
| | | | | | | |
| | | | | | | |
| | | | ROUNDS/TOURNEE D'INSPECTION | | | |
| | | | AT DIVISIONS/AU RASSEMBLEMENT | | | |
| | | | | | | |
| | | | AT EVENING QUARTERS/AUX QUARTIERS DU SOIR | | | |
| VISITORS/VISITEURS | | | | | | |
| | | | AT PIPE DOWN/A L'EXTINCTION DES FEUX | | | |
| | | | | | | |
| | | | BOATS/OUTSIDE EQUIPMENT/BATEAUX/EQUIPEMENT EXTERIEUR | | | |
| | | | | | | |
| | | | LOG APPROVED/APPROBATION DU CARNET DE BORD | | | |
| | | | OOD/ODS | | | |
| | | | | | | |
| | | | CO/OC | | | |

ANNEX B

ADMINISTRATION HOME STUDY PACKAGE

CONFIRMATION STAGE #1

Select the best response to the following questions and statements. The commanding Officer will sign upon proper completion.

1. The Adm O is responsible to:
 - a) Executive Officer
 - b) Divisional Officers
 - c) Commanding Officer
 - d) Navy League Cadet Chairperson
2. All outgoing (external mail) must be signed by:
 - a) Commanding Officer
 - b) Executive Officer
 - c) Administration Officer
 - d) Branch President
3. Of the following, who does not have access to an individual's personnel file?
 - a) Commanding Officer
 - b) Administration Officer
 - c) The individual
 - d) Divisional Officer
4. Routine Orders are published on a _____ basis.
 - a) Daily
 - b) Weekly
 - c) Bi-weekly
 - d) Monthly
5. Which of the following forms is used to submit an accident report?
 - a) NL(201)
 - b) NL(202)
 - c) NL(42)
 - d) NL(101)
6. A nominal roll is used to:
 - a) Assess the Corps at the Branch, Divisional, and Annual Inspection.
 - b) To report the names, ranks, dates of enrolment, and dates of birth, for all cadets.
 - c) To report the Corps progress to date
 - d) Record Cadet training including exam results, dates of promotion, badges and awards received, and appointments held at the Corps.
7. Which of the following is the Adm O's cue to initiate a Cadet personnel record?
 - a) NL(201)
 - b) NL(202)
 - c) NL(42)
 - d) NL(101)

| | | | |
|-----------------|--|-------|--|
| CO's Signature: | | Date: | |
|-----------------|--|-------|--|

ADMINISTRATION HOME STUDY PACKAGE CONFIRMATION STAGE #2

This section provides the Commanding Officer with the opportunity to assess the proper completion of tasks of which the Administration Officer is responsible. The CO should not sign off each task until it has been completed correctly. The Adm O may seek guidance from an experienced officer if required.

The following forms must be completed for the Administration Home Study Package to be completed:

| Form | CO's Signature | Date |
|--|-----------------------|-------------|
| Weekly Routine Orders | | |
| Ship's Log – NL(14) | | |
| Nominal Roll – NL(203) | | |
| Navy League Cadet Officer Transaction Request – NL(201) | | |
| Application for Membership – Cadet – NL(202) | | |

ADMINISTRATION HOME STUDY PACKAGE CONFIRMATION STAGE #3

This section provides the Commanding Officer with the opportunity to assess the proper completion of duties of which the Administration Officer is responsible. The CO should not sign off until he/she has proven to maintain a desirable standard . The Adm O may seek guidance from an experienced officer if required.

The following tasks must be completed for the Administration Home Study Package to be completed:

| Form | CO's Signature | Date |
|--|-----------------------|-------------|
| Establish and Maintain and efficient filing system | | |
| Maintain Cadet Records | | |
| Ensures protected documents are properly secured with only authorized members gaining access | | |
| Maintains attendance records | | |
| Maintains a mail log and distributes/actions correspondence accordingly | | |
| Keeps CO informed of any Administration issues | | |