

# **NAVY LEAGUE OF CANADA**



## **Supply Officer Home Study Package**



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## **SUPPLY 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 Supply 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 supply system. 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 Supply 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 Supply Officer. It is a duty that requires organizational skills, a sense of responsibility, and sometimes, patience. 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 supply section. 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 Supply Officer.



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#### **1.01 Supply Officer – Terms of Reference**

- a) POSITION TITLE: SUPPLY OFFICER (SUP O)
- b) DESCRIPTION:  
The Supply Officer (Sup O), is responsible to the C.O. for the custody, issue, return and accounting of all stores, equipment and property owned by the League, or on loan to the Corps from any other source.
- c) PRIMARY DUTIES:
  - i. Demanding, receiving and returning all Corps equipment in accordance with instructions;
  - ii. Maintaining distribution account and all other records, including Cadet loan cards, affecting accounting of equipment;
  - iii. Maintaining an adequate quantity and assortment of equipment and clothing, within scale of issue, for efficient Corps operation;
  - iv. Ensuring the safeguarding, proper storage methods, and cleanliness of all equipment and clothing;
  - v. Carrying out inventory checks at designated intervals;
  - vi. Submission of a written report to the Commanding Officer on any apparent loss; and
  - vii. Undertaking other Cadet duties assigned by the Corps Commanding Officer.
- d) SPECIFIC ACCOUNTABILITIES:

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

- i. Ensuring that stores are neat, clean, and well stowed at all times, and are not accessible to unauthorized personnel.
- ii. Notifying the Commanding Officer of any shortages or surpluses, and providing recommendations on action to resolve such shortages or surpluses.
- iii. Managing the issue and return of all Corps uniforms, property, and equipment, and ensuring that those in receipt of such items are familiar with League and Corps regulations pertaining to maintenance and use.
- iv. Establishing and maintaining a system of records and organization, to include Officer and Cadet kit lists, stores on issue (muster), and property verification.

- v. Developing a record (kit list) for Officers' uniform parts. While Cadet Kit lists (NL(12)) are provided, Officers kit lists should be developed and maintained by the Corps.
- vi. Ensuring that a kit list is completed and signed each time an Officer or Cadet is issued a uniform or uniform parts, and when an Officer or Cadet returns a uniform or uniform parts. Upon discharge, kit lists should be verified and submitted to the Adm. O.
- vii. Establishing and managing an inventory control system to account for all uniforms. A running inventory should be maintained whereby items are recorded as in, out, in use, or on loan. Each time an item is issued or returned, the running inventory should be adjusted, and formally rechecked on a periodic basis.
- viii. Establishing and managing a property control system, ensuring that all Corps equipment is listed and accounted for using an appropriate method of verification. For instance, the system may include the use of property control numbers tagged on corps equipment.
- ix. Ensuring that a back-up copy of inventory and property listings is kept off-site in the event of records being destroyed.
- x. Establishing a system for property and equipment on temporary loan to the Corps from other sources, or on loan from the Corps to other sources.
- xi. Assignment of duties to the Chief of Supply, Supply Petty Officer and/or other designated cadets (ie. Canteen PO), if appointed, and providing consultation, supervision, and feedback as these duties are carried out.
- xii. Keeping abreast of the regulations laid out by The Navy League of Canada pertaining to property, equipment, and stores.
- xiii. Adopting a continuous and quality improvement philosophy and, as such, leading initiatives to increase the efficiency of the supply function.
- xiv. Any other specific accountability as assigned by the Commanding Officer.

## 1.02 Publications

Although there is no specific NL publication designed to assist the Supply Officer, NL(8), *Cadet Regulations*, contains a wealth of information. The following excerpts apply directly to the supply section of a NL Cadet Corps:

### a) Wearing of Uniforms

- i. Officers shall wear the Navy League uniform authorized by National Council.
- ii. No person shall be issued or allowed to wear a uniform until that person has received a Warrant from the National Office. A newly enrolled Officer may act as a Cadet Instructor, pending receipt of a Warrant.
- iii. There is no prescribed uniform for Cadet Instructors. C.I.'s are expected to be attired in neat, clean clothing appropriate to the occasion and similar in degree of formality to the uniforms that those Officers' present are wearing, e.g. tie and jacket on parade.
- iv. Detailed instructions on the proper wear and maintenance of uniforms is available in the Dress Regulations for Navy League Cadets.

### b) Uniform Supplier

- i. Sponsoring Navy League Branches are responsible for supplying uniforms for Officers and Cadets in the style, colour and material approved by the National Committee in accordance with NL(8), Chapter 10.
- ii. In an attempt to ensure standards of style, colour, material, quality and price, the National Office contracts the supply of uniforms by a national supplier. Suppliers change and prices of articles of uniform clothing vary from time to time, and Branches and Corps will be notified as quickly as possible when they do.
- iii. Difficulties with the national uniform supplier should be brought to the attention of the National Office so corrective action can be taken and a high standard maintained.

### c) Supply of Officer's Uniform

- i. The Navy League Branch is to provide a basic uniform consisting of: a cap, cap badge, jacket with rank insignia and shoulder flashes, and trousers or skirt, on loan to all Officers. Divisions are to provide uniforms on loan to Staff Officers.

- ii. All officer uniform parts including Cap badges, shoulder flashes, buttons and maple leaf sleeve insignia must be purchased directly from the national supplier.
- iii. The right to wear a Navy League Officer Uniform is granted solely by the National Committee. Even if uniforms are purchased by an individual, they may only be worn by authorized (warranted) individuals.
- iv. Navy League Officers are not entitled to Canadian Forces uniforms, and are not to acquire any uniform items from any Canadian Forces source of supply by any means! To do so may be considered an act of fraud by the Government of Canada.

d) Supply of Cadet Uniforms

- i. Cadet uniforms (except shoes and socks) are to be supplied by the Navy League Branch, on loan.
- ii. Navy League pattern caps, cap ribbons, shirts, ties, trousers, and lanyards must be purchased from the national supplier through the National Office. Badges are also available from the national supplier. Skirts of the approved pattern must be procured locally.
- iii. Appropriate turbans are to be supplied by the wearer.

e) Return of Uniform

- i. Before a Cadet is issued a uniform, the Cadet and his parents or guardians are to be informed of the cost of the uniform and their responsibility to replace any article lost or damaged through negligence, or not returned when the Cadet leaves the Corps.
- ii. That portion of the uniform that is the property of the Navy League is subject to recall at any time.
- iii. Uniforms are to be returned to the Corps by the Officer or Cadet to whom it was issued when he or she leaves the Corps.
- iv. In cases where a Cadet or Officer fails to attend drills or leaves the Corps and neglects to turn in his uniform, his home should be visited in an effort to obtain the uniform.
- v. Releases, discharges or transfers shall not be held up pending return of, or payment for, uniforms or parts thereof.
- vi. All individuals are held accountable for the uniforms in their care. Persons failing to return uniforms may be charged for the replacement cost.



f) Care and Custody of Stores

Corps Commanding Officers are to see that the greatest possible care is taken to ensure proper and careful use, and safe custody and return, of all training equipment, be it Navy League property, on loan from Sea Cadet Corps (with DND authority) or from other sources.

g) Responsibility

Commanding Officers of Corps using borrowed training equipment shall assume full responsibility for such equipment when it is in their charge.

h) Demands for Stores

- i. Demands for stores authorized for issue to Navy League Corps are to be made through the Division to the National Office.
- ii. Stores - Demands in accordance with NL(8), Article 9.4 are to be made on the Aeromode Form which is available for download from the National website.
- iii. Stationery Stores - Articles of stationery authorized for use by Navy League Corps will be supplied by the National Office through Divisions. Examples of all NL Forms which are to be obtained through Divisions is contained in NL(10)E&F.

i) Stores Accounts

- i. Corps are to maintain a Clothing Register, Form NL(15), recording every receipt and survey of articles of uniform.
- ii. All issues of articles of uniform clothing to Officers and Cadets are to be recorded on a Kit List, (Form NL 12).

j) Articles Taken Off Charge

Articles of uniform clothing that become damaged or worn out may be removed from an Officer or Cadet's charge with the approval of the Branch Chairman, NLC Committee, or other representative of the Branch which purchased the uniform.

### 1.03 Forms

The Sup O must ensure that the following forms are readily available and completed correctly:

a) NL(11) *Request Form* (Annex A)

Request forms should be made available to all cadets through the Supply Officer and their respective Divisional Officer. The request form allows the Supply Officer an initial means of collecting required items and allows him/her to prepare the item(s) for temporary loan or uniform issue. Once the request has been completed, the form may be disposed of.

b) NL(12) *Kit List* (Annex B)

The kit list is required for every member of the corps and allows the Supply Officer to examine all items on loan to each member. The individual signs for all items on this form. When a member retires from the corps, all items on this list must be returned prior to leaving. It is imperative that the Sup O has the form completed and signed during the issue and return of every item, so as not to lose track of any material. These forms should be held in a binder or folder and secured in a location available to the Sup O only.

c) NL(15) *Stores on Issue*

This form provides a source of record keeping for Supply Officers that allows a visual sense of items in stock, issued to officers, and items (specifically trophies) in possession of the corps. These records are ongoing and must be kept current in order to provide an up-to-date view of materials in possession of the corps.

# SUPPLY 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 Sup O is responsible to:
  - a) Executive Officer
  - b) Divisional Officers
  - c) Commanding Officer
  - d) Navy League Cadet Chairperson
2. Who assumes full responsibility for the equipment in their charge?
  - a) Commanding Officer
  - b) Executive Officer
  - c) Supply Officer
  - d) Branch President
3. Who is responsible for completing the NL(11)?
  - a) Supply Officer
  - b) Administration Officer
  - c) The individual requester
  - d) Divisional Officer
4. The NL(12) should be used:
  - a) Daily
  - b) Weekly
  - c) Whenever a change is made
  - d) Monthly
5. Which of the following forms allows an overall impression of items in stock?
  - a) NL(7)
  - b) NL(11)
  - c) NL(12)
  - d) NL(15)
6. An member may wear the Navy League Cadet Officer Uniform only after:
  - a) They have completed an application correctly.
  - b) When they are enlisted as a Civilian Instructor.
  - c) When they have been presented with a warrant.
  - d) As soon as it has been issued from the Supply Officer.
7. Cadet and Officer uniforms may be purchased from:
  - a) The cheapest provider.
  - b) The Division.
  - c) The national supplier.
  - d) The National Office.

CO's Signature:		Date:	
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## SUPPLY 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 Supply Officer is responsible. The CO should not sign off each task until it has been completed correctly. The Sup O may seek guidance from an experienced officer if required.*

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

<b>TASK</b>	<b>CO's Signature</b>	<b>Date</b>
Organize an efficient supply section/clothing stores		
Maintain Cadet and Officer Clothing Records		
Complete the NL(15), <i>Stores on Issue</i>		
Ensure cadets are being fitted and issued clothing promptly and correctly		
Keep CO informed of any Supply related issues		