



NAVY LEAGUE OFFICER / VOLUNTEER TRANSFER FORM



Personal Information				
Last Name		First	Middle	
Address		City	Province	Postal Code
Home Phone		Work Phone	Cellular	
Rank	Warrant Number	Screening Number	Expiry Date	
Current Corps Number		Current Corps Name	Current Division	

Transfer Information	
<i>Please see instructions on page 2</i>	
I wish to transfer :	
From:	To:
Uniforms supplied by New Branch: Yes <input type="checkbox"/> No <input type="checkbox"/>	Uniforms transferred to New Branch: Yes <input type="checkbox"/> No <input type="checkbox"/>
New Branch to reimburse cost of uniform: Yes <input type="checkbox"/> No <input type="checkbox"/>	Officer to reimburse cost of uniform : Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration (To be completed upon transfer between corps and/or divisions)

I hereby declare:

1. I am in good standing within the Navy League of Canada;
2. I will complete an (NL)302 and supply a new Police Check;
3. I will abide by the Regulations and Policies of The Navy League of Canada;
4. Obey all Orders and Direction issued in respect of Navy League Cadets on behalf of The Navy League of Canada, and my superior Navy League Officers;

(SIGNATURE)

(DATE)

We recommend the above transaction with an effective date as indicated below.		
Current Commanding Officer (Name)	Signature	Date
Current Branch President (Name)	Signature	Date
Current Division President (Name)	Signature	Date
New Commanding Officer (Name)	Signature	Date
New Branch President (Name)	Signature	Date
New Division President (Name)	Signature	Effective Date

**Distribution: Current Corps – Current Branch – Current Division
New Corps – New Branch – New Division
National Office**



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Instructions for Completion

Transfer Information :

- Please ensure that all sections are completed. Missing information will cause delays in processing
- If there is a section that you cannot complete (i.e. you don't have a cellular number then please put a stroke through that box.
- Please print neatly.

Transfer Information :

- Transfer – From : Current Corps/Unit; To : Gaining Corps/Unit

Declaration:

- The declaration must be signed every time you submit an NL (305).

Requirements:

- The previous Corps/Branch/Division must supply recommendation for the transfer.
- The previous Corps/Branch/Division must supply a copy of training and administration files.

Procedure:

1. Applicant is to complete the Personal Information Section and sign the declaration. The form is then to be submitted to the Commanding Officer who verifies personal information and signs for the recommendation.
2. The Branch President verifies that the Volunteer is in good standing in their Division, then signs the recommendation and forwards the application along with all supporting documentation to the Division.
3. The Division verifies that the applicant has received the required files are available for transfer to the new Division. The Division President (or designate) signs their recommendation and forwards the application to the National Office for approval.
4. A copy of this application is to be forwarded to the gaining Division once completed by the losing Division. Paras 1-3 in reverse is to be carried out by the gaining Division. A copy of the member's personnel file is to be forwarded to the gaining unit.
5. All transactions will be recorded on the Officer database and a Navy League Officer Summary Sheet will be sent to the corps through the Chain of Command.
6. Officer Summary Sheets are retained by the corps.

Other Instructions:

- Applications for transfer will only be accepted if the applicant has been screened in accordance with the *Volunteer Screening Policy*.
- If your previous service record is under a different name, proof of a name change must accompany the application.
- This form, Volunteer Screening Forms, and CPICs become property of The Navy League of Canada and will be retained at the National Office in Ottawa.
- From time to time, volunteers are photographed or videotaped during training. By enrolling, you consent to the use of this material for the production of public awareness and training tools.

Complete guidelines for Officers and CI's can be found in *NL(8) Navy League Cadet Regulations*.