

NAVY LEAGUE OF CANADA



OFFICER TRAINING STANDARDS

NL(230)E

Chapter 1 – Introduction

Objectives of Navy League Officer Training

1. The primary duty of all Navy League Cadet Officers and Instructors is the SAFETY and WELL-BEING of Cadets in their charge. An Officer is to perform other duties as prescribed by the National Committee, Division, and/or Branch, but specifically is entrusted to deliver training that is careful, interesting, and fun. The Navy League Officer Development Program provides the candidates with the knowledge and skills to complete that duty. It also gives candidates an opportunity for self-improvement and provides leadership experience in a naval environment.

Needs Assessment

2. Prior to the development and distribution of this publication, the NL 7 (for cadets) and NL 64 (for officers) were the standards by which NL Cadet Corps and Divisions conducted training activities. Over time, the inability of the program to meet the requirements of divisions and corps led to a variety of interpretations and an ineffective national standard. The lack of consistency from one division to the next meant that NLCC members from across the country were trained differently. The NL 7 devolved into a “guide” with no regard to the objectives and ideals on which the program was founded.

3. In 1998, the National Council of the Navy League of Canada approved the development of a new training standard for NL Cadets, as well as a restructured officer program to coincide with it.

Training Summary

4. The above objectives will be accomplished over 5 instructional levels. Levels 1 to 4 are based on ½ training year of 15 weeks. Level 5 is based on 1 training year of 30 weeks. The following chart outlines the subject breakdown for each training level:

5. Each subject has an aim which states, in general terms, what the candidate should take away from training:

a) **Introduction to the Navy League**

Allows new members to gain some insight into the organization.

b) **Understanding Youth Issues**

c) **Abuse Recognition and Management**

d) **Harassment Policy**

When combined, these subjects encompass all material related to the prevention of abuse and harassment in the NL Cadet program.

e) **Environmental Awareness**

An introduction to environmental procedures that should be followed during NL Cadet activities.

- f) **Drill**
Instruction on basic standing and marching movements, ceremony, and procedure.
- g) **Uniforms**
An introduction to the NL Officer uniform and its maintenance.
- h) **Divisional System**
Information on the history, practice, and the Navy League's use of the divisional system.
- i) **Navy League Cadet Training Program**
A review of the material that is covered in the cadet training program.
- j) **Instructional Technique**
Theoretical and practical aspects of teaching to cadets.
- k) **Officer Like Qualities and Leadership**
Instruction on the methods and practices used by NL Officers when dealing with cadets.
- l) **Duties and Responsibilities**
Information on the responsibilities of different officer positions in a NL Cadet Corps.
- m) **Taking Command**
All procedures, reports, and practices required for taking command of a NL Cadet Corps.
- n) **Recruiting and Selection**
Discussion on recruiting plans and strategy, plus "best practices".
- o) **Branch Relations**
Discussion on the procedures for interacting with the local branch and how the relationship works.
- p) **Division Relations**
Discussion on the procedure for interacting with the division and how the relationship works.
- q) **Staff Management and Officer Development**
Covers officer development, records, and delegation of duties.
- r) **Local Safety Policy**
Information regarding safety during cadet activities and creating a safety policy.

Home Study Packages

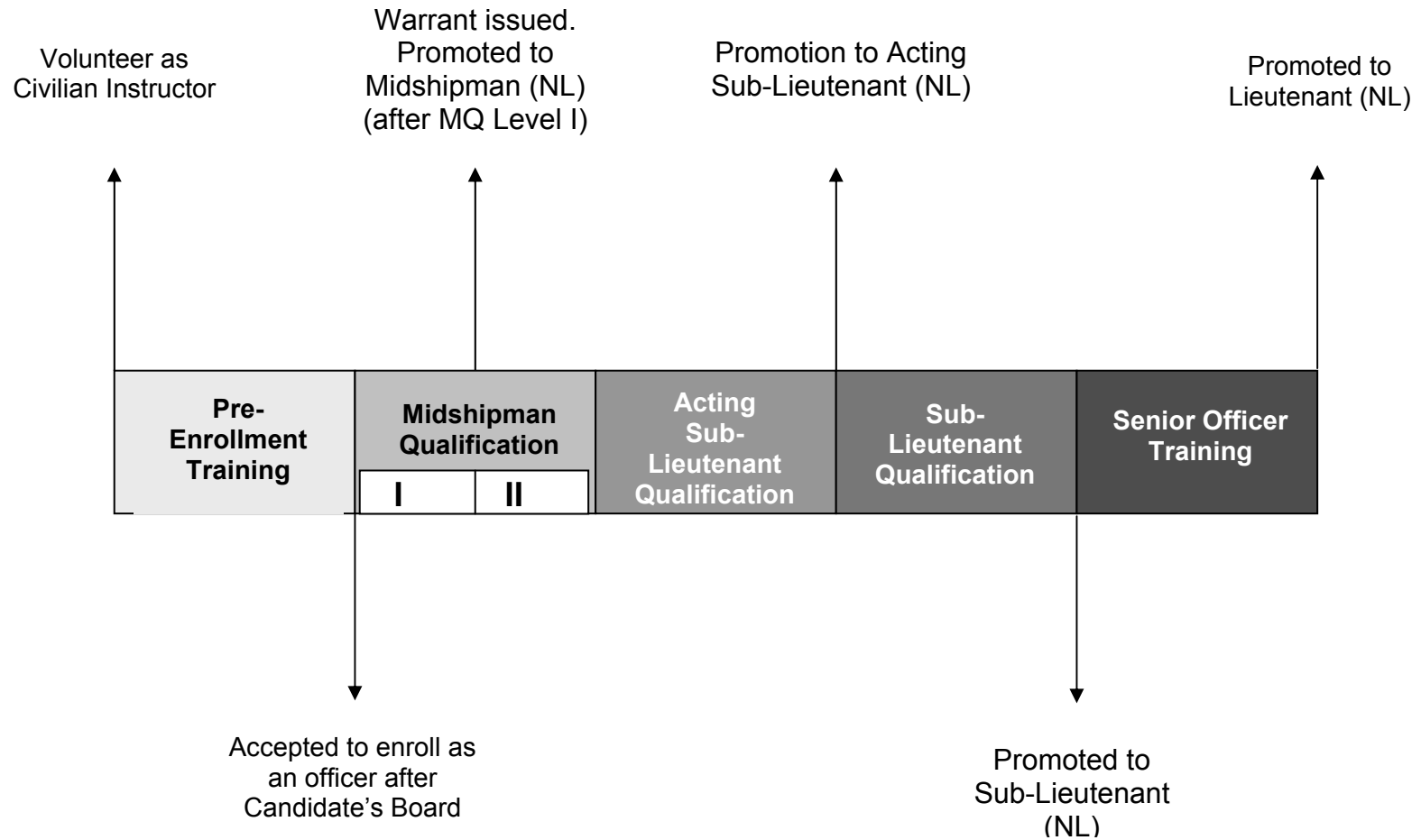
6. Home study packages were designed to allow officers assuming specific duties at the corps (i.e. Administration, Supply) to learn the material on their own time. There are also home study packages during the Pre-Enrollment Training. The intent is to be able to administer this training when required rather than once a year on a Divisional level. Support for completion of these packages should come from experienced officers at the corps level.

Amendments to National Standard

7. Amendments to this publication are the responsibility of the National Navy League Cadet Portfolio Chair. Suggested amendments shall be forwarded through the division to the National Office of the NLOC.

Navy League Officer Development Program

Rank Progression Summary



NL Officer Development Training Summary

OTS	Subject	Duration
Pre-Enrollment Training		
The Performance Objectives detailed in this section are directly linked to the safety and well being of Navy League Cadets. This training is to be delivered as home study for potential Navy League Officers. Potential Navy League Officers must meet all requirements of this training in order to be recommended for a warrant. OTS 102 to OTS 104 are also to be reviewed on a yearly basis by all Navy League Officers through locally run workshops.		
101	Introduction to the Navy League	N/A
102	Understanding Youth Issues	8 x 50 min
103	Abuse Recognition and Management	
104	Critical Policies	
105	Environmental Awareness	N/A
Midshipman Qualification I		
This training level will provide all of the skills and information required for the rank of Midshipman. This training requires candidates to complete a home study package prior to attending. The subjects are to be conducted in the workshop and practical formats. Pre-Enrollment Training and Midshipman Qualification I may be accomplished concurrently, and completion of both levels is necessary before a warrant is issued.		
206 (a)	Drill	7 x 50 min
207	Uniforms	2 x 50 min
208	Divisional System	1 x 50 min
209	Navy League Cadet Training Program	2 x 50 min
Midshipman Qualification II		
This training level will provide more of the skills and information required for the rank of Midshipman. This training requires candidates to complete a home study package prior to attending. The subjects are to be conducted in the workshop and practical formats.		
206 (b)	Drill	6 x 50 min
210	Instructional Technique	3 x 50 min
212	Officer Like Qualities and Leadership	3 x 50 min
Acting Sub-Lieutenant Qualification		
This training must be taken prior to promotion to Acting Sub-Lieutenant (NL). This training requires candidates to complete a home study package prior to attending. The subjects are to be conducted in the workshop and practical formats. Upon completion of Acting Sub-Lieutenant Qualification, the officer will be able to function within the corps structure and perform duties as Officer-of-the-Day, A/Divisional Officer, and will have the skills required to instruct NL Cadets.		
306	Drill	2 x 50 min
309	Navy League Cadet Training Program	2 x 50 min
310	Instructional Technique	4 x 50 min
311	Duties and Responsibilities	2 x 50 min
312	Leadership	2 x 50 min
Sub-Lieutenant Qualification		
This training level will provide all of the skills and information required for promotion to Sub-Lieutenant (NL). This training requires candidates to complete a home study package prior to attending. The subjects are to be conducted in the workshop and practical formats. Upon completion of Sub-Lieutenant, the officer will be able to perform duties such as Administration Officer and Supply Officer (in conjunction with Home Study Packages) and Divisional Officer.		
409	Navy League Cadet Training Program	3 x 50 min
410	Instructional Technique	5 x 50 min
412	Leadership	4 x 50 min

cont...

Training Summary (cont...)

Senior Officer Training		
This training level will provide all of the skills and information required for promotion to Lieutenant (NL). This training requires candidates to complete a home study package prior to attending. The subjects are to be conducted in the workshop and practical formats. Upon completion of Level Three, the officer will be able to perform duties as Training Officer and Executive Officer. It will also provide preliminary training to assume the responsibility of Commanding Officer. An increased emphasis is placed on guiding the Junior Officers of the corps.		
509	Navy League Cadet Training Program	4 x 50 min
510	Instructional Technique	4 x 50 min
511	Duties and Responsibilities	2 x 50 min
512	Leadership	2 x 50 min

Note: Officer Training Standards (OTS) are numbered based on:

1. the phase of training in which it is located (i.e. all Midshipman Qualification training begins with "2") ; and
2. the subject matter as it first appears in the program (i.e. all Instructional Technique ends with "10").

The following training may be conducted whenever necessary, and is not considered part of the training progression:

Commanding Officer's Seminar		
This training level will provide all of the skills and information required for fulfilling the duties of Corps Commanding Officer. Training will occur in an annual workshop to be conducted by Divisional Staff.		
613	Taking Command	3 x 50 min
614	Recruiting and Selection	2 x 50 min
615	Branch Relations	1 x 50 min
616	Division Relations	1 x 50 min
617	Staff Management and Officer Development	3 x 50 min
618	Local Safety Policy	2 x 50 min

Home Study Packages		
HS 01	Administration	N/A
HS 02	Supply	

NAVY LEAGUE OFFICER DEVELOPMENT PROGRAM

Pre-Enrollment Training

OTS 101 Introduction to the Navy League of Canada

1. Performance

Demonstrate an understanding and knowledge of the Navy League of Canada.

2. Conditions

Candidates under training will be issued the Pre-Enrollment Package through the corps. This material is to be completed on the candidate's own time, however, deadlines should be decided upon with the Commanding Officer to ensure efficiency. Candidates will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study.

3. Time

Not allocated. The candidates will complete this OTS on their own time.

4. Standard

Answer questions to a Candidate's Board in areas relating to the structure and organization of the Navy League of Canada.

5. Teaching Points

The following points will be covered in the package and during the Candidate's Board:

- a) the purposes and objectives of the Navy League of Canada (NL 24);
- b) the Navy League of Canada structure and organization (NL 35); and
- c) the history of the Navy League of Canada.

6. Test Details

The candidate is expected to provide brief answers to questions posed by the Candidate's Board.

7. Further Instructions

None.

OTS 102 Understanding Youth Issues

1. Performance

Participate in a discussion and demonstrate an understanding of youth issues.

2. Conditions

The following conditions apply:

- a) candidates under training will be issued the Pre-Enrollment Package through the corps. This material is to be completed on the candidate's own time, however, deadlines should be decided upon with the Commanding Officer to ensure efficiency. Candidates will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study; and
- b) Commanding Officers shall arrange for a guest speaker (i.e. social worker) to present material to all corps staff. This shall be arranged on an annual basis.

3. Time

4 periods of 50 minutes (combined OTS 102, 103, and 104).

4. Standard

Answer questions to a Candidate's Board in areas relating to youth issues.

5. Teaching Points

The material in this OTS may change on an annual basis. Commanding Officers should strive to find the most current information available.

6. Test Details

The candidate is expected to provide brief answers to questions posed by the Candidate's Board. Answers should provide information on current issues and how to deal with them when confronted.

7. Further Instructions

The questions posed by the Candidate's Board will usually generate approximate answers, as there are no "right or wrong" responses. Common sense answers using information provided in the OTS material are desirable.

OTS 103 Abuse Recognition and Management

1. Performance

Participate in a discussion and demonstrate an understanding of abuse recognition and management. The workshop is about the CHARM program (**Cadet Harassment and Abuse Recognition and Management**)

2. Conditions

The following conditions apply:

- a) candidates under training will be issued the Pre-Enrollment Package through the corps. This material is to be completed on the candidate's own time, however, deadlines should be decided upon with the Commanding Officer to ensure efficiency. Candidates will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study; and
- b) Commanding Officers shall arrange for a guest speaker (i.e. social worker) to present material to all corps staff. This shall be arranged on an annual basis.

3. Time

4 periods of 50 minutes (combined OTS 102, 103, and 104).

4. Standard

Answer questions to a Candidate's Board in areas relating to abuse recognition and management.

5. Teaching Points

The following points will be covered in the package and in the workshop:

- a) harassment (definitions, examples, consent);
- b) abuse (types, definitions, examples);
- c) consequences (legalities, rights and responsibilities); and
- d) leadership responsibilities and actions.

6. Test Details

The candidate is expected to provide brief answers to questions posed by the Candidate's Board.

7. Further Instructions

None.

OTS 103 Critical Policies

1. Performance

Participate in a discussion and demonstrate an understanding of the Navy League of Canada's Policies on Harassment, Cadet Safety, Drug and Alcohol..

2. Conditions

The following conditions apply:

- a) candidates under training will be issued the Pre-Enrollment Package through the corps. This material is to be completed on the candidate's own time, however, deadlines should be decided upon with the Commanding Officer to ensure efficiency. Candidates will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through self-study.
- b) Commanding Officers shall arrange for a guest speaker (i.e. social worker) to present material to all corps staff. This shall be arranged on an annual basis.

3. Time

4 periods of 50 minutes (combined OTS 102, 103, and 104).

4. Standard

Answer questions to a Candidate's Board directly related to the Harassment Policy for the Navy League of Canada.

5. Teaching Points

The material for this OTS is directly related to NL(100), Annex B, C and D.

6. Test Details

The candidate is expected to provide brief answers to questions posed by the Candidate's Board.

7. Further Instructions

None.

OTS 105 Environmental Awareness

1. Performance

Participate in a discussion and demonstrate an understanding of environmental concerns during cadet activities.

2. Conditions

Candidates under training will be issued the Pre-Enrollment Package through the corps. This material is to be completed on the candidate's own time, however, deadlines should be decided upon with the Commanding Officer to ensure efficiency. Candidates will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through self-study.

3. Time

Not allocated. The candidate will complete this OTS on their own time.

4. Standard

Answer questions to a Candidate's Board directly related to environmental awareness.

5. Teaching Points

The following points concerning environmental awareness will be covered in the package:

- a) local corps training;
- b) field training; and
- c) on-water training.

6. Test Details

The candidate is expected to provide brief answers to questions posed by the Candidate's Board.

7. Further Instructions

None.

NAVY LEAGUE OFFICER DEVELOPMENT PROGRAM

Midshipman Qualification I

OTS 206 Drill

1. Performance

Demonstrate an understanding of, and the ability to perform, basic drill movements.

2. Conditions

Candidates under training will be given instruction on basic drill during the Midshipman Qualification I Weekend.

Optionally, this training may be conducted at the corps level, supervised by the CO, and tested by the CO/Division staff officer(s).

3. Time

7 periods of 50 minutes.

4. Standard

The candidate shall display an understanding of colours and sunset and be able to perform the drill associated with divisions.

5. Teaching Points

The following points will be covered:

- a) the purpose and procedure for the ceremonies of colours and sunset; and
- b) execution of the following movements:
 - the position of attention
 - attention to stand at ease
 - stand at ease to stand easy
 - stand at ease to attention
 - right dress
 - open and close order march
 - turning at the halt
 - to the front salute

6. Test Details

The candidate shall perform basic drill movements during the Midshipman Qualification Weekend or at the corps level, to the satisfaction of the instructor(s). An ongoing assessment shall take place at the corps as an On-the-Job Performance Requirement.

7. Further Instructions

None.

OTS 207 Uniforms

1. Performance

Demonstrate the ability to wear and maintain the proper orders of dress.

2. Conditions

Candidates under training will be issued the Midshipman Development Package through the corps. This material is to be completed on the candidate's own time, however, the entire package must be complete before attending the training weekend. Candidates will also be given direction from the corps' officers (CO, XO, Trg O) when required.

Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Midshipman Qualification I Weekend.

Optionally, this training may be conducted at the corps level, supervised by the CO, and tested by the CO/Division staff officer(s).

3. Time

2 periods of 50 minutes.

4. Standard

The candidate will be required to answer questions (orally or written) relating to dress regulations and orders of dress to achieve a pass standard of 70%.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) Dress Regulations and orders of dress; and
- b) maintaining the NL officer uniform.

6. Test Details

The test will be administered during the Midshipman Qualification Weekend or at the corps level. An ongoing assessment shall take place at the corps level as an On-the-Job Performance Requirement.

7. Further Instructions

None.

OTS 208 Divisional System

1. Performance

Demonstrate an understanding of the divisional system.

2. Conditions

Candidates under training will be issued the Midshipman Development Package through the corps. This material is to be completed on the candidate's own time, however, the entire package must be complete before attending the training weekend. Candidates will also be given direction from the corps' officers (CO, XO, Trg O) when required.

Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Midshipman Qualification Weekend.

Optionally, this training may be conducted at the corps level, supervised by the CO, and tested by the CO/Division staff officer(s).

3. Time

1 period of 50 minutes.

4. Standard

The candidate will be required to answer questions (orally or written) relating to the divisional system to achieve a pass standard of 70%.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) the purpose of the Divisional System;
- b) the divisional organization in your corps;

6. Test Details

The test will be administered during the Midshipman Qualification Weekend or at the corps level.

7. Further Instructions

Although candidates will not be assessed as Divisional Officers at this stage of their development, it is important to understand the divisional system as an integral aspect of Navy League Cadet training.

OTS 209 Navy League Cadet Training Program

1. Performance

Demonstrate and understanding of the Navy League Cadet Training Program.

2. Conditions

Candidates under training will be issued the Midshipman Development Package through the corps. This material is to be completed on the candidate's own time, however, the entire package must be complete before attending the training weekend. Candidates will also be given direction from the corps' officers (CO, XO, Trg O) when required.

Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Midshipman Qualification Weekend.

Optionally, this training may be conducted at the corps level, supervised by the CO, and tested by the CO/Division staff officer(s).

3. Time

2 periods of 50 minutes.

4. Standard

The candidate will be required to answer questions (orally or written) relating to the Navy League Cadet Training Program to achieve a pass standard of 70%.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) the objectives of the Navy League Cadet Training Program;
- b) contents of the Navy League Cadet Training Program; and
- c) the procedure for testing and promotion of Navy League cadets.

6. Test Details

The test will be administered during the Midshipman Qualification Weekend or at the corps level.

7. Further Instructions

None.

NAVY LEAGUE OFFICER DEVELOPMENT PROGRAM

Midshipman Qualification II

OTS 206 Drill

1. Performance

Demonstrate an understanding of, and the ability to perform, basic drill movements on the march.

2. Conditions

Candidates under training will be given instruction on basic marching drill during the Midshipman Qualification II Weekend.

Optionally, this training may be conducted at the corps level, supervised by the CO, and tested by the CO/Division staff officer(s).

3. Time

6 periods of 50 minutes.

4. Standard

The candidate shall be able to perform the drill associated with the march past.

5. Teaching Points

The following points will be covered:

- a) marching drill to include:
 - marching, halting, and wheeling in quick time
 - the march past
- b) taking command of a division.

6. Test Details

The officer shall perform drill movements to the satisfaction of the instructor(s) during the Midshipman Qualification II Weekend or at the corps level. An ongoing assessment shall take place at the corps as an On-the-Job Performance Requirement.

7. Further Instructions

None.

OTS 210 Instructional Technique

1. Performance

Demonstrate the ability to speak in a public setting.

2. Conditions

Candidates under training will be issued the Midshipman Development Package through the corps. This material is to be completed on the candidate's own time, however, the entire package must be complete before attending the training weekend. Candidates will also be given direction from the corps' officers (CO, XO, Trg O) when required.

Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Midshipman Qualification II Weekend.

Optionally, this training may be conducted at the corps level, supervised by the CO, and tested by the CO/Division staff officer(s).

3. Time

3 periods of 50 minutes.

4. Standard

The candidate will be required to speak in front of a group of people about a topic related to the Navy League of Canada.

5. Teaching Points

Effective techniques used during public speaking will be covered in the package and during the weekend.

6. Test Details

The evaluation will be administered during the Midshipman Qualification II Weekend or at the corps level. An ongoing assessment shall take place at the corps level as an On-the-Job Performance Requirement.

7. Further Instructions

None.

OTS 212 Leadership

1. Performance

Demonstrate an understanding basic leadership principles.

2. Conditions

Candidates under training will be issued the Midshipman Development Package through the corps. This material is to be completed on the candidate's own time, however, the entire package must be complete before attending the training weekend. Candidates will also be given direction from the corps' officers (CO, XO, Trg O) when required.

Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Midshipman Qualification Weekend.

Optionally, this training may be conducted at the corps level, supervised by the CO, and tested by the CO/Division staff officer(s).

3. Time

3 periods of 50 minutes.

4. Standard

The candidate will be required to participate in a discussion and provide solutions to leadership problems.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) leadership styles;
- b) supervision of cadets; and
- c) the principles of leadership.

6. Test Details

The evaluation will be administered during the Midshipman Qualification II Weekend or at the corps level. An ongoing assessment shall take place at the corps level as an On-the-Job Performance Requirement.

7. Further Instructions

After the material has been presented, candidates should be placed in groups to collectively solve common leadership problems.

NAVY LEAGUE OFFICER DEVELOPMENT PROGRAM

Acting Sub-Lieutenant Qualification

OTS 306 Drill

1. Performance

Display an understanding of, and the ability to, instruct a drill class.

2. Conditions

Officers under training will be given material and instruction on the proper method of teaching drill during the Acting Sub-Lieutenant Qualification Weekend. Information will also be included in the Acting Sub-Lieutenant Development Package.

3. Time

2 periods of 50 minutes.

4. Standard

The officer shall be able to teach an effective drill class.

5. Teaching Points

Drill instruction will be covered during the weekend and in the Acting Sub-Lieutenant Qualification package.

6. Test Details

The officer shall participate in lessons pertaining to drill instruction. Evaluation of the candidate will take place at the local unit under the direction of the Commanding Officer.

7. Further Instructions

None.

OTS 309 Navy League Cadet Training Program

1. Performance

Demonstrate and understanding of the contents in the Navy League Cadet Training Program.

2. Conditions

Officers under training will be issued the Acting Sub-Lieutenant Development Package through the corps. This material is to be completed on the officer's own time, however, the entire package must be complete before attending the training weekend. Officers will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Acting Sub-Lieutenant Qualification Weekend.

3. Time

2 periods of 50 minutes.

4. Standard

The officer will be required to answer questions (orally or written) and complete practical tasks relating to the Navy League Cadet Training Program (CTS 06 and CTS 07) to achieve a pass standard of 70%.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) the contents of CTS 06 Seamanship; and
- b) the contents of CTS 07 Naval Knowledge.

6. Test Details

The assessments will be administered during the Acting Sub-Lieutenant Qualification Weekend. Further evaluation will occur at the local unit.

7. Further Instructions

None.

OTS 310 Instructional Technique

1. Performance

The officer will demonstrate the ability to prepare and teach an effective lesson.

2. Conditions

Officers under training will be issued the Acting Sub-Lieutenant Development Package through the corps. This material is to be completed on the officer's own time, however, the entire package must be complete before attending the training weekend. Officers will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Acting Sub-Lieutenant Qualification Weekend.

3. Time

4 periods of 50 minutes.

4. Standard

The officer will be required to instruct a brief lesson in a classroom setting to the satisfaction of the instructor(s).

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) the principles of instruction; and
- b) planning and preparation.

6. Test Details

The evaluation will be administered during the Acting Sub-Lieutenant Qualification Training Weekend. An ongoing assessment shall take place at the corps as an On-the-Job Performance Requirement.

7. Further Instructions

Each candidate will be evaluated on a short lesson. Evaluations should focus primarily on the teaching points from this OTS.

OTS 311 Duties and Responsibilities

1. Performance

The officer will act as a Divisional Officer for a period of 6 months.

2. Conditions

Officers under training will be issued the Acting Sub-Lieutenant Development Package through the corps. This material is to be completed on the officer's own time, however, the entire package must be complete before attending the training weekend. Officers will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Acting Sub-Lieutenant Qualification Weekend.

3. Time

2 periods of 50 minutes.

4. Standard

The officer will be required to answer questions (orally or written) relating to the divisional system to achieve a pass standard of 70%. The officer will also perform the duties of a Divisional Officer at the corps level to the satisfaction of the Commanding Officer.

5. Teaching Points

The duties of a Divisional Officer will be covered in the package and during the weekend, to include the procedure for correcting and disciplining a cadet.

6. Test Details

The test will be administered during the Acting Sub-Lieutenant Qualification Weekend. An ongoing assessment shall take place at the corps as an On-the-Job Performance Requirement.

7. Further Instructions

None.

OTS 312 Leadership

1. Performance

The officer will perform in a leadership role at the corps level.

2. Conditions

Officers under training will be issued the Acting Sub-Lieutenant Development Package through the corps. This material is to be completed on the officer's own time, however, the entire package must be complete before attending the training weekend. Officers will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Acting Sub-Lieutenant Qualification Weekend.

3. Time

2 periods of 50 minutes.

4. Standard

The officer will be required to answer questions (orally or written) relating to leadership to achieve a pass standard of 70%. The officer will also perform in a leadership role at the corps level to the satisfaction of the Commanding Officer.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) motivating cadets; and
- b) types of orders.

6. Test Details

The test will be administered during the Acting Sub-Lieutenant Qualification Weekend. An ongoing assessment shall take place at the corps as an On-the-Job Performance Requirement.

7. Further Instructions

None.

NAVY LEAGUE OFFICER DEVELOPMENT PROGRAM

Sub-Lieutenant Qualification

OTS 409 Navy League Cadet Training Program

1. Performance

Demonstrate and understanding of the contents in the Navy League Cadet Training Program.

2. Conditions

Officers under training will be issued the Sub-Lieutenant Development Package through the corps. This material is to be completed on the officer's own time, however, the entire package must be complete before attending the training weekend. Officers will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Sub-Lieutenant Qualification Weekend.

3. Time

3 periods of 50 minutes.

4. Standard

The officer will be required to answer questions (orally or written) and complete practical tasks relating to the Navy League Cadet Training Program (CTS 08 and CTS 1) to achieve a pass standard of 70%.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) the contents of CTS 08 Boatwork; and
- b) the contents of CTS 11 Orienteering.

6. Test Details

The assessments will be administered during the Sub-Lieutenant Qualification Weekend.

7. Further Instructions

None.

OTS 410 Instructional Technique

1. Performance

The officer will demonstrate the ability to prepare and teach an effective lesson from the Navy League CTS.

2. Conditions

Officers under training will be issued the Sub-Lieutenant Development Package through the corps. This material is to be completed on the candidate's own time, however, the entire package must be complete before attending the training weekend. Officers will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Sub-Lieutenant Qualification Weekend.

3. Time

5 periods of 50 minutes.

4. Standard

The officer will be required to instruct a lesson in a classroom setting to the satisfaction of the instructor(s).

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) the effective use of training aids; and
- b) proper questioning technique.

6. Test Details

The evaluation will be administered during the Sub-Lieutenant Qualification Training Weekend. An ongoing assessment shall take place at the corps as an On-the-Job Performance Requirement.

7. Further Instructions

Each candidate will be evaluated on a complete lesson from the Navy League CTS.

OTS 412 Leadership

1. Performance

The officer will perform in a leadership role at the corps level.

2. Conditions

Officers under training will be issued the Sub-Lieutenant Development Package through the corps. This material is to be completed on the officer's own time, however, the entire package must be complete before attending the training weekend. Officers will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Sub-Lieutenant Qualification Weekend.

3. Time

4 periods of 50 minutes.

4. Standard

The officer will be required to answer questions (orally or written) relating to leadership to achieve a pass standard of 70%. The officer will also perform in a leadership role at the corps level to the satisfaction of the Commanding Officer.

5. Teaching Points

Problem solving will be covered in the package and during the weekend.

6. Test Details

The assessment will be administered during the Sub-Lieutenant Qualification Weekend. An ongoing assessment shall take place at the corps as an On-the-Job Performance Requirement.

7. Further Instructions

None.

NAVY LEAGUE OFFICER DEVELOPMENT PROGRAM

Senior Officer Training

OTS 509 Navy League Cadet Training Program

1. Performance

Demonstrate the ability to adopt an optional training plan.

2. Conditions

Officers under training will be issued the Senior Officer Development Package through the corps. This material is to be completed on the officer's own time, however, the entire package must be complete before attending the training weekend. Officers will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Senior Officer Training Weekend.

3. Time

4 periods of 50 minutes.

4. Standard

The officer will be required to develop and optional training program and plan an exercise to achieve a pass standard of 70%.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) optional training plans; and
- b) planning weekend exercises.

6. Test Details

The assessments will be administered during the Senior Officer Training Weekend.

7. Further Instructions

None.

OTS 510 Instructional Technique

1. Performance

The officer will demonstrate the ability to prepare and teach an effective lesson based on a subject from the Navy League Cadet Training Program.

2. Conditions

Officers under training will be issued the Senior Officer Development Package through the corps. This material is to be completed on the candidate's own time, however, the entire package must be complete before attending the training weekend. Officers will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Senior Officer Training Weekend.

3. Time

4 periods of 50 minutes.

4. Standard

The officer will be required to instruct a full lesson in a classroom setting to the satisfaction of the instructor(s).

5. Teaching Points

Different methods of instruction will be covered in the package and during the weekend.

6. Test Details

The assessment will be administered during the Senior Officer Training Weekend. An ongoing assessment shall take place at the corps as an On-the-Job Performance Requirement.

7. Further Instructions

None.

OTS 511 Duties and Responsibilities

1. Performance

Demonstrate an understanding of the duties and responsibilities of officer positions within the Navy League Cadet corps.

2. Conditions

Officers under training will be issued the Senior Officer Development Package through the corps. This material is to be completed on the officer's own time, however, the entire package must be complete before attending the training weekend. Officers will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Senior Officer Training Weekend.

3. Time

2 periods of 50 minutes.

4. Standard

The officer will be required to answer questions (orally or written) to achieve a pass standard of 70%.

5. Teaching Points

The duties and responsibilities of the following will be covered in the package and during the weekend:

- a) Commanding Officer;
- b) Executive Officer;
- c) Training Officer;
- d) Administration Officer; and
- e) Supply Officer.

6. Test Details

The test will be administered during the Senior Officer Training Weekend.

7. Further Instructions

None.

OTS 512 Leadership

1. Performance

The officer will perform in a leadership role at the corps level.

2. Conditions

Officers under training will be issued the Sub-Lieutenant Development Package through the corps. This material is to be completed on the officer's own time, however, the entire package must be complete before attending the training weekend. Officers will also be given direction from the corps' officers (CO, XO, Trg O) when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Sub-Lieutenant Qualification Weekend.

3. Time

2 periods of 50 minutes.

4. Standard

The officer will be required to answer questions (orally or written) relating to leadership to achieve a pass standard of 70%. The officer will also perform in a leadership role at the corps level to the satisfaction of the Commanding Officer.

5. Teaching Points

Task Procedure will be covered in the package and during the weekend.

6. Test Details

The assessment will be administered during the Sub-Lieutenant Qualification Weekend. An ongoing assessment shall take place at the corps as an On-the-Job Performance Requirement.

7. Further Instructions

Candidates will be tested on their knowledge of Task Procedure. A performance evaluation should take place at the local unit.

NAVY LEAGUE OFFICER DEVELOPMENT PROGRAM

Commanding Officer's Seminar

OTS 613 Taking Command

1. Performance

Demonstrate an understanding of the procedures required for taking command.

2. Conditions

Officers will be issued the Commanding Officer Package through the corps. This material is to be completed on the candidate's own time, however, the entire package must be complete before attending the seminar. Candidates will also be given direction from the Commanding Officer when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Commanding Officer's Seminar.

3. Time

3 periods of 50 minutes.

4. Standard

The candidate will be required to participate in a discussion, and complete an assignment, to the satisfaction of the conducting officer.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) procedures for changing command; and
- b) the Change of Command ceremony.

6. Test Details

The assignment will be administered during the Commanding Officer Seminar.

7. Further Instructions

None.

OTS 614 Recruiting and Selection

1. Performance

Participate in a group discussion and develop a corps recruiting plan.

2. Conditions

Officers will be issued the Commanding Officer Package through the corps. This material is to be completed on the candidate's own time, however, the entire package must be complete before attending the seminar. Candidates will also be given direction from the Commanding Officer when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Commanding Officer's Seminar.

3. Time

2 periods of 50 minutes.

4. Standard

The candidate will be required to participate in a discussion, and complete a group assignment, to the satisfaction of the conducting officer.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) responsibilities of branches and corps;
- b) developing a recruiting plan; and
- c) recruiting "best practices".

6. Test Details

The assignment will be administered during the Commanding Officer Seminar.

7. Further Instructions

None.

OTS 615 Branch Relations

1. Performance

Participate in a discussion regarding the relationship between Navy League corps and branches.

2. Conditions

Officers will be issued the Commanding Officer Package through the corps. This material is to be completed on the candidate's own time, however, the entire package must be complete before attending the seminar. Candidates will also be given direction from the Commanding Officer when required. It is recommended that officers also seek assistance from their Branch Presidents. Preparation for the assessment will be made through observation, research, and self-study.

3. Time

1 periods of 50 minutes.

4. Standard

The candidate will be required to participate in a discussion to the satisfaction of the conducting officer.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) review the roles and responsibilities of Navy League branches;
- b) reports and procedures;
- c) the communication process; and
- d) case studies.

6. Test Details

The discussion will be take place during the Commanding Officer Seminar.

7. Further Instructions

None.

OTS 616 Division Relations

1. Performance

Participate in a discussion regarding the relationship between Navy League corps and divisions.

2. Conditions

Officers will be issued the Commanding Officer Package through the corps. This material is to be completed on the candidate's own time, however, the entire package must be complete before attending the seminar. Candidates will also be given direction from the Commanding Officer when required. Preparation for the assessment will be made through observation, research, and self-study.

3. Time

1 period of 50 minutes.

4. Standard

The candidate will be required to participate in a discussion to the satisfaction of the conducting officer.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) review the roles and responsibilities of Navy League divisions (NL 8, Annex 4b);
- b) reports and procedures; and
- c) case studies.

6. Test Details

The discussion will be take place during the Commanding Officer Seminar.

7. Further Instructions

None.

OTS 617 Staff Management and Officer Development

1. Performance

Participate in a discussion regarding the management of officers and staff.

2. Conditions

Officers will be issued the Commanding Officer Package through the corps. This material is to be completed on the candidate's own time, however, the entire package must be complete before attending the seminar. Candidates will also be given direction from the Commanding Officer when required. Preparation for the assessment will be made through observation, research, and self-study.

3. Time

3 periods of 50 minutes.

4. Standard

The candidate will be required to participate in a discussion to the satisfaction of the conducting officer.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) officer development;
- b) maintaining personnel notes and records; and
- c) delegation of duties.

6. Test Details

The discussion will be take place during the Commanding Officer Seminar.

7. Further Instructions

None.

OTS 618 Local Safety Policy

1. Performance

Participate in a group discussion and develop a local safety policy.

2. Conditions

Officers will be issued the Commanding Officer Package through the corps. This material is to be completed on the candidate's own time, however, the entire package must be complete before attending the seminar. Candidates will also be given direction from the Commanding Officer when required. Preparation for the assessment will be made through observation, research, and self-study. Teaching points shall also be covered during the Commanding Officer's Seminar.

3. Time

2 periods of 50 minutes.

4. Standard

The candidate will be required to participate in a discussion, and complete an assignment, to the satisfaction of the conducting officer.

5. Teaching Points

The following points will be covered in the package and during the weekend:

- a) training safety factors;
- b) supervision of cadets; and
- c) Commanding Officer's Safety Policy.

6. Test Details

The assignment will be administered during the Commanding Officer Seminar.

7. Further Instructions

None.

NAVY LEAGUE OFFICER DEVELOPMENT PROGRAM

Home Study Packages

HS 01 Administration

1. Performance

Perform the duties of the Administration Officer at the corps level.

2. Conditions

Officers under training will be issued the Administration Home Study Package through the corps. This material is to be completed on the candidate's own time, however, the entire package should be complete before assignment to the Administration Officer position. Candidates will also be given direction from the corps' officers (CO and XO) when required. Preparation for the assessment will be made through observation, research, and self-study.

3. Time

Not allocated. The candidate will complete this OTS on their own time.

4. Standard

The candidate will be required to answer questions and complete assignments relating to the Administration Officer position.

5. Teaching Points

The Administration Home Study Package will contain all of the required information to effectively assume the position of Administration Officer at the corps level.

6. Test Details

Completion of the Administration Home Study Package constitutes the assessment for this OTS.

7. Further Instructions

Completed packages shall be forwarded to Divisions to ensure a consistent standard of completeness and correctness.

HS 02 Supply

1. Performance

Perform the duties of the Supply Officer at the corps level.

2. Conditions

Officers under training will be issued the Supply Home Study Package through the corps. This material is to be completed on the candidate's own time, however, the entire package should be complete before assignment to the Supply Officer position. Candidates will also be given direction from the corps' officers (CO and XO) when required. Preparation for the assessment will be made through observation, research, and self-study.

3. Time

Not allocated. The candidate will complete this OTS on their own time.

4. Standard

The candidate will be required to answer questions and complete assignments relating to the Supply Officer position.

5. Teaching Points

The Supply Home Study Package will contain all of the required information to effectively assume the position of Supply Officer at the corps level.

6. Test Details

Completion of the Supply Home Study Package constitutes the assessment for this OTS.

7. Further Instructions

Completed packages shall be forwarded to Divisions to ensure a consistent standard of completeness and correctness.