



R.C.S.C.C. NELSON

Terms of Reference

Position Title: Gunnery Instructor
Short Title: GI

Established Rank: PO1
Date Revised: 18/09/12

Responsible To: RPO

Subordinates:

Job Description

1. The Gunnery Instructor is in charge of the parade section of the Operations Department. The GI will be responsible to the RPO for ensuring the corps meets the standards & follows all proper procedures for conducting ceremonies in accordance with the CFP 201 & Sea Cadet Manuel of drill and ceremony.

Primary Duties

1. Ensuring the Ship's Company drill is to the standard set out in the CFP 200,201 & The Sea Cadet Manuel of Drill & Ceremony, by providing instruction to the DPOs as necessary or advising the RPO of areas requiring improvement.
2. Ensuring the Ship's drill routines are properly followed.
3. Ensure the Ship's Company is properly trained & briefed for all ceremonial events.
4. Conducting a marked uniform evaluation of PO2s and below once they arrive on board.
5. Ensuring uniform marks are properly recorded for the cock of the walk program
6. Reviewing the divisional uniform marks and informing the DPOs of areas that require improvement.
7. Recommending any changes to the Ship's drill routine to the RPO.

Secondary Duties

1. Any other duties as assigned by the RPO, Ops O .

Gunnery Instructor

Operations Officer

Date

Date