



R.C.S.C.C. NELSON

Terms of Reference

Position Title: Officer of the Day
Short Title: OOD

Established Rank: SLt, A/SLt, NCdt
Date Revised: 05/10/10

Responsible To: Operations Officer

Subordinates: POOD
Duty Watch

Job Description

1. The Officer Of The Day shall stand watch on a weekly rotational basis. The OOD shall be responsible for the safety, security, supervision of the Ship's Company and ensuring the Ship is kept tidy at all times.
2. The Duty Watch is expected to commence at 1800 and secure at 2130.

Primary Duties

1. Arrive onboard no later than 1800 hours, complete a round of the ship make note of any damages and any discrepancies including areas not used by NELSON.
2. Report to the Operations Officer and receive any special instructions;
3. Brief the POOD on their tasks for the evening;
4. Supervise the Ship's Company on the Quarterdeck while they come aboard / go ashore and be available to parents.
5. Supervise the Ship's Company during stand easy;
6. To ensure the establishment is kept neat, tidy & secure at all times.
7. To ensure the POOD musters and briefs the duty division immediately following sunset for final clean up;
8. To take action according to Ship' Standing Orders in an emergency situation.
9. Conduct Safety, Security & Cleanliness rounds of the ship once during each period.
10. Inspect areas and items specified in the Ship's Log rounds section and SCOTIAN lock up procedure.

11. To review and sign the Ship's Log once the Duty Watch has secured;
12. In the event that the OOD must arrive on board late, proceed ashore early or cannot stand their watch, the OOD shall obtain a substitute officer to complete the duties. The following procedure will apply:
 - a. state in the Ship's Log, time proceeding ashore and relieving officer;
 - b. brief the relieving officer of any special instructions; and
 - c. Signature of both the OOD and relieving officer in the Ship's Log.
13. To remain on-board until the last cadet has gone home.
14. For returning the Ship's keys to Rainbow Gate (HMC Dockyard). Note that the person who signs out the keys from Centre Gate may wish to return the keys themselves as they have the ultimate responsibility for the keys.

Secondary Duties

1. Any other duties as assigned by the Ops O, XO or CO.