



R.C.S.C.C. NELSON

Terms of Reference

Position Title: Regulating Petty Officer
Short Title: RPO

Established Rank: CPO2
Date Revised: 18/09/12

Responsible To: Operations Officer

Subordinates: Divisional Petty Officers
Petty Officers of the Watch
Gunnery Instructors

Job Description

1. The Regulating Petty Officer is the chief of the Operations Department and is a minimum rank of Chief Petty Officer Second Class. The RPO will be responsible for ensuring the operations department runs according to Corps Standing Orders and Operations SOPs.

Primary Duties

General

1. Co-ordinating with the Coxswain and other CHODs in matters concerning the Operations Department.
2. Preparing Sections of the Operations Routine Orders by gathering required information.
3. Ensuring all Operations Chiefs and Petty Officers are meeting the requirements of their terms of reference.
4. Ensuring the Ops Chiefs and Petty Officers are meeting the required uniform standard as set out in CATO 35-01 and the Corps Standing Orders.
5. Keeping the Ops O advised.
6. Promoting Esprit Du Corps within the Operations Department.
7. Assisting the Ops Chiefs and Petty Officers with conducting their duties as needed.
8. Recommending any changes to Ops SOPs to the Ops O.

Divisions and Watches

1. Ensuring the Divisions meet the standard of drill, drill dress & deportment by developing the DPOs leadership skills and knowledge of regulations.
2. Initiating the phone calls to the POOWs and the forwarding a phone call report to the Ops O.
3. Ensuring the divisional and watch nominal rolls are kept up to date
4. To compile a list of cadets who have been AWOL twice or more times in the following month at the beginning of each month and submitting the names to the Ops O

Duty Watch

1. Producing weekly duty schedules
2. Ensuring all ceremonies meet the standard set out in the Manuel of Ceremony for HMC Ships, Submarines and Naval Reserve Divisions.
3. To ensure that distinguished visitors are received with appropriate honours.

Parade

1. Ensuring that parade routines & ceremonial events meet the standards set out in the CFP 201, the Sea Cadet Manuel of Drill and Ceremony and the CFP 200.

Secondary Duties

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

Regulating Petty Officer

Operations Officer

Date

Date