**REGULATING PETTY OFFICER**

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| Rank: CPO2 | Abbreviation: RPO |

PO1

The RPO is responsible for assisting in overseeing the operations department, including parade.

The RPO reports to the XO, 1 RCSCC NELSON.

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| Direct Reports:   * Quartermaster * Gunnery Instructor * DPOs * Flag Cadets | Indirect Reports:   * N/A |

General:

* Set a high standard of personal dress, drill, and deportment within the unit, leading by example
* Carry out the duties of the Cox’n in their absence.
* Maintain a positive relationship with all senior and junior cadets.
* Plan and organize unit activities and assist in the planning and preparations of training as required.
* Attend and participate in all training or activities or notify the XO of expected absences or reasons not to participate.
* Be punctual and prepared for training activities, including assigned lessons.
* Develop and maintain a high level of motivation within the unit.
* Evaluate periods of instruction delivered by senior cadets as required.
* Meet with operations staff on a regular basis to keep them informed.

Quarterdeck

* Oversee the Quarterdeck staff and ensure operations are running effectively throughout training events.
* Complete and update the Quarterdeck manual.
* Facilitate the 323 PC in coordination with the Quartermaster, Standards Petty Officer, and Standards Officer.

Parade

* Inspect the uniform of senior cadets.
* Assign cadets to complete flags on regular training nights.
* Make recommendations to the XO for parade positions and hold try outs where applicable.
* Complete and update drill routines in accordance with CFP 200, 201, and the Sea Cadet Manuel of Drill and Ceremony.
* Compile uniform marks and advise the XO of top marks in order to recognize cadet’s achievements.