

**NAVY LEAGUE OF CANADA,  
ONTARIO DIVISION**

**CHANGE OF COMMAND PROCEDURES  
FOR  
NAVY LEAGUE CADET CORPS**

**1. PURPOSE**

- 1.1 This order outlines the procedures which must be followed by Branches and Corps in changing command of Navy League Cadet Corps. It instructs both the outgoing and incoming Commanding officers as to their responsibilities.

**2. SEQUENCE OF EVENTS**

- 2.1 The decision having been made by a serving Commanding Officer that they wish to relinquish command, that Officer must notify the branch in writing advising them of the intention to resign. A successor should be recommended as well as the desired date for the official ceremony. This should be done at least (45) forty five days in advance of the selected date.
- 2.2 It is the branches prerogative to then accept or reject the recommended successor as well as the desired date. Should the branch reject either or both it then becomes **THE BRANCHES** responsibility to select their own successor and/or date. As well the Branch has the prerogative to accept the choice of X.O., as that person should be in training for the CO position.
- 2.3 Having made their decision the Branch must notify Division, Division Commander and DSO, of the command change advising as to the new designated Commanding Officer, their mailing address, telephone number and possible E-mail address, plus the effective date. The Branch will also relay this information to the outgoing Commanding Officer.
- 2.4 The Division has the responsibility to relay to National the information of the impending change. The Certificates of Command change NL(86) along with the official forms are to be forwarded to the Branch by Division.
- 2.5 Upon receiving the authorization from Branch the outgoing Commanding Officer is to relay the impending change information to their successor, Corps Officers (particularly the Stores Officer) and the DSO.

**3. OFFICIATING OFFICER**

- 3.1 It is the serving Commanding Officer's responsibility to select an Officiating Officer. Ideally this individual should be the DSO, however, as the officiating officer is assuming temporary command of the Corps it is imperative that the duty be performed by a uniformed Navy League Division Officer as command is being passed.

#### **4. RECORDS MUSTER**

- 4.1 The corps records should be reviewed by both the incoming and outgoing Commanding Officers to ensure accuracy, familiarization and that all records and regulations are on hand. Discrepancies should be corrected and records brought up to date. The Branch should take part in this muster.
- 4.2 Items which must be included in this muster are:-
  - 4.2.1 CTS - Cadet Training Syllabus
  - 4.2.2 NL(8) Navy League Cadet Regulations
  - 4.2.3 NL(10) Navy League Forms
  - 4.2.4 NL(20) Handbook
  - 4.2.5 NL(21) Administration Orders
  - 4.2.6 NL(34) Public Relations
  - 4.2.7 NL(35) Function and Duties of the Branch
  - 4.2.8 NL(53) Drill Manual
  - 4.2.9 NL(76) Water Craft Safety
  - 4.2.11 Navy League Cadet memoranda
  - 4.2.12 ODI's - Operational Instructions and Directives
  - 4.2.13 Attendance and nominal roll
  - 4.2.14 Cadet files
  - 4.2.15 Correspondence files
  - 4.2.16 Officer files
  - 4.2.17 Standing Orders
  - 4.2.18 OTS – Officer Training Syllabus
  - 4.2.19 NOTE: Form numbers change frequently. Apply applicable form numbers.

#### **5. STORES MUSTER**

- 5.1 After receipt of notification of the change of command the Stores Officer shall prepare the stores muster. The Stores Muster shall take place a minimum of seven (7) days prior to the change of command. The following people are to be present at the muster:-
  - 5.1.1 Branch President (or their designate).
  - 5.1.2 Outgoing Commanding Officer.
  - 5.1.3 Incoming Commanding Officer
  - 5.1.4 Stores Officer.
- 5.2 The Branch President (or designate) is the only individual of this group with the authority to write-off any inventory. Should the Branch President not be in attendance, it is the responsibility of the designated person to inform the Branch of these write-offs and request their disposal.
- 5.3 Articles which are part of the stores muster are:-

- 5.3.1 Officers clothing.
- 5.3.2 Cadet clothing.
- 5.3.3 Manuals.
- 5.3.4 Training Aids.
- 5.3.5 Trophies.
- 5.3.6 Furniture.
- 5.3.7 Flags.

## **6. KIT MUSTER**

- 6.1 Either the Branch or the incoming Commanding Officer may request a formal kit muster of all items under issue to corps personnel. This should take place in conjunction with the stores muster and a minimum of seven (7) days prior to the change of command.

## **7. CEREMONY PREPARATION**

- 7.1 The Branch in conjunction with the outgoing and incoming Commanding Officers will plan and arrange the official command change ceremony, with regards to the location, guests, procedures and a reception if any. Branches and Corps are reminded that, like the annual inspection (see ODI-2102), a change of command is an ideal opportunity to publicize themselves within the community and every effort should be made to exploit this situation.

## **8. LOCATION**

- 8.1 A Change of Command is both a happy and solemn ceremony, therefore a suitable location which will permit the proper and complete ceremony to be held, should be selected. A change of command may be held immediately following the annual inspection.

## **9. GUESTS**

- 9.1 Invitations to attend the ceremony should be extended to the following:
  - 9.1.1 Branch members.
  - 9.1.2 Ladies Auxiliary.
  - 9.1.3 Parents of the Cadets.
  - 9.1.4 Families of the Officers.
  - 9.1.5 Division representatives.
  - 9.1.6 DSO
  - 9.1.7 Representatives of reserves and cadet organizations.
  - 9.1.8 Financial supporters.
  - 9.1.9 Local civic dignitaries.
  - 9.1.10 Local press, radio and television.
  - 9.1.11 Past serving officers.

## **10. PROCEDURES**

- 10.1 To ensure that the ceremony proceeds smoothly it is recommended that a master of ceremonies be used and that a program be printed and distributed to all spectators. This program should bear the planned sequence of events, special instructions (rise, sit down etc.), the history of the Corps, information on both the outgoing and incoming Commanding Officers, a listing of Corps Officers, Branch members, ladies auxiliary and officiating dignitaries. Seating for specially invited guests should be designated.
- 10.2 Before the ceremony takes place the Branch representative, outgoing and incoming Commanding Officers and the DSO should meet at the Change of Command location. At this point the DSO shall ensure that all musters have been completed.
- 10.3 The following is the prescribed ceremonial sequence of events.
  - 10.3.1 Parade forms up as for a regular night and spectators seated.
  - 10.3.2 Colors, the outgoing Commanding Officer on the dias.
  - 10.3.3 Inspection of the corps by the outgoing Commanding Officer in company with the Executive Officer.
  - 10.3.4 The Executive Officer hands the parade over to the outgoing Commanding Officer who stays on the deck to await the arrival of the Official Party. The XO then takes post.
  - 10.3.5 Arrival of the incoming Commanding Officer, Branch chairperson, Officiating Officer and DSO.
  - 10.3.6 Upon arrival on the dias of the officiating officer and the incoming Commanding Officer, the General salute for the incoming Commanding Officer is given by the Outgoing Commanding Officer. (The Incoming Commanding Officer should be in place before the salute is given).
  - 10.3.7 The Outgoing Commanding Officer then reports to the Incoming Commanding Officer, requests and conducts a march past in column of route past the incoming Commanding Officer who will take the salute.
  - 10.3.8 Following the March Past the Corps returns to the Inspection Line. The Outgoing Commanding Officer dresses the ships company, hands them over to the Executive Officer and proceeds towards the dias. At that point the incoming Commanding Officer leaves the dias and meets the Outgoing Commanding Officer. They mutually salute and then proceed to the signing table. The outgoing Commanding Officer salutes the Officiating Officer and it is at this point that the hand over takes place. The Outgoing Commanding Officer presents the sword to the Officiating Officer and says "I place NLCC..... under your temporary command". The Officiating Officer replies "I take command of NLCC..... ". The Outgoing and Incoming Commanding Officers together with the Officiating Officer retire to a table at the side of the dias. While the officials sign the necessary Change of Command papers, the Executive Officer stands the Ship's company at ease for this part of the ceremony. The Officiating Officer lays the sword on the table while the command documents are signed by the Commanding Officers, the Branch representative

- and the Officiating Officer.
- 10.3.9 Speeches, exchange of gifts or presentations are made at this time.
- 10.3.10 The Officiating Officer takes up the sword (or designated symbol of command). At this point the Executive Officer brings the parade to attention, The Incoming Commanding Officer then marches reports to the Officiating Officer who is facing the Parade. The Officiating Officer presents the Incoming Commanding Officer with the badge of office saying, "I now place NLCC..... under your command". The Incoming Commanding Officer replies "I receive NLCC..... under my command". The NEW Commanding Officer takes command of the parade and requests the Officiating Officer to accompany them on an inspection of the Ships company.
- 10.3.11 Upon completions of the inspection the Officiating Officer joins the Outgoing Commanding Officer on the dias. The Incoming Commanding Officer, after requesting permission of the Officiating Officer, marches the ship's company past the Outgoing Commanding Officer who takes the salute. At the completion of the march past the Ships company will be reformed into an Advance and Review format. The Corps is given the order to advance. The general salute to the Outgoing Commanding Officer is then given.
- 10.3.12 The parade is turned over to the Executive Officer who dismisses the Officers to their duties (i.e. manning a gun limber, whaler, lining the exit route etc). The XO turns the parade over to the Officiating Officer and joins the officers in their duties. The outgoing Commanding Officer passes the ship's company and heads out of the building. The chief has the ship's company remove head-dress and leads them in three cheers (with caps circled in the air) for the outgoing Commanding Officer.
- 10.3.13 After the departure of the outgoing Commanding Officer the Executive Officer and the incoming Commanding Officer return to the deck and the parade is turned over to the Incoming Commanding Officer by the Officiating Officer. The new Commanding Officer turns the parade over to the Executive Officer and, accompanied by the Officiating Officer leaves the dias. The Executive Officer then proceeds with sunset and dismissal.

## **11. RECEPTION**

- 11.1 Following the formal ceremony a reception may be held for either the guests, the cadets and the parents at the option of the Branch.

## **12. DISTRIBUTION OF OFFICIAL FORMS**

- 12.1 The Change of Command certificate is to be completed in triplicate with one copy remaining with the Corps, one presented to the past Commanding Officer and the other presented to the new Commanding Officer.
- 12.2 The Change of Command form is to be completed in triplicate. One copy is to remain with the corps, one copy is to be presented to the past Commanding Officer

and one copy forwarded to the Division by the DSO.

- 12.3 Forms are to be obtained from Head Office, Ontario Division well in advance of an upcoming change of command.

**SAMPLE OF PROGRAM**

Master of Ceremony .....

- |      |      |     |  |
|------|------|-----|--|
| Time | 1845 | 1.  | Ship's Company muster for Divisions.   |
| *    |      | 2.  | Colors - Outgoing Commanding Officer on dias.  |
|      | 1850 | 3.  | Inspection of Ship's Company by outgoing Commanding Officer and Executive Officer.   |
| *    | 1900 | 4.  | Arrival of incoming Commanding Officer, Branch President, Officiating Officer and DSO.   |
| *    |      | 5.  | General Salute to incoming Commanding Officer (The Incoming Commanding Officer should be in place before the salute is given).   |
| *    |      | 6.  | Outgoing Commanding Officer request permission and conducts March Past.  |
|      |      | 7.  | On completion the officiating Officer receives sword from outgoing commanding Officer and temporarily assumes command.   |
|      |      | 8.  | Both Commanding Officers, Branch representative and Officiating Officer sign documents.  |
|      |      | 9.  | Address by outgoing and incoming Commanding Officers, Branch President, Officiating Officer and other dignitaries. Exchange of gifts/presentations.  |
|      |      | 10. | Incoming Commanding Officer receives sword from the Officiating Officer and takes command of the Corps.  |
|      |      | 11. | Inspection by incoming Commanding Officer and Officiating Officer.   |
| *    |      | 12. | Outgoing Commanding Officer and Officiating Officer mount the dias.  |
| *    |      | 13. | Incoming Commanding Officer requests permission and conducts March Past.   |
|      |      | 14. | General Salute for outgoing Commanding Officer.  |
|      |      | 15. | Officers are dismissed to carry on with duty of bearing the outgoing Commanding Officer ashore.  |
|      |      | 16. | The Executive Officer turns the parade over to the Officiating Officer and joins the officers.   |
|      |      | 17. | The outgoing Commanding Officer circles the ship's company who, led by the Chief, gives three cheers.  |
|      |      | 18. | The Executive Officer and new Commanding Officer return.   |
| *    |      | 19. | The new Commanding Officer again assumes command and turns the parade over to the Executive Officer, leaves the dias accompanied by the Officiating Officer. The XO then conducts sunset and dismisses the ship's company. |

**GUESTS ARE REQUESTED TO STAND FOR ITEMS MARKED WITH AN ASTERISK \***