

**THE NAVY LEAGUE OF CANADA
ONTARIO DIVISION**

**COMMANDING OFFICER'S REPORT
NAVY LEAGUE CADET CORPS.**

1. The Commanding Officer's Report, NL(5)E&F, must be submitted along with the Inspection Report, OD16(DSO) and the Nominal Roll NL(203)E&F, to the Division within seven (7) days following the conclusion of each inspection period. The typical inspection periods are as follows:
 - 1.1 Branch President's Inspection - 1st September to 31st December.
 - 1.2 Division Inspection - 1st January to 15th March.
 - 1.3 Annual Inspection - 16th April to 15th June.

It is expected that the DSO attend at least one of 1.1. and 1.2 above, and at 1.3.

2. All Navy League Cadet Corps within the Ontario Division will submit the Commanding Officer's report, NL(5)E&F, NL(203)E&F to DSO's only. One (1) copy is to be retained in the Corps files with one (1) copy given to the local Branch.
3. If a Corps does not parade regularly during the summer, but does participate in other events, these events should be reported at summer's end.

WHAT TO REPORT

4. In addition to the normal requirements of strength and attendance the report shall include:
 - 4.1 Corps involvement within the community.
 - 4.2 The number of cadets transferred to the Royal Canadian Sea Cadets, Royal Canadian Army Cadets or Royal Canadian Air Cadets.
 - 4.3 Results of all examinations. Report the number writing exams, the number of successful examinees and the breakdown of marks achieved.
 - 4.4 Report the number of Cadets successfully completing the St. John Ambulance First Aid course.
 - 4.5 Report the corps activities to promote the ideals of the Navy League Cadet movement and that of good Citizenship.
 - 4.6 Report the number of cadets qualifying for their Semaphore badge.
 - 4.7 Report all coming activities and the results of your participation.

- 4.8 Report all Squadron activities and the results or outcome of previously reported activities.
- 4.9 Report all DSO's visits and inspections.
- 4.10 Report every activity that the corps undertakes.
- 5. The underlying message in this sections is that, if you are going to do something, tell it in your report and once you have done it, advise the results.
- 6. Reports must be completed and on time in order to receive the best marks possible on your inspections.

BRANCH APPROVAL

- 7. The Commanding Officer's Reports NL(5)E&F need not be signed by the Branch, except for the reports that accompany the Annual Inspection. This change has been made to expedite the rendering of reports.