

**THE NAVY LEAGUE OF CANADA
ONTARIO DIVISION**

**SHIP'S LOG
NAVY LEAGUE CADET CORPS**

1. The ship's log NL(14) E&F is issued to Navy League Cadet Corps, as promulgated by the National Council. This is the **ONLY** log for use by Navy League Cadet Corps. The log should be used and completed fully for ALL corps activities such as:

1.1	Drill Nights	1.6	Extra Drills
1.2	Parades	1.7	Camps
1.3	Work Parties	1.8	Tag Days
1.4	Tours	1.9	Inter-Corps Visits
1.5	Competitions	1.10	All occasions of activities

2. The Ship's log is the corps historical recording medium. It records training, routines, special occurrences, store transfers, corps strength and many other valuable statistics. Recording of accidents is one other extremely important item to be logged.
3. The log is usually filled out and kept by the Duty Quartermaster under the direction of the Regulating Petty Officer and the Officer of the Day, (OOD). Events should be recorded as they happen. Paragraph 5 of this order will outline procedures for maintaining the log.
4. Traditionally the log has always been filled out using a lead pencil, this will continue to be the only writing medium to be used. In the interest of legibility all entries, with the exception of signing on board, will be printed.

FILLING OUT THE LOG. (See appendix A).

5. Across the top of the log are three lines which identify the date, corps, and geographic location and they are to be recorded as follows:
 - 5.1 **DATE:** The date should be recorded in the following format, date/month/year.
Example: 10 October 1983
 - 5.2 **CORPS IDENTIFICATION:** The centrally located line at the top is for the corps name and number, it is entered as follows:
Example: N.L.C.C. Ontario - No. 22
 - 5.3 **GEOGRAPHIC LOCATION:** the last space identifies the city or town and the province.
Example: Kingston, Ontario.

6. The top left hand corner is for entering the duty staff on each occasion and is titled "Duty Personnel":
 - 6.1 O.O.D.: Stands for "Officer of the Day" and the duty officer is recorded here:

Example: Lt. (NL) Brown
 - 6.2 P.O.O.D.: Stands for Petty Officer of the Day" and the Duty Petty Officer is recorded here:

Example: PO2 Jones

(Note: P.O.O.D. could be a Leading Hand and still be recorded in this place, but entered as: L.C. White).

 - 6.3 Q.M.: Stands for "Quartermaster" and that individual is entered here:

Example: L.C. White
 - 6.4 MESSENGER: for the occasion is also recorded giving rate and name:

Example: A.C. Black
 - 6.5 The final line is for entering the Duty watch/Duty Division's name as posted for that evening:

Example: 2nd Port or Skeena Division
7. The area immediately below the Duty Personnel on the left hand side is for Corps Officers and Civilian Instructors to sign on board. All should sign in immediately on coming on board by writing their name and rank. As a courtesy the top space is left blank to allow the Commanding Officer to sign in and the second line is left blank to allow the Executive Officer to sign in. Only officers and civilian instructors from the corps should sign in this space.
8. The column identified as "Hours" is not for the purpose of recording the time at which individual officers come on board, but rather the time of the routine across from it. This will be covered later in this narrative.
9. The bottom left hand block is for signing in by visitors as they come aboard. A visitor is any Branch member, Officer of other Corps, Parents, Cadets from other corps and prospective new recruits. The Area Officer also signs in here.
10. The column labelled "Hours" and the area identified as "Routine" is for recording of all activities and occurrences:
 - 10.1 The time at which the quarters are opened should be noted.
 - 10.2 Irregularities in the quarters at the time of the O.O.D's pre division rounds

- should be noted.
- 10.3 The muster and dismissal of the duty watch should be recorded.
 - 10.4 The muster of the Ship's company for divisions.
 - 10.5 Actual time of Colours.
 - 10.6 Inspection of the Corps and the name of the individual conducting the inspection.
 - 10.7 The dismissal of the corps, and the mustering for classes giving the following information:
 - 10.7.1 Rate
 - 10.7.2 Class Location
 - 10.7.3 Class topic
 - 10.7.4 Instructor
 - 10.8 Securing from classes.
 - 10.9 Stand Easy.
 - 10.10 Request men and defaulters - record individuals and their request and whether granted or not. Record defaulters, charge and decision rendered.
 - 10.11 Out pipes return to classes. Record as Item "G".
 - 10.12 Secure classes.
 - 10.13 Mustering for evening classes.
 - 10.14 Time of Sunset.
 - 10.15 Record announcements and special occurrences.
 - 10.16 Liberty boat going ashore.
 - 10.17 Securing the duty watch and their going ashore.
 - 10.18 Final rounds of the O.O.D.
 - 10.19 The time at which the ship is secured.
11. Other items to be recorded would be trips, departure time, travel method, activities, outcome of trip and the return. Also to be recorded would be any sickness, early departure, accidents and special occurrences.
12. At the extreme right side the top portion is for recording corps strength. This area should correspond with figures reported on the Commanding Officer's Report NL(5) E&F. Equally the report should agree with the log:
- 12.1 There is no requirement to separate the female cadets from the male cadets. Only total numbers need to be recorded.
 - 12.2 New recruits are entered beside the area noted as joined. A new cadet is considered joined when they have returned their application completely filled in and signed.
 - 12.3 Officers as well as Cadets leaving the Corps, whether voluntary, in voluntary or transferred are entered in the discharged section. In cases of officers not them as such.

- 12.4 The total effective strength is the total of "A" and "B" and less item "C".
- 12.5 The lines immediately below the total strength could be used to record the numbers with leave, numbers in the band (if one exists) numbers transferred to the Royal Canadian Sea Cadets.
13. In the centre of the right hand column is the stores and equipment transfer recording area. New stores issues, written off stores, loaned gear etc., are entered here. Total numbers of uniforms issued or returned should also be entered.
14. The final area on the right hand is for recording the rounds made at the start of the drill night and at its conclusion. Also for recording pipe down (for camps or sleep overs), boats and outside equipment. If everything is in order it should be entered as correct and initialled by the O.O.D. Irregularities should be noted in the column, along with the time. Log approval is to be signed by the O.O.D. after rounds and after final checking of all entries.
15. The Commanding Officer will sign their approval only after the O.O.D. has signed approval. If the Commanding Officer is not on board, the Executive Officer or next senior will sign the approval for the Commanding Officer. The Commanding Officer, if absent, should initial and date this entry as soon as possible following their return.

GENERAL GUIDELINES

16. The Ship's log should run from the start of the training year through to its conclusion. Previous years logs should be retained indefinitely for reference as well as historical data.
17. More than one page can be used for a drill night or event as long as it is identified as page 1 of 2, and 2 of 2, or as needed. Officers and visitors need not sign in again. The duty personnel, attendance, stores and rounds should appear on page 1 only. The O.O.D. and the Commanding Officer should sign their approval on each page.
18. The log page NL(14) E&F is provided by the National Council as demanded through the division office. It is paid for indirectly by each Branch through corps assessments. Use it properly and on every occasion.