



NAVY LEAGUE OFFICER PERSONNEL TRANSACTION



Personal Information				
Last Name	First	Middle		
Address		City	Province	Postal Code
Home Phone	Work Phone	Cellular		

Corps Information		
Corps Number	Corps Name	Division
Requested Rank	Position	Requested Effective Date:

Declaration (To be completed upon enrollment, appointment, promotion or transfer)

I hereby agree to:

1. Serve loyally and to the best of my ability;
2. Abide by the Regulations and Policies of The Navy League of Canada;
3. Obey all Orders and Direction issued in respect of Navy League Cadets on behalf of The Navy League of Canada, and my superior Navy League Officers;
4. Diligently, strive to become proficient and knowledgeable in the subjects taught to Navy League Cadets, and the Regulations, Orders, Policies and Practices of The Navy League of Canada; and,
5. Safeguard and Protect the Cadets in my charge, and the good name of The Navy League of Canada.

(SIGNATURE)

(DATE)

Transaction Information				<i>Do not complete this section if you are applying for your first appointment</i>					
<i>Please see instructions on page 2</i>									
I wish to apply for : (Check one)				Warrant Number		Name (if your name has changed)			
<input type="checkbox"/>	Enrollment : Requested Rank								
<input type="checkbox"/>	Appointment :			Volunteer Screening Number		Expiry Date			
<input type="checkbox"/>	Promotion :								
<input type="checkbox"/>	Transfer : From	Cadet Unit Name	To	Cadet Unit Name	Officer Uniform Returned to Cadet Corps		Yes	No	N/A
<input type="checkbox"/>	Leave of Absence : From	Date	To	Date					
<input type="checkbox"/>	Release Date :			Transfer of Personnel File to Gaining Corps		Yes	No		

We, recommend the above transaction with an effective date as indicated below.		
Commanding Officer(print)	Signature	Date
Branch President(print)	Signature	Date
Division President	Signature	Effective Date
Divisions are required to verify that the applicant has completed the training required to fill this position.	Training Level Completed	Date Completed



NAVY LEAGUE OFFICER PERSONNEL TRANSACTION SEND ORIGINAL COPY TO NATIONAL OFFICE



INSTRUCTIONS FOR COMPLETION

Transaction Information:

- Please ensure that all sections are completed. Missing information will cause delays in processing
- If there is a section that you cannot complete (i.e. you don't have a cellular number than please put a stroke though that box.
- Please print neatly.

Transaction Information:

- Enrollment – please refer to NL 8 (Cadet Regulations) for requirements
- Appointment – include CO, XO, Admin O, Trg O, etc
- Promotion – requirements are outlined in NL 8
- Transfer – From : Current Corps/Unit; To : Gaining Corps/Unit
- Leave of Absence – please refer to NL 8

Declaration:

- The declaration must be signed every time you submit an NL (201).

Recommendations:

- If the appointment is being made to an Area Staff position, only the Division is required to sign.
- The training section must be completed for all promotions.

Procedure:

- Applicant is to complete the Personal Information Section and sign the declaration. The form is then to be submitted to the Commanding Officer.
- Commanding Officer verifies personal information and signs for the recommendation.
- The Branch President verifies that Volunteer Screening has been completed. The Branch President then signs the recommendation and forwards the application along with all supporting documentation to the Division.
- The Division verifies that the applicant has received the required training for the requested rank and position. The Division President (or designate) signs their recommendation and forwards the application to the National Office for approval.
- All transactions will be recorded on the Officer database and a Navy League Officer Summary Sheet will be sent to the corps through the Chain of Command.
- Officer Summary Sheets are retained by the corps.

Other Instructions:

- Applications for promotions and transfers will only be accepted if the applicant has been screened in accordance with the **Volunteer Screening Policy**.
- If your previous service record is under a different name, proof of a name change must accompany the application.
- *Applications for appointment at a rank higher than Acting Sub-Lieutenant must include substantiating documents.*
- This form, Volunteer Screening Forms, and CPICs become property of The Navy League of Canada and will be retained at the National Office in Ottawa.
- From time to time, volunteers are photographed or videotaped during training. By enrolling, you consent to the use of this material for the production of public awareness and training tools.

Complete guidelines for Officers and CI's can be found in *NL(8) Navy League Cadet Regulations.*