



NAVY LEAGUE OFFICER PERSONNEL TRANSACTION



Personal Information				
Last Name		First		Middle
Address		City		Province Postal Code
Home Phone		Work Phone		Cellular
I wish to apply for : (Check One) <input type="checkbox"/> Enrollment <input type="checkbox"/> Appointment <input type="checkbox"/> Promotion <input type="checkbox"/> Leave of absence: dates: _____ <input type="checkbox"/> Release : date _____			E-mail	
Do not complete this section if you are applying for your first appointment.				
			Warrant Number	Name (if your name has changed)
			Volunteer Screening Number	Expiry Date
Corps Number	Corps Name		Division	
Requested Rank		Position		Requested Effective Date:

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)

We the undersigned recommend the above appointment and concur with the proposed effective date.		
Commanding Officer (print)	Signature	Date
Branch President (print)	Signature	Date
Divisions are required to verify that the applicant has completed the training required to fill this position.		
Division Commander (Print)	Signature	Date
Division President or Delegate (Print)	Signature	Date

SEND ORIGINAL COPY TO NATIONAL OFFICE
COMPLETE INSTRUCTIONS ON REVERSE

For National Office Use Only		
<input type="checkbox"/> Approved	Signature	Date
<input type="checkbox"/> Not Approved		
Warrant No.	Volunteer Screening No.	Other Info:



NAVY LEAGUE OFFICER PERSONNEL TRANSACTION



INSTRUCTIONS FOR COMPLETION

Personal Information:

1. Please complete every section. Missing information will cause delays in processing.
2. 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.
3. Please print neatly.

Declaration:

1. The declaration must be signed every time you submit an NL(304).

Recommendations:

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

Procedure:

1. Applicant is to complete the Personal Information Section and sign the declaration. The form is then to be submitted to the Commanding Officer.
2. Commanding Officer verifies personal information and signs for the recommendation.
3. 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.
4. 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.
5. Only new officers will receive a Navy League Officer Warrant.
6. 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.
7. Officer Summary Sheets are retained by the corps.

Other Instructions:

1. In accordance with The Navy League of Canada's **Volunteer Screening Policy**, an NL (301)E and a **Canadian Police Identification Check** must accompany all new applications for appointment.
2. Applications for promotions will only be accepted if the applicant has been screened in accordance with the **Volunteer Screening Policy**.
3. If your previous service record is under a different name, proof of a name change must accompany the application. Original documents will be returned upon request.
4. Applications for appointment at a rank higher than Acting Sub-Lieutenant must include substantiating documents. Original documents will be returned upon request.
5. 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.
6. 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*.