

EASTERN AREA MEMORANDUM 2/11

10 May 11

Sponsor: Area Officer

INTRODUCTION OF THE DISTRICT WARRANT OFFICER WITHIN EASTERN AREA

References:

- A. AO (Eastern) proposal for the introduction of role related WO (Second Class) and revision of the numbers cap to CSC dated 5 Apr 11 (Notal).
- B. CSC email (0805 – 110408)(Approval to proceed and endorsement)
- C. DoT email (1536 – 101004)(AO to approve WO selections and no automatic promotion to Lt after 5 years (exempt those with preserved rights).
- D. DoT email (1601 – 110325)(Draft SCR Ch 4 amend – Employment of WO's)
- E. SSO (Eastern) email (1331 – 110415)(District WO proposals and draft TOR)

Introduction

1. In late 2010 EA HQ put forward a draft proposal at the Area Conference that requested a redefinition of the role of the WO Second Class (WO2) and also looked at a potential change to the cap on numbers across individual Areas. It was acknowledged at the time that the role of WO2 needed to be requirement driven and, given the recent acceptance of the new District Re-organisation, that it would make sense to introduce the role of District Warrant Officer at broadly the same time i.e. not later than 1 Jan 12.
2. Since the initial scoping late last year much work has been done by the Eastern Area team to gain broader consent to the idea across the UK as a whole. This finally resulted in an accepted and consolidated proposal to CSC in Apr 11 (Reference A) for the introduction of a role related WO2 across areas and also in the acceptance of a generic set of TOR's. This proposal was accepted and endorsed by CSC (Reference B) which broadly stated that 'individual areas may employ WO2 at the discretion of the AO and additionally that their TOR maybe modified locally providing that they are broadly based on the generic TOR template defined at Reference A. Furthermore, the direction from CSC/DoT allowed individual Areas to introduce a total number of WO2 equal to that of the number of Districts within each Area in addition to the current Area Warrant Officer and WO CSM within the RMCD. Additionally, direction from DoT (Reference C) removed the need for CSC endorsement of WO2 selections, the requirement for a National board and removed the automatic promotion to Lt caveat after 5 years service (exempt those who were selected under the old system who have preserved rights (currently all WO in Eastern area). Finally the new Chapter 4 of SCR's will include the above guidance and will be issued shortly.
3. As part of the final scoping and consultation process SSO (Reference E) emailed all District Officers and WO's to gain valuable feedback on the introduction of the new



initiative. This is now complete and my guidance for the new WO2 structure and timeline for its introduction is outlined below.

Process

4. Eastern Area will attempt to provide a DWO for each of the 10 districts by 1 Jan 12. Selection will be by the President (AO) of a one-day Eastern Area WO selection board (SSO/AWO will also sit on the panel) which may or may not run in parallel with Phase 1 ODP's and sufficient Boards will be run to fulfil the requirement. The first board will be promulgated nearer the time but is anticipated to be at either Leeds or Lincoln SCU in late Aug/Early Sep 11 – ASO (SD) will promulgate details/timings in good time and advise of any requirements.

Nominations

5. District Officers are to forward names of suitable high calibre CPO/CSgt candidates on Form P2 (WOSB Mar 10) to ASO (SD) (info AO/DAO/SSO) before 15 Jun 11. These are to be accompanied by a current CV and 3 year Personal Development Plan and 2 current passport photographs. Any prior attendance at a NOSB will not be accepted and all candidates will have to complete the one day board. The aim is to only allow 2 candidates maximum from each district on the board but this will obviously depend on the uptake for the very first board. On completion, successful candidates will be formally promoted and appointed to the role of DWO for that particular district whilst unsuccessful candidates will be advised when they can re-sit the board. Of note, and to maintain the highest standards of quality amongst our WO's the board will not pass candidates just to fill slots in Districts with vacancies nor will it accept candidates who are not prepared to adhere to the TOR's at the Annex. It is accepted that some Districts may operate in the short term with a gap. The current WO/DWO position is shown below and only 1 WO2 per District is allowed:

Area Warrant Officer		WO1 Young
Xray Coy CSM	-	WO2 Marsland
North Yorks	-	Vacant
West Yorks	-	Vacant
South Yorks	-	WO2 Meek
Notts and Derby	-	WO2 Crossland
Lincolnshire	-	Vacant
N&L	-	WO2 Kitchen
Cambs and Fens	-	Vacant
Suffolk & Norfolk	-	Vacant
Beds	-	Vacant
Herts	-	Vacant

Note: WO Meek, Crossland and Kitchen have been provisionally allocated their appropriate slots within their Districts. Should they not wish to accept the DWO role then they should discuss with the DO who should consult Area Office but additional WO2 will not be permitted in those Districts.

TOR's/Study Guide

6. The Eastern Area District Warrant Officer TOR's are enclosed at the Annex. As a pre-requisite and condition of promotion to WO2 candidates who successfully complete

the board will be expected to conduct the duties outlined in their TOR's. A study Guide will be developed by ASO (SD) and to ensure relevancy will be broadly based upon the criteria in the TOR's.

Qualifications

7. Qualifications are in accordance with SCR Chapter 4 paragraph 4.6.4;

Min age 35 years

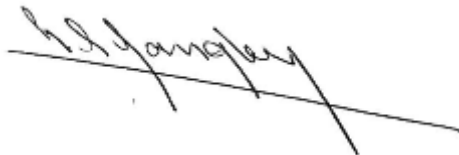
Completion of a minimum 5 years service as a CPO/CSgt

Attainment and maintenance of at least one Instructor level specialisation qualification and one instructor proficiency.

Nominated to attend the Area selection Board by the SSO, DO or Coy Cdr

Candidates with slightly less than the minimum criteria required for promotion at the date of the Board are to firstly check with ASO (SD) to ensure acceptance and avoid disappointment.

8. Review this EAM on completion of the first Eastern Area WO2 selection board.



E S Langley
Cdr RN
Area Officer

Annex A – District Warrant Officer TOR dated 10 May 11.

TERMS OF REFERENCE

DISTRICT WARRANT OFFICER (DWO)

1. The District Warrant Officer (DWO) is appointed by the Area Officer (AO) and, whilst in post will be considered the senior volunteer Senior Rate (SR)/Non Commissioned Officer (NCO) in the District. The post can be held by either a Blue Jacket or RMCD Warrant Officer Second Class (WO2) and shall be subordinate to the Area Warrant Officer. The term of appointment will be for 5 years (but exceptionally may be extended) and then they will be required to stand down. The DWO shall be attached to a Sea Cadet Unit and shall parade in his/her nominated Unit at least once per week. Providing that the full 5 year period as DWO is completed then the DWO shall retain the WO2 status on completion of their appointment. Should the incumbent decide to step down of his/her own accord without completing the requisite period of service then he/she shall relinquish the rank and revert to CPO/CSgt. Furthermore, all District Warrant Officers shall be mobile within the District, will receive District allowances for travel and shall have the additional title of 'Relief OiC' for that District in which they will be expected to stand in at very short notice should a Commanding Officer depart suddenly or be incapacitated for short periods of time.

ROLES

Primary Role

2. Your primary role is to be the District Officers (DO) principal adviser and assistant on all District matters concerning Senior Rate and all Non-Commissioned Officers within the area. You will take your tasking from the DO, or if the DO is unavailable, and by prior agreement, from the DDO.

Secondary Role

3. Your secondary roles will include:

- a. Providing a role model within the District for all members of the SCC by exhibiting the highest of personnel standards.
- b. Attend and assist the DO/DDO at all District UR/RNP inspections and in particular act as the Cadet Ceremonial and Uniform Subject Matter Expert (SME) at all UR/RNP inspections.
- c. Co-ordinating District Events when directed to do so and ensuring they are executed in accordance with Sea Cadet Regulations, Training Instructions and any standing orders or instructions issued by the AO, DO or SSO.
- d. When required, to act as a temporary 'Relief OiC' for Units where the OiC/CO steps down at short notice either due to personal reasons or due to incapacity or disciplinary reasons.

- e. To liaise as appropriate with other District Warrant Officers to ensure conformity and correct application of Standards and Instructions across your district. You are also to regularly brief the Area Warrant Officer on issues of significance.
- f. To assist the District Officer as required.

ACCOUNTABILITY

- 4. You are accountable to the AO through the DO.

AUTHORITY

- 5. Within the scope of your responsibilities you are authorised to:
 - a. Correspond directly with the AO, DO's, SSO, Company and Troop Cdr's, ASO's and CO's in pursuance of the Districts aims.
 - b. Liaise with other organisations and individuals, internal and external to the SCC, as directed by the DO.
 - c. When tasked by the DO, to have functional authority over all SCC adult volunteers within the District in pursuance of the DO's objectives.

PRINCIPAL TASKS

- 6. The principal tasks which you undertake may include but are not limited to the following activities:
 - a. Assisting with the co-ordination of District Training.
 - b. Attending District training events, camps and competitions as requested by the DO to promote high standards of behaviour and discipline.
 - c. Advising the DO of any SR/NCO with potential for promotion to officer or advancement.
 - d. Assisting the DO in mentoring individuals progressing to national promotion boards.
 - e. Recommending SR/NCO candidates for honours, awards, commendations etc.
 - f. Attending District senior cadet promotional boards and assessing candidates.
 - g. Attending District meetings.
 - h. Occasionally attending Senior Management Team or the DO meetings if the DO/DDO is unavailable.
 - i. Providing briefings to SR/NCO's when requested by the DO.
 - j. Attending the area's District Officers' meetings as required.
 - n. Visiting newly formed units to offer advice and guidance to adult volunteers and supporting the DO in mentoring failing Units and occasionally standing in as the 'Relief OiC' in Units where the CO has departed at short notice. This requirement shall not normally be longer than 3 months.
 - o. Supporting the DO in conducting District investigations.
 - p. Providing an Annual summary of events to the DO and AO.
 - r. As required, keeping the SSO apprised of all relevant issues.

REVIEW

7. These Terms of Reference will be reviewed annually by the DO & AO and amended accordingly.

Area Officer: E S Langley

DO:

Date: 10 May 11

Date:

District Warrant Officer

Name

Date: