



## Volunteer Cadet Corps

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VCC/VHQ/G5

16 Jul 2019

See Distribution

### TERMS OF REFERENCE – COMMAND WARRANT OFFICER

#### Summary

1. The Command Warrant Officer (CWO) is a senior uniformed CFAV (or, in exceptional circumstances, Service Helper) appointment in HQVCC. They are responsible for monitoring and guiding Service matters across the RNVCC, with particular focus on discipline, ethos, values, and culture.
2. The CWO is to be the subject matter expert in the VCC for RN ceremonial and historical matters. The CWO may carry a black silver top cane for the duration of their appointment when in Dress 1A-C and Dress 3. The position of CWO in the RNVCC is analogous to that of Cadet Corps RSM in the RMVCC, both appointments being of equal status in the VCC.

#### Primary Tasks

3. CWO shall fulfil the following Primary Tasks:
  - a. Be the senior CFAV rating in the RNVCC.
  - b. Liaise with RNVCC unit COs and work with them to ensure appropriate Royal Navy ethos and values apply to their units (recognising that the CO is ultimately responsible).
  - c. Provide advice to Comd VCC on RN ceremonial and cultural matters.
  - d. Oversee the standards of discipline and drill across the RNVCC, assisting unit COs and their staff as required.
  - e. Visit RNVCC units and conduct planned and unplanned checks on standards and discipline on behalf of Comd VCC.
  - f. Organise parades and other ceremonial events as required.
  - g. Accompany Comd VCC and senior HQVCC staff on RNVCC unit visits.
  - h. Set the direction for RNVCC unit Pass Out and other parades.
  - i. Assist with assurance inspections if required.
  - j. Carry out special projects as directed by Comd VCC.

- k. Act as a link between CFAVs and Comd VCC (although chains of command take precedence).

**Secondary Tasks**

- 4. CWO may fulfil the following Secondary Tasks:
  - a. Conduct instructional training for both Cadets and CFAVs
  - b. Run drill courses.
  - c. Attend courses as required.

**Competencies**

- 5. The following competencies are mandatory for this position:
  - a. DBS.
  - b. Safeguarding Training.
  - c. Defence Information Management Passport.
  - d. Red Book Test.
  - e. Drill and Ceremonial qualifications and/or experience.

**Acceptance**

6. I hereby confirm that I understand the above ToR and will fulfil this role to the best of my ability in accordance with it:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



T E Wing  
Lt Col RMVCC  
Comd VCC