

CHAPTER 9

THE EXECUTIVE OFFICER

(MOD Sponsor: NAVY NPS-EXEC FXO)

This chapter has been diversity and inclusion impact assessed by the sponsor in accordance with Departmental policy. No direct discrimination or adverse impact was identified. This chapter is due for review at the next routine amendment exercise.

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CHAPTER 9

THE EXECUTIVE OFFICER

SECTION I - THE EXECUTIVE OFFICER

0901. General Responsibility (See A/so 1962, 1082)

1. The Executive Officer is the Second in Command. He/she is responsible to the Commanding Officer for the general organization of the ship and for the discipline, morale and welfare of the whole Ship's Company together with the co-ordination of their training both for war and in peace, at sea and in the harbour.

2. He/she is to be prepared to assume command if the Commanding Officer (CO) becomes incapacitated for any reason, in accordance with **0335** and **0336**. He/she should also be prepared for duties in a command Watch Bill opposite the CO; to which end he/she may be required to assume greater responsibility and be delegated greater authority in certain circumstances as required by the CO and as authorized by him/her.

0902. Operational Organization

1. **Watch and Station Bill.** The Executive Officer is to superintend the preparation and completion of the Watch and Station Bill by the Executive Warrant Officer (EWO) or Coxswain.

2. **CBRNDC.** He/she is responsible for the overall CBRNDC organization and is to co-ordinate all CBRNDC activities; to this end he/she is to ensure that the Watch and Station Bill provides personnel from all Departments to meet the CBRNDC requirements at all states of readiness, and he/she is to arrange training to exercise the ship's CBRNDC organization, including personnel from all branches. In this he/she is to be guided by BR 2170d, *Ship's CBRNDC Manual*, Volumes 1 to 5.

3. **Departmental Co-ordination.** He/she is responsible for the overall organization of other activities which involve the co-ordination of two or more Departments, e.g. Replenishment At Sea, ceremonial, Force Protection measures and Humanitarian Disaster Relief Operations. To this end he/she is to ensure that the Watch and Station Bill provides personnel from all Departments to meet these requirements.

0903. Administrative Organization

1. **Ship Co-ordination.** The Executive Officer is to co-ordinate the programmes of all Departments so as to meet the ship's objectives and to ensure the promulgation of the ship's programme. Where conflicting interests arise which cannot be resolved without prejudice to Departmental objectives he/she is to represent the matter to the CO.

2. **Common Tasks.** He/she is to direct tasks and activities which are common to all Departments. He/she is to apportion common tasks between Departments so as to balance Departmental work loads but is to take care that departmental objectives are not prejudiced.

3. **Divisional System.** He/she is to supervise the organisation and administration of the ship's Divisional System and is to act as the focal point for the dissemination of policy matters. He/she is to coach younger Divisional Officers in best Divisional practice including full use of the Divisional Officer/Troop Commander's Dashboard functionality within JPA and ensure that the Divisional System is afforded the highest priority by all concerned in accordance with Chapter 18 and BRd 3 Chapter 21; he/she is to be supported in this role by the EWO or Coxswain.

4. **The Safety of Explosives**

a. **Ship's Outfit of Explosives**

(1) The Executive Officer is responsible to the CO for the co-ordination of whole ship activities affecting the safety of explosives in the ship or establishment in accordance with JSP 862, MOD Maritime Explosives Regulations.

(2) He/she is responsible that the ship's organization complies with JSP 862, MOD Maritime Explosives Regulations.

b. **Other Explosives.** The Executive Officer is responsible for co-ordinating the whole ship arrangements made to render safe or dispose of all own or enemy explosive stores that are in a dangerous condition. Additionally he/she is responsible for measures to deal with unexploded ordnance which has landed on board, been placed on board by the ill-disposed, found or recovered. He/she is to call on appropriate authorities or officers for assistance or advice as necessary.

5. **Safety Precautions for Personnel**

a. **Before Proceeding to Sea.** The Executive Officer is to ensure that:

(1) The ship is in the appropriate CBRNDC state and condition, properly secured for sea, all appropriate sea survival equipment is rigged and seamanship preparations in accordance with BR67 are complete.

b. **At Sea.** He/she is to ensure that:

(1) Ship's personnel are not normally ordered to a potentially dangerous position without previously ascertaining from the Officer of the Watch that the upper deck is safe. If, however, an emergency does require personnel to venture into a dangerous position, which is beyond the control of the Officer of the Watch, the Executive Officer assumes full responsibility for their safety. (See 3003.19).

c. **Embarking and Disembarking.** He/she is responsible for the safety of all persons embarking and disembarking. (See 3004.5, 3003.5).

0904. Discipline and Routines

1. Discipline.

a. The Executive Officer is responsible for the maintenance of good order and discipline and is to superintend the Senior Service Police Officer or Coxswain in the execution of their duties. (See Chapter 34).

b. **Routine.** The Executive Officer is responsible for maintaining efficient and effective routines and is to superintend the Executive Warrant Officer or Coxswain in the execution of their duties. In managing ship's routines, due regard shall be had for the maintenance and wellbeing of the Moral Component of Operational Capability.

2. **Joining and Leaving Routines.** He/she is to ensure that a definite routine is carried out by all officers and ratings joining or leaving.

3. **Unit Position List Management.** He/she is to ensure that all members of the UPL / PBL, whether embarked or landed ashore are issued with personal employment plans and that the Divisional Organisation maintains oversight of and regular contact with all landed personnel listed in the UPL / PBL. This shall be taken to include 'Squads' where appropriate and the landed watch in 3 watch manned units.

0905. Training

1. The Executive Officer is responsible for co-ordinating the individual and collective training of the whole ship's company. He/she is to ensure that all personnel undertake mandatory training in accordance with promulgated Core Maritime Skills and that shortcomings are reported to the Administrative Authority.

0906. Spare

0907. Seamanship Responsibilities

1. **Replenishment at Sea.** The Executive Officer is responsible for the inboard organization of replenishment at sea and the handling of gear where these are *not* the responsibility of the Marine Engineer Officer or the Weapon Engineer Officer.

2. **Inflatable Lifesaving Equipment.** He/she is to ensure that inflatable lifesaving equipment is correctly maintained, except insofar as this is the responsibility of the Survival Equipment Officer.

3. **Seamanship Data Book.** He/she is to supervise the compilation of the Seamanship Data Book. When a ship is paid off for a long refit, and at the end of the ship's service, the book is to be handled in the same manner as the Captain's Ship's Record or Captain's Ship's Book. (See 0824.)

4. **Seamanship Evolutions.** The Executive Officer is responsible for the safe conduct of all seamanship evolutions. He/she is to be satisfied that officers and senior ratings supervising seamanship evolutions have the necessary knowledge and ability required for the task.

5. **Equipment.** The Executive Officer is to be satisfied that all items listed in the rigging warrant are held and are in thoroughly serviceable condition. He/she is to ensure that all seamanship is periodically tested and inspected in accordance with the regulations.

6. **Boatswain's Duties.** When an officer is borne for Boatswain's duties, he/she is to be responsible to the Executive Officer for the duties laid down in Clauses 4 and 5 above (see 3401-3407). These responsibilities may be delegated to another suitably qualified officer, when no Boatswain is borne, at the Commanding Officer's discretion.

0908. Executive Department

1. The Executive Officer is to command, lead and manage the Executive Department, ensuring that it provides full support to the achievement of the CO's aims and the delivery of Operational Capability.

0909. Unit Health Committee

1. The XO is to be the Vice Chairperson of the Unit Health Committee.

0910. Additional Duties

1. The XO is to under take the following duties:

a. To be President of the Wardroom Mess and superintend its correct management, good order and maintenance of standards.

b. To be the Unit Security Officer.

c. To be the Chairman of the unit Welfare Committee.

d. To be the unit Safety, Health and Environment Officer responsible for all matters relating to Safety, Health and the Environment on behalf of the Commanding Officer. This is to include all matters of waste management.

e. To be the Flight Safety Officer when a flight is not embarked.

f. To Champion and promote the maintenance of 'Royal Navy Standards and Ethos' onboard or within the unit.

g. To Champion the education, deterrence and prevention of Alcohol and Substance Misuse.

0911–20. Unallocated

SECTION II - THE EXECUTIVE OFFICER (SUBMARINES)

0921. General Responsibility

1. The Executive Officer is the second-in-command and head of the Warfare department. He/she is responsible to the Commanding Officer for the general organization of the submarine and for the discipline, moral and welfare of the whole ship's company, and for the co-ordination of their training.
2. He/she is to prepare themselves to assume command if the Commanding Officer becomes incapacitated for any reason in accordance with **0335** and **0336**. He/she should also prepare themselves for duties in a command Watch Bill opposite the Commanding Officer; to which end he may be required to assume greater responsibility and be delegated greater authority in certain circumstances as required by the Commanding Officer and as authorized by him/her.

0922. Operations

1. The Executive Officer is responsible to the Commanding Officer for:
 - a. The co-ordination of all tactical advice, and advising on a weapon release policy, taking account of current Navy Command policies and the capabilities of actual or potential enemies.
 - b. The training and overall efficiency of the command team and of the Officers of the Watch, and the maintenance (in conjunction with the Marine Engineer Officer and Weapons Engineer Officer) of watchkeeping standards. In conjunction with the Weapons Engineer Officer, and assisted by him/her, the Executive Officer is responsible for the co-ordination of all weapons system training and drill, and the efficiency and collective training of the officers and ship's company who man the tactical weapon system.
 - c. The application of safety rules during practices, operations and exercises.
2. He/she is to:
 - a. Arrange briefings as required before operations, exercises and weapon practices.
 - b. Ensure the provision of the appropriate tactical publications and supporting information to the command, and for use in the control room.
 - c. Ensure that there is an efficient organization for the co-ordination and control of all emissions in accordance with the emission control policy in force and appropriate security regulations.
 - d. Co-ordinate and promulgate rules of engagement in force.
3. He/she is responsible to the Commanding Officer for assessing the submarine's fighting and operational effectiveness.

4. He/she is to keep themselves informed, and is to ensure that control room Watchkeeping Officers do likewise, of developments in:
 - a. The operational capabilities of ships, aircraft, submarines, weapons, sensors, communications equipment and tactics of the Royal Navy, Allied forces and potentially hostile forces.
 - b. The tactics likely to be employed by the enemy, and their probable effectiveness.
 - c. The tactical measures advised in the Royal Navy and in the navies of Allied forces. He/she is to have particular regard to the current tactical advice of the submarine command.
5. He/she is responsible to the Commanding Officer for the collection, reporting and dissemination of intelligence information.

0923. Operational Organization

1. **Watertight Integrity, Damage Control and CBRNDC.** The Executive Officer is responsible for the organization of routines and watchkeeping to ensure watertight integrity, and is to ensure that sufficient time is allocated to the training of a suitable damage control organization. He/she is responsible for the overall CBRNDC organization and is to ensure that the Watch and Station Bill provides men from all departments to meet all CBRNDC requirements.
2. **Departmental Co-ordination.** He/she is responsible for the overall organization of any activities requiring the co-ordination of more than one department. He/she is to ensure that the Watch and Station Bill provides men from all departments to meet these requirements.
3. **Watch and Station Bill.** He/she is to oversee the preparation and promulgation of the Watch and Station Bill.

0924. Administrative Organization

1. **Co-ordination.** The Executive Officer is to co-ordinate the programmes of all departments so as to meet the submarine's objectives and to ensure the promulgation of the submarine's programme. Where conflicting interests arise which cannot be resolved without prejudice to departmental objectives he/she is to represent the matter to the Commanding Officer.
2. **Common Tasks.** He/she is to direct tasks and activities that are common to all departments. He/she is to apportion common tasks between departments so as to balance departmental work loads but is to take care that departmental objectives are not prejudiced.
3. **Divisional System.** He/she is to supervise the administration of the divisional system in all departments and is responsible to the Commanding Officer for the maintenance of high standards of care, particularly in report writing.

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4. **Standing Orders.** He/she is to promulgate standing orders covering damage control and CBRN, security, safety, explosives safety organization and responsibilities, organization and administration, and discipline. He/she is to ensure that standing orders covering other areas are compatible with these. Where administrative authorities issue standing orders for general use, he/she is to ensure that such orders reflect in detail the particular characteristics of the submarine, and is to advise the Commanding Officer when conflict occurs.

5. **The Safety of Explosives**

a. **Ship's outfit of explosives:**

(1) The Executive Officer is responsible to the Captain for the co-ordination of whole ship activities affecting the safety of explosives in the submarine in accordance with JSP 862, MoD Maritime Explosives Regulations.

(2) He/she is responsible for ensuring that the ship's organisation complies with JSP 862, MoD Maritime Explosives Regulations.

b. **Other explosives.** The Executive Officer is responsible for co-ordinating the whole ship arrangements made to render safe or dispose of all own or enemy explosives stores that are onboard and in a dangerous condition. Additionally he/she is responsible for measures to deal with unexploded ordnance which has landed on board, been placed on board by the ill-disposed, found or recovered. He/she is to call on appropriate authorities or officers for assistance or advice as necessary.

6. **Personnel Safety**

a. He/she is to ensure that, before proceeding to sea, the submarine is properly secured; that all lifesaving equipment (including submarine escape equipment) is in good order and properly inspected; and that the sea life-buoy is rigged.

b. He/she is responsible for the safety of all persons embarking and disembarking. (See **3004.5.**)

7. **Next of Kin.** He/she is responsible for the maintenance of details of the next of kin of the ship's company and that the appropriate authorities are informed.

0925. Discipline and Routines

1. The Executive Officer is responsible for the maintenance of good order and discipline and is to oversee the Coxswain in the execution of his/her duties. (See Chapter 34).

2. **Joining and Leaving Routines.** He/she is to ensure that standing orders provide for a routine to be carried out by all personnel joining or leaving, to ensure that all stores on loan, and not authorized to be retained, are returned, and that all relevant information on each joiner becomes properly known.

0926. Training

1. The Executive Officer is responsible to the Commanding Officer for:
 - a. Co-ordinating the training of the whole ship's company.
 - b. Supervising the training of the warfare branch, action information organization and command team. (See also [Para 0922](#)).
 - c. Arranging in conjunction with the Marine Engineer Officer and Weapon Engineer Officer as appropriate, the instruction of officers borne for training.

0927. Departmental Responsibilities

1. **Seamanship.** The Executive Officer is responsible to the Commanding Officer for the safe conduct of all seamanship evolutions. He/she is to satisfy himself that officers and senior ratings supervising seamanship evolutions are properly trained and experienced. He/she is also to satisfy himself that the items listed in the rigging warrant and not held by WEO or MEO, are in good condition and properly inspected and tested.
2. **Security.** He/she is normally to act as Security Officer.
3. **Medical.** In submarines where no Medical Officer is borne, he is to act as Medical Officer.

0928. Unit Health Committee

1. The XO is to be Vice Chairman of the Unit Health Committee.

0929. Additional Duties

1. The XO is to under take the following duties:
 - a. To be President of the Wardroom Mess and superintend its correct management, good order and maintenance of standards.
 - b. To be the Unit Security Officer.
 - c. To be the Chairman of the unit Welfare Committee.
 - d. To be the unit Safety, Health and Environment Officer responsible for all matters relating to Safety, Health and the Environment on behalf of the Commanding Officer. This is to include all matters of waste management.
 - e. To Champion and promote the maintenance of 'Royal Navy Standards and Ethos' onboard or within the unit.
 - f. To Champion the education, deterrence and prevention of Alcohol and Substance Misuse.

SECTION III - THE EXECUTIVE OFFICER (NAVAL AIR SQUADRONS)

0930. General Responsibility (see also 2411)

1. The Squadron Executive Officer is the Second-in-Command and will be nominated by the Commanding Officer. However the Commanding Officer may delegate some of the Executive tasks to the Senior Pilot or Senior Observer (whoever is not the Executive Officer). The Executive Officer is responsible to the Commanding Officer for the general organisation of the Squadron and for the discipline and welfare of the Squadron personnel together with the co-ordination of their training both for war and peace, at sea and ashore.
2. He/she is to be prepared to assume command if the Commanding Officer becomes incapacitated for any reason, in accordance with **0335** and **0336**.

0931. Administrative Organisation

1. **Squadron Co-ordination.** The Executive Officer is to co-ordinate all Squadron activities so as to meet the Squadron objectives. Where conflicting interests arise which cannot be resolved without prejudice to departmental objectives, he/she is to represent the matter to the Squadron Commanding Officer. He/she is to represent the Squadron at DHoDs when embarked.
2. **Common Tasks.** He/she is to direct common tasks and activities, to ensure a balanced workload amongst aircrew and engineering staff.
3. **Divisional System.** He/she is to supervise the organisation and administration of the Squadron's divisional system. This responsibility may be delegated in full, or in part, to the Squadron's Air Engineering Officer (See Chapter 18).
4. **Standing Orders.** He/she is to promulgate Squadron Standing Orders covering:
 - a. Organisation – general, discipline, duties and welfare.
 - b. Routines.
 - c. Flying Orders.
 - d. Training Orders.
 - e. Joining and leaving routines.
 - f. Security.
 - g. Emergencies.
 - h. Detachment Orders.
 - i. CBRNDC.

5. **Safety Precautions for Personnel.**

a. **General.** The Executive Officer is to ensure that:

- (1) There is a strong Health and Safety culture in the Squadron.
- (2) A robust Flight Safety Organisation exists within the Squadron.

6. **Personnel.** The Executive Officer is:

a. Responsible for co-ordinating the Squadron Scheme of Complement to ensure manning levels are sufficient to support the Squadron's mission.

b. To monitor the achievement of Harmony and Personnel Functional Standards, incorporating Re-balancing Lives and Investors in People initiatives where possible.

0932. **Disciplines and Routines**

1. The Executive Officer is to superintend the Regulating Chief Petty Officer or Regulating Petty Officer in the execution of their duties. (See Chapter 34).

2. **Joining and Leaving Routines.** He/she is to ensure that Standing Orders provide for a routine to be carried out by all officers and ratings joining or leaving. This should provide adequate advance notice of discharges to be given to all concerned, such as regulating, pay, stores, victualling and clothing offices and sick bay, and the routine should ensure that all stores on loan, including loan clothing (other than such articles issued on personal loans authorised to be retained during service), are withdrawn from officers and ratings before they leave.

0933. **Training**

1. The Executive Officer is responsible for:

- a. Co-ordinating the training of Squadron personnel, including suitable support for secondary duties and activities.
- b. Arranging the instruction of officers borne for training.

0934. **Departmental Responsibilities**

1. **CBRNDC.** The Executive Officer is responsible for the Squadron CBRNDC organisation, training of personnel and equipment where these are not the responsibility of the Air Engineer Officer.

2. **Survival Drills.** He/she is to ensure that an up to date Survival Officers Register is maintained in accordance with current regulations.

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3. Monthly Unit Record. He/she is to supervise the compilation of the Monthly Unit record. This book is to be produced for examination by the inspecting officer in accordance with current regulations. When a Squadron is decommissioned for conversion or modernisation, and at the end of the Squadron's service, the record is to be forwarded to the FAA Museum for safe custody (The same rules apply to the Squadron Line Book).
4. **Weapons Training.** The Executive Officer is responsible for ensuring all weapons trained personnel remain in date for training and Annual Weapons Test.
5. **Equipment.** The Executive Officer is to be satisfied that all equipment required for embarkation or detachment is held and is in a serviceable condition.
6. **First Lieutenant Duties.** When an officer is borne for First Lieutenant's duties, he/she is to be responsible to the Executive Officer for the duties laid down in Clauses 3 to 5 above.

0935. Unit Health Committee

1. The XO is to be the Vice Chairperson of the Unit Health Committee.

0936. Additional Duties

1. The Squadron XO is to under take the following duties:
 - a. To be the Unit Security Officer.
 - b. To be the Chairman of the unit Welfare Committee.
 - c. To be the unit Safety, Health and Environment Officer responsible for all matters relating to Safety, Health and the Environment on behalf of the Commanding Officer. This is to include all matters of waste management.
 - d. To Champion and promote the maintenance of 'Royal Navy Standards and Ethos' onboard or within the unit.
 - e. To Champion the education, deterrence and prevention of Alcohol and Substance Misuse.