

## OFFICIAL

**Issue Date – 11 Feb 23**  
**Normal Review Period – 1 year**  
**Review Date – 11 Feb 24**

### **TERMS OF REFERENCE FOR THE RNR DEPUTY RESERVES TRAINING OFFICER (DRTO)**

#### **PREAMBLE**

Commander Maritime Reserves (CMR) commands the Royal Naval and Royal Marine Reserves known collectively as the Maritime Reserves (MR).

The purpose of the MR as set out in the Command Plan is to provide sufficient, capable and motivated personnel, at readiness, to reinforce Regular Forces.

Royal Naval Reserve Phase 1 Training for Officers and Ratings is delivered via a blended learning process utilising training in RNR units, the Defence Learning Environment (DLE) and National RNR INT courses and weekends, run at BRNC and HMS RALEIGH.

#### **PURPOSES**

1. **Primary Purpose.**
  - a. To act as the Deputy to the Reserves Training Officer (RTO) in the absence of the RTO or if there is a requirement for training activities to take place concurrently at both RAL and BRNC, preventing the RTO from providing oversight for one Establishment or the other.
  - b. To Coordinate, Manage, Mentor and Allocate RNR Training Branch Officers or volunteer Officer augmentees for national INT(O) delivery at both RAL and BRNC, and to any external locations as required such as Okehampton Battle Camp.
  - c. To manage the training opportunities for all OPTs to ensure all Trainers delivering on INT(O) are SQEP, and that currency is maintained to ensure all trainers remain in date for delivery.
  - d. To provide oversight assurance on the capability of trainers delivering into the National Programme, such that any deficiencies are notified to the individual, to SO2 PERS and the RTO so that appropriate remedial training activity can take place.
  - e. Deliver ORCE marking for RNR INT activities and act as the RNLA approved ORCE Champion for 'pinking' staff.
  - f. Ensure standardisation of the ORCE marking across all RNR DS.

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g. To act as the qualifications and recording authority for RNR Staff as part of any OFSTED inspection.

h. Represent the RNR at BRNC at SO2 level when the RTO is away from BRNC. This includes regular attending the Training Management meetings, DHoDs and Shareholders as the RNR representative.

### 2. **Secondary Purpose.**

a. Arrange for Potential New Trainers (PNTs) to attend an Acquaint weekends.

b. Augment the OPTs where required and act as mentor when possible.

c. Support BRNC where required in delivering training.

## ACCOUNTABILITY

### 3. **DRTO is Accountable to:**

a. The RTO for delivery of Roles and Responsibilities

b. Functionally to RNR SO2 PERS in managing the SQEP database for all RNR Officer National Trainers.

## AUTHORITY

### 4. **Line Management Responsibility.** DRTO is authorised to:

a. Exercise managerial authority over ARTO.

### 5. **Liaison and Correspondence.**

a. Liaise as necessary, both internally and externally, on matters related to primary and secondary tasks, signing correspondence on behalf of the RTO on non-policy and non-controversial matters.

## PRINCIPAL TASKS

### 6. As the DRTO:

a. Liaise directly with RTO and ARTO for staffing requirements for training weekends.

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- b. Work in conjunction with the BRNC and RAL TMs, SQ Staff and RNLA to create training opportunities for the RNR to develop SQEP capability
- c. Liaise with Asst TM for support from SRs.

### **SECONDARY TASKS**

- 7. As the DRTO:
  - a. Maintain a database for all OPTs and PNTs.

### **COMPETENCIES**

#### Essential

- a. Medically Fit.
- b. In date RNFT.
- c. Understudied all training weekends.
- d. ORCE Trained

#### Ideal

- a. DTTTv2 or DTC
- b. Coaching Practitioner
- c. MW Cox'n
- d. PB Cox'n
- e. RYA L2/Safety Boat Cox'n/ PB!
- f. Attended Fleet Board

### **STAFF TRAINING**

The following training is deemed essential to fulfil the principal purpose and can be achieved once in post:

- a. BRNC Induction Training
- b. ICSC

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Lt Cdr Hart RNR

RTO

Date

Lt Cdr Cottell

DRTO

Date

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