



AUSTRALIAN AIR FORCE CADETS
321 (City of Newcastle) Squadron

Routine Instructions

321SQN RI 1-19

PROMOTIONS

1. Pursuant to the AAFC Manual of Management and delegated authority, the following members are reclassified or promoted to the ranks indicated WEF 20 Feb 19, or as otherwise indicated. AUTH: OC 3WG.
 - a. CFSGT Issac Sacarro - CM384056 – CUO;
 - b. LCDT Sophia Pyke – CF386468 – CCPL;
 - c. LCDT Nicholas Rolfe – CM387197 – CCPL; and.
 - d. LCDT Joseph Sciberras – CM387251 – CCPL.

ENROLMENTS

3. The following cadets have been enrolled as members of the AAFC WEF 05 Feb 19, and posted to 321SQN:
 - a. CDTR Hayden Bilkey – 2334126;
 - b. CDTR Sam Parker – 2334125.
4. The following cadets have been enrolled as members of the AAFC WEF 17 Feb 19, and posted to 321SQN:
 - a. CDTR Chris Breeden – 2335305.
5. The following cadets have been enrolled as members of the AAFC WEF 22 Feb 19, and posted to 321SQN:
 - a. CDTR Lachlan Purdon – 2336387.
6. The following cadets have been enrolled as members of the AAFC WEF 27 Feb 19, and posted to 321SQN:
 - a. CDTR Oliver Goode – 2337086.
7. The following cadets have been enrolled as members of the AAFC WEF 28 Feb 19, and posted to 321SQN:
 - a. CDTR Riley Dugan – 2337139.

8. The following cadets have been enrolled as members of the AAFC WEF 01 Mar 19, and posted to 321SQN:

a. CDTR Sophie Whitelaw-Stephens - 2337509.

9. The following cadets have been enrolled as members of the AAFC WEF 14 Mar 19, and posted to 321SQN:

a. CDTR Claudia Crofts – 2338886;

b. CDTR Harrison Kennedy-Myers – 2338906;

c. CDTR Ashleigh New – 2338877;

d. CDTR Lachlan New – 2238876;

e. CDTR Xyanna Palermo – 2338874;

f. CDTR Lucas Selway – 2338882;

g. CDTR Jaiden Smith – 2338908;

h. CDTR Lachlan Towers – 2338893.

10. The following cadets have been enrolled as members of the AAFC WEF 15 Mar 19, and posted to 321SQN:

a. CDTR Riley Harrison – 2338932.

DISCHARGE

11. The following cadets have been discharged as members of the AAFC WEF 10 Mar 19:

a. CFSGT Zachariah Ingle – 2278643; and,

12. The following cadets have been discharged as members of the AAFC WEF 14 Mar 19:

a. LCDT Jordan Boghos – 2311345.

APPOINTMENTS

13. The following 321SQN personnel are appointed to the following 321SQN positions WEF 01 Apr 19. No rotation of appointments is to be made without the express permission of CO 321SQN. This includes any changes of appointments made on the *CEA* computer administration system. Duty statements for the positions can be found in 321SQN SI. AUTH: CO 321SQN.

a. ADMINO – FLGOFF(AAFC) Nicola Mayler;

- b. ASSTADMINO – LACW(AAFC) Jordan Worley;
- c. ASSTCRGREP – LCDT Cooper Ivory;
- d. ASSTSSO – CSGT George Macey;
- e. ASSTTRGO – CUO Isaac Saccaro;
- f. CDTXO – CUO Isaac Saccaro;
- g. CRGREP – CCPL Benjamin Petchpipat;
- h. CSQNWOFF – CSGT Max Burrell;
- j. CI – LACW(AAFC) Jordan Worley;
- k. FINO – FLGOFF(AAFC) Nicola Mayler;
- l. FQM – LACW(AAFC) Hilary Andersen;
- m. SDEAC – LACW(AAFC) Hilary Andersen;
- n. SQNXI – FSGT(AAFC) Paul Dunsford;
- o. SSO – LACW(AAFC) Hilary Andersen;
- p. TRGO – CPL(AAFC) Matthew Whitelaw;
- q. TRGOPS – CSGT Max Burrell; and,
- r. USC – FSGT(AAFC) Paul Dunsford; and,
- s. XO – FSGT(AAFC) Paul Dunsford.

14. The following 321SQN personnel are appointed to the following Blue Flight (BFLT) positions WEF 01 Apr 19. No rotation of appointments is to be made without the express permission of the 321SQN. Duty statements for the positions can be found in 321SQN SI.

- a. FLTCDR BFLT – CCPL Rolfe;
- b. SECTCDR 1SECT – CCPL Macey;
- c. SECTCDR 2SECT – CCPL Sciberras; and,
- d. SECTCDR 3SECT – LCDT Ivory.

15. The following 321SQN personnel are appointed to the following Red Flight (RFLT) positions WEF 01 Apr 19. No rotation of appointments is to be made without the express permission of CO 321SQN. Duty statements for the positions can be found in 321SQN SI.

- a. FLTCDR RFLT – CSGT Macey;
- c. SECTCDR 4SECT – CCPL Petchpipat;
- d. SECTCDR 5SECT – CCPL Pyke; and,
- e. SECTCDR 6SECT – LCDT Breeden.

16. The following 321SQN personnel are appointed to the following 321SQN ancillary positions WEF 01 Apr 19. No rotation of appointments is to be made without the express permission of CO 321SQN.

- a. CANMGR – CSGT Burrell;
- b. PMC – CUO Sacarro; and,
- c. DPMC – CCPL Pyke.

321SQN STANDING INSTRUCTIONS

17. WEF 01 Apr 19, amended Squadron Standing Instructions (SQNSI) have been issued for the effective operation of all 321SQN activities. All staff and cadets are to read and abide by the instructions.

18. The SQNSI are available from the 321SQN website, from the *Downloads* page. The SQNSIs will be updated regularly, and any amendments will be notified in Routine Instructions.

19. Please note that the document is uncontrolled if printed.

20. Any suggestions for amendments to the SQNSIs are to be made to CO 321SQN through ADMINO 321SQN.

CEA DETAILS

21. It is the responsibility of all members of 321SQN to ensure that their personal and service details re accurately recording in *CEA*. This includes parents/caregivers details.

22. Members are able to log into their *CEA* account, to make any changes to their personal details (name address etc). Should any member identify an error in their service record, they are to inform the ADMINO or TRGO immediately, depending upon where the error occurs.

SQUADRON CONTRIBUTIONS

23. Although assisted materially by the Royal Australian Air Force (RAAF), the AAFC is expected to rely heavily on its own resources for its continued operation. Consequently, 321SQN requires a quarterly contribution from each cadet. Without this income 321SQN could not operate effectively.

24. The 321SQN 2019 quarterly contribution structure amounts to \$40.00 per cadet, per school term. This means that cadets pay an annual contribution of \$160.00. However, if the amount is paid in full by the end of the first term (10 Apr 19), the amount is discounted to \$130.00.

25. 321SQN also levies a joining fee of \$50.00, which is used to provide recruits with uniform items specific to 321SQN (eg squadron caps), or specific to the individual recruit (eg name badges). This amount is payable on enrolment.

26. Currently, the AAFC financial administration system (part of the *CEA* system), is frequently not functioning. This is due to an ongoing system upgrade. As a result, the system is sometimes not able to produce either invoices or receipts. In order to maintain financial records, manual receipts will be produced for payments. Once the financial system is again functioning, electronic receipts will be emailed.

SQUADRON DUTY SCHEDULE

27. The 321SQN Duty Schedule for the first half of 2019 is included as Annex A to this RI.

MOBILE PHONES

28. Cadets are again reminded, that IAW 321SQN RIs, mobile phones are to be turned off at the commencement of weekly training parade, and are not to be turned on until the cadets has left Bullecourt Barracks.

29. For communication purposes, senior cadets of the rank of CSGT and above may be permitted to have their mobile phones turned on, where it is the interest of timely communication. This permission can be granted by the CO and/or XO only.

SECURITY

30. Australia is currently experiencing heighten levels of security, with the National Security Threat Level at 'Probable.' Staff and cadets have been briefed that they are not to wear their uniforms whilst travelling on public transport.

31. Staff and cadets should minimize the amount of time they wear AAFC uniform in public. At the end of weekly squadron parades, cadets are to go home immediately, and are not to stop to buy food at local takeaway food outlets. However, this does not preclude staff and cadets from utilizing associated 'drive-through' facilities, where they remain within a private vehicle.

32. Staff and cadets attending parades at Bullecourt Barracks are at all times to clearly display their ID cards IAW 321SQN SIs.

321SQN MERCHANDISE

33. Staff and cadets will shortly be able to order 321SQN merchandise. Details of these items will shortly be available on the 321SQN website. The squadron merchandise available for purchase will include polo shirts, tan undershirts, squadron patches and caps, and DPU backpacks.

34. These items will be made available once design approval has been obtained from HQ 3WGAAFC, and/or CB-AF.

ANZAC DAY

35. Staff and cadets from 321SQN will participate in 2 ANZAC Day services on 25 Apr 19. These are:

- a. Dawn Service at Hamilton (not compulsory, but staff, cadets and families are encouraged to attend); and
- b. Main Service at Newcastle (compulsory).

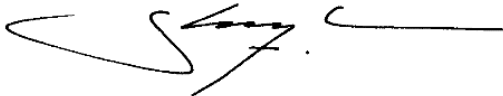
36. Staff and cadets are to ensure that their uniform is fitted correctly, and is freshly laundered/dry-cleaned. Haircuts are strictly to conform to AAFC standards.

37. Cadets who require uniform exchanges are to input the exchange request into the C-Log system, and are also to make contact with the 321SQN SSO to inform him of the request.

TRAINING PROGRAM UPDATES

38. Timings for the 321SQN weekly parade have been amended. The new timings are included as Annex B to this RI.

39. The 321SQN Annual Training Program has been uploaded to the SQN website. The program indicates all programmed activities for the 2019 training year. It is anticipated that wherever possible, little change will be made to the dates indicated on the program.



G. Mayler
FLTLT (AAFC)
CO 321SQN AAFC

01 Apr 19

Annex A
To 321SQN RI 1-19
Dated 01 Apr 19

321SQN DUTY SCHEDULE 2019

Date	Duty Member	Duty Cadet	Duty Section
03 Apr 19	FLGOFF(AAFC) Mayler	CCPL Petchpipat	1SECT
10 Apr 19	FSGT(AAFC) Dunsford	CCPL Pyke	2SECT
01 May 19	CPL(AAFC) Whitelaw	CCPL Rolfe	3SECT
08 May 19	LACW(AAFC) Andersen	CCPL Sciberras	4SECT
15 May 19	LACW(AAFC) Worley	CUO Sacarro	5SECT
22 May 19	FLGOFF(AAFC) Mayler	CSGT Burrell	6SECT
29 May 19	FSGT(AAFC) Dunsford	CSGT Macey	1SECT
05 Jun 19	CPL(AAFC) Whitelaw	CCPL Macey	2SECT
12 Jun 19	LACW(AAFC) Andersen	CCPL Petchpipat	3SECT
19 Jun 19	LACW(AAFC) Worley	CCPL Pyke	4SECT
26 Jun 19	FLGOFF(AAFC) Mayler	CCPL Rolfe	5SECT
03 Jul 19	FSGT(AAFC) Dunsford	CCPL Sciberras	6SECT

321SQN TRAINING PARADE TIMINGS

Serial	Start	Finish	Activity
1.	1745	1800	Staff arrival/DM/DC duties.
2.	1800	1815	Cadet arrival/SQN leadership team meeting.
3.	1815	1845	Roll call/Parade/FLTTime.
4.	1845	1900	ADMIN brief.
5.	1900	1940	Lesson 1 (as per OPSPLAN).
6.	1940	2000	Cadet mess/ADMIN meetings (as required).
7.	2000	2040	Lesson 2 (as per OPSPLAN).
8.	2040	2120	Lesson 3 (as per OPSPLAN).
9.	2120	2130	Dismissal.