



321SQN RI 2-19 (AL1)

PROMOTIONS/RECLASSIFICATIONS

1. Pursuant to the AAFC Manual of Management and delegated authority, the following members are reclassified or promoted to the ranks indicated WEF 07 Aug 19, or as otherwise indicated. AUTH: OC 3WG.

- a. CCPL Jayden Macey – CM386291 – CSGT;
- b. CCPL Nicholas Rolfe – CM387197 – CSGT;
- c. LCDT Aidan Alexander – CM387282 – CCPL
- d. LCDT Joshua Breeden – CM387862 – CCPL;
- e. LCDT Cooper Ivory – CM387706 – CCPL; and,
- f. CDT Benjamin O’Dea – CM388207 – LCDT.

ENROLMENTS

2. The following cadets have been enrolled as members of the AAFC WEF 29 May 19, and posted to 321SQN:

- a. CDTR Cameron Blanch – 2342902;
- b. CDTR Aidan Christie – 2342903;
- c. CDTR Jessica Edwards – 2342904;
- d. CDTR James Kelly – 2342905;
- e. CDTR Liam Richardson – 2342906; and,
- f. CDTR Leo Sullivan – 2342907.

DISCHARGE

3. The following cadets have resigned as members of the AAFC WEF the dates indicated:

- a. LCDT Jordan Boghos – 2311345 – 14 Mar 19;
- b. LCDT Christopher Graham – 2310255 – 03 Apr 19;
- c. LCDT Mitchell Boots – 2301992 – 06 Apr 19;

- d. CDT Darcy Hayes – 2328119 – 06 Apr 19;
 - e. CCPL Joseph Sciberras – 2310693 – 18 Apr 19;
 - f. CDT Rory Studdert – 2328460 – 29 May 19;
 - g. LCDT Isabella Sullivan – 2300249 – 29 May 19;
 - h. CDT Riley Harrison – 2338932 – 29 Jun 19; and,
 - i. LCDT Hugo Mortensen – 2320431 – 30 Jun 19.
4. The following cadets have resigned as members of the AAFC WEF 07 Aug 19:
- a. CCPL Benjamin Petchpipat – 2301986;
 - b. CDT Lachlan Purdon – 2336387; and,
 - c. CDT Sophie Whitelaw-Stephens – 2337509.
5. The following cadets have been discharged as members of the AAFC WEF 29 May 19:
- a. LCDT Benjamin Hendrie – 2299694.
6. The following cadets have been discharged as members of the AAFC WEF 07 Aug 19:
- a. LCDT Blake Kelly – 2302363.

APPOINTMENTS

7. The following 321SQN personnel are appointed to the following 321SQN positions WEF 01 Jun 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. CI – LACW(AAFC) Elizabeth Rogers;
 - b. SQNXI – LACW(AAFC) Jordan Worley;
 - c. TRGOPS – LACW(AAFC) Jordan Worley; and,
 - d. USC – LACW(AAFC) Hillary Andersen.
8. The following 321SQN personnel are appointed to the following 321SQN positions WEF 07 Aug 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. CRGREP – CCPL Ivory Cooper;
- b. CSQNWOFF – CSGT George Macey.

9. The following 321SQN personnel are appointed to the following Blue Flight (BFLT) positions WEF 07 Aug 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 – CSGT Jayden Macey;
- b. SECTCDR 1SECT – LCDT Oscar Wright;
- c. SECTCDR 2SECT – CCPL Aidan Alexander; and,
- d. SECTCDR 3SECT – CCPL Cooper Ivory.

10. The following 321SQN personnel are appointed to the following Red Flight (RFLT) positions WEF 07 Aug 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 Max Burrell;
- b. SECTCDR 4SECT – LCDT Hayleigh Shaw;
- c. SECTCDR 5SECT – CCPL Sophia Pyke; and,
- d. SECTCDR 6SECT – CCPL Joshua Breeden.

11. The following 321SQN personnel are appointed to the following Green Flight (GFLT) positions WEF 07 Aug 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 GFLT – CSGT Nicholas Rolfe;

321SQN STANDING INSTRUCTIONS

12. 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.

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

CADETNET DETAILS

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

15. Members are able to log into their *CadetNet* 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

16. Cadets are reminded that with the start of the new school term, contributions are now due for Term 3. For those cadets who have not paid an annual amount, the Term 3 contribution amount is \$30.

17. Payments can be made by cash, cheque, or direct deposit.

18. Please note that 321SQN changed its bank account details at the end of 2018. The current squadron bank account details are:

- a. BSB: 062-806
- b. ACCT: 10503923

SQUADRON DUTY SCHEDULE

19. The 321SQN Duty Schedule for the Duty Member, Duty Cadet, and Duty Section for the second half of 2019 is included as Annex A to this RI.

UNIFORMS

20. Staff and cadets are reminded that it is their personal responsibility to ensure that uniforms are maintained at the highest levels, including the fit of the uniform. Should a member grow out of his/her uniform, he/she is to use the C-Log system to order a replacement item.

21. Uniform care and maintenance information can be downloaded from the 321SQN website.

22. The weekly uniform for 321SQN parades is indicated on the front page of the squadron website. Generally, SD-AFB uniform is worn to the first and last parades of the month, and DPU to the remaining parades. Again, it is the member's responsibility to ensure that he/she is wearing the correct uniform. Members who arrive at parades wearing the incorrect uniform may be sent home.

23. If a 321SQN member is unable to wear the appropriate uniform, he/she is to follow the procedures detailed in SQNSIs.

SECURITY

24. All members are to ensure they bring their AAFC ID card with them to parades and activities, and display the card clearly IAW SQNSIs.

25. AAFC lanyards and ID card holders are available from the 321SQN Orderly Room.

321SQN MERCHANDISE

26. The order form for 321SQN polo shirts is available from the 321SQN website. Members who wish to purchase a SQN polo shirt should complete the form, and make payment to the SQN NLT 31 Aug 19.

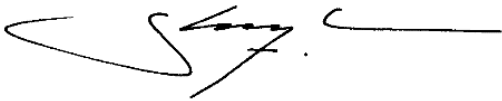
TRAINING PROGRAM UPDATES

27. Version 2.0 of the 321SQN Annual Training Program has been promulgated, and can be downloaded from the 321SQN website. Some changes to dates have been made to accommodate staff availability.

28. Additionally, the 321SQN weekly parade timetable has been amended. Details are included as Annex B to this RI.

CADET BAGS

29. With immediate effect, whilst performing drill on the parade ground, cadets are no longer to leave their personal bags in Training Room 2 in Building 26. Bags are to be left outside building 26 at the eastern end of the building, neatly placed against the building wall. Bags should be placed between the south-eastern corner of the building , and the entrance to the 316SQN orderly room.



G. Mayler
FLTLT (AAFC)
CO 321SQN AAFC

07 Aug 19

321SQN DUTY SCHEDULE 2019

Date	Duty Member	Duty Cadet	Duty Section
24 Jul 19	FLGOFF(AAFC) Mayler	CUO Sacarro	1SECT
31 Jul 19	FLGOFF(AAFC) Mayler	CSGT Burrell	2SECT
07 Aug 19	CPL(AAFC) Whitelaw	CSGT Macey G.	3SECT
14 Aug 19	LACW(AAFC) Andersen	CSGT Macey J.	4SECT
21 Aug 19	LACW(AAFC) Worley	CSGT Rolfe	5SECT
28 Aug 19	CPL(AAFC) Whitelaw	CUO Sacarro	6SECT
04 Sep 19	LACW(AAFC) Andersen	CSGT Burrell	1SECT
11 Sep 19	LACW(AAFC) Worley	CSGT Macey G.	2SECT
18 Sep 19	CPL(AAFC) Whitelaw	CSGT Macey J.	3SECT
25 Sep 19	FLGOFF(AAFC) Mayler	CSGT Rolfe	4SECT
16 Oct 19	CPL(AAFC) Whitelaw	CUO Sacarro	5SECT
23 Oct 19	LACW(AAFC) Andersen	CSGT Burrell	6SECT
30 Oct 19	LACW(AAFC) Worley	CSGT Macey G.	1SECT
06 Nov 19	FLGOFF(AAFC) Mayler	CSGT Macey J.	2SECT
13 Nov 19	CPL(AAFC) Whitelaw	CSGT Rolfe	3SECT
20 Nov 19	LACW(AAFC) Andersen	CUO Sacarro	4SECT
27 Nov 19	LACW(AAFC) Worley	CSGT Burrell	5SECT
04 Dec 19	FLGOFF(AAFC) Mayler	CSGT Macey G.	6SECT
13 Dec 19	CPL(AAFC) Whitelaw	CSGT Macey J.	1SECT

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	2020	Lesson 2 (as per OPSPLAN).
7.	2020	2040	Cadet mess/ADMIN meetings (as required).
8.	2040	2120	Lesson 3 (as per OPSPLAN).
9.	2120	2130	Dismissal.