



321SQNA AFC JI 6/19

## JOINING INSTRUCTION – ADMIN PARADE 1/19 (CADETNET ACTIVITY 7844)

<b>ACTIVITY TITLE</b>	ADMIN Parade 1-19
<b>ACTIVITY LOCATION/ DETACHMENT ADDRESS</b>	HQ 321SQN AAFC BLG 26 Bullecourt Barracks Military Road Adamstown NSW 2289
<b>ACTIVITY COMMENCEMENT</b>	1800h 29 Apr 19
<b>ACTIVITY CONCLUSION</b>	2130h 29 Apr 19
<b>TRAVEL REQUIREMENTS</b>	Travel to and from the activity will be by own means.
<b>UNIFORM REQUIREMENTS</b>	Dress of the Day (IAW 321SQNSI), or DPU with 321SQN cap
<b>ACTIVITY OFFICER-IN-CHARGE (OIC)</b>	FLTLT(AAFC) Grant Mayler T: 0408 345 333 E: <a href="mailto:co.321sqn@airforcecadets.gov.au">co.321sqn@airforcecadets.gov.au</a>
<b>ACTIVITY COORDINATOR/ EMERGENCY CONTACTS (In order of preference)</b>	CPL(AAFC) Matthew Whitelaw T: 0431 158 110 E: <a href="mailto:trgo.321sqn@airforcecadets.gov.au">trgo.321sqn@airforcecadets.gov.au</a>  FLGOFF(AAFC) Nicola Mayler T: 0400 372 839 (321SQN duty phone) E: <a href="mailto:admino.321sqn@airforcecadets.gov.au">admino.321sqn@airforcecadets.gov.au</a>
<b>ATTENDANCE REQUIREMENTS</b>	Attendance at this activity is compulsory for all staff and cadet NCOs and CUOs.

### INTRODUCTION

1. This instruction has been issued to assist you in your preparation to attend the 321SQN ADMIN Parade on 29 Apr 19. This is a compulsory activity for all staff and senior cadets (ie CCPL and above). For the duration of the activity you will be under command of the Activity OIC, **FLTLT(AAFC) Grant Mayler**

2. This Joining Instruction is an authoritative document; you are to read and comply with its contents. Speak to senior cadets at your squadron who have attended activities like this in the past. They can prove an invaluable source of information regarding what to expect.

### ADMINISTRATIVE DETAILS

3. **Forms and documentation.** You must ensure that you bring your Australian Air Force Cadets Identification Card (AAFC ID).

4. An 'Activity Notification and Consent Form' is to be downloaded from, correctly completed and reuploaded to the activity in *CadetNet* **ONE WEEK** prior to the commencement of the activity. **It must be signed by your parent or legal guardian if you are under 18 years of age.** The original should be brought with you on the activity. Have this document ready to present to staff on arrival.

5. Should you be unable to access *CadetNet* then the current version of the 'Activity Notification and Consent Form' can be sourced via the 3WGAAFC Portal within *CadetNet*: <https://members.cadetnet.gov.au/aafc/3WG/3WG%20Resource%20Centre/1.%20Forms%20and%20Templates>

6. **Medical conditions, allergies and dietary requirements.** It is important that 'Your Health Declaration' and all other medical and emergency contact details are up to date in *CadetNet*. You should inform the First Aid Officer or activity staff as soon as possible if you have any medical conditions, allergies or special dietary requirements. Any acute injury, illness or contagious/infectious diseases in the last 4 weeks require a doctor's certificate to be presented to the First Aid Officer or activity staff. This will ensure that your needs are taken into account when attending the activity. **Cadets should also arrive on the activity with copies of any required health management plan.**

7. The Australian Defence Force (ADF) is unable to provide a severe food allergy free environment (such as from peanuts) in relation to the consumption of food during cadet activities. Such a risk may be life threatening for people who suffer from a severe food allergy. Parents may consider it is in their child's best interest not to allow participation of their child in the proposed activity. In the event that the child is allowed to attend a catered cadet activity, the parents may choose to provide, at their own expense, sufficient food to cover the duration of the activity.

8. If you or your parents have any concerns on these matters, you should speak with your SQN staff.

9. A Food Allergy Management Plan (FAMP) is not required for this activity.

10. **Activity related costs.** Nil.

11. **Contact information.** During the activity, the OIC or activity coordinator may be contacted in the case of an emergency. Please note, only contact the OIC in the case of an emergency, cadets will have access to mobile phones during stand-down in order to contact home.

12. **Nominal roll.** The nominal roll for this activity is contained in *CadetNet*.

13. **Withdrawal from activity.** Should you wish withdraw from the activity **prior to the close of nominations**, withdraw your nomination on *CadetNet*. Should you wish to withdraw from the activity **after the close of nominations**, you are required to contact the Activity Coordinator and your Commanding Officer.

14. **Leave.** Leave during the activity will not normally be granted. However, any requests should be made to the Activity Coordinator.

## ADDITIONAL ACTIVITY REQUIREMENTS

15. Nil.

## TRAVEL, ACCOMMODATION AND MESSING

16. **Travel.** Travel to and from this activity will be by own means. Cadets are to contact the Activity Coordinator by phone if they are running late. Cadets travelling via public transport are to wear civilian attire and bring their uniform in a bag (preferably concealed) to change into upon arrival at the activity.

17. **Accommodation.** Accommodation is not required for this activity and therefore will NOT be provided.

18. **Messing.** No meals will be provided during this activity. The 321SQN canteen will open between 1940h and 2000h. Participants should bring a small amount of money with them if they wish to purchase items from the canteen. Tea and coffee will also be available.

19. **Food handling requirement.** There is no requirement for food handling qualifications for this activity.

## UNIFORM AND EQUIPMENT

20. **Dress.** Dress for this activity will be dress of the day IAW 321SQNRI. Alternatively, participants may wear DPU with 321SQN cap.

21. All uniforms are to be worn, and personal appearance is to be, IAW AAFC Manual of Dress. Civilian clothing is to be worn IAW 321SQNSIs.

22. You are to ensure that you have a regulation haircut prior to your arrival at the activity. Males of shaving age are to ensure they have shaved prior to arrival at the activity.

23. **Personal equipment.** A detailed list of personal equipment that you will require is contained in Annex B.

24. Lack of foot care and correct preparation of the feet is the most common cause of medical problems on cadet activities. Some detailed information regarding foot care is contained at:

<https://members.cadetnet.gov.au/aafc/3WG/3WG%20Resource%20Centre/1.%20Forms%20and%20Templates>

25. ALL items brought to the activity are the responsibility of the owner of the item. The AAFC will accept no responsibility for any loss or damage to items brought on the activity. All personal items (including clothing) are to be clearly labelled with the OWNER'S NAME and *CadetNet* ID.

26. **Prohibited items.** The following items are prohibited on this activity:

- a. weapons, including pocket, sheath or flick knives or similar items
- b. fireworks, ammunition or pyrotechnics of any description
- c. smoking material of any description, including matches and lighters

- d. alcohol or drugs in any form (authorised medications are to be logged with activity staff upon arrival)
- e. electronic entertainment devices (excluding mobile phones, tablets and laptops)
- f. pornography or any offensive material.

## **CONDUCT AND BEHAVIOUR**

27. **Discipline.** Any breaches of discipline will be dealt with immediately. Any serious breach is grounds for sending a cadet home.

28. Breaches of personal or general hygiene will not be tolerated. The activity area will be regularly inspected to ensure the maintenance of appropriate standards in this regard.

29. **Equity & diversity and inappropriate behaviour.** The OIC will conduct a briefing on these matters when you arrive at this activity. However, all members are reminded of the instructions on unacceptable sexual behaviour as outlined in Volume 2, Part 1, Chapter 10 of the AAFC Manual of Management and the AAFC Code of Conduct, and are required to observe the standards outlined. Members are also reminded that any investigation into allegations of sexual harassment, equity & diversity breaches or fraternisation will be thorough. Involvement in such matters may result in your removal from the activity, potentially at the expense of your parent or guardian.

30. **Mobile phones.** Mobile phones may be carried by cadets on the condition that they remain switched off during the activity. Mobile phone communication (voice calls, SMS, MMS etc.) will only be permitted during the stand down period (personal time). During stand down periods, cadets may access social media for the purpose of viewing content and may use apps such as messenger to communicate with family and friends outside of the activity. At no time are cadets to make public posts or comment on other posts.

31. Parents/guardians who need to contact their child in the case of an emergency should use the phone numbers provided at the head of this Joining Instruction.

32. **Photography.** Photography of cadets during this activity may only occur with their consent. Photography and videography on ADF Establishments is strictly controlled and is prohibited by cadets, including during stand-down in cadet accommodation. Any photography by cadets will be considered as a security breach and will result in disciplinary action, possibly including removal from the activity. Authorised photographs will be provided by activity staff.

## **SECURITY**

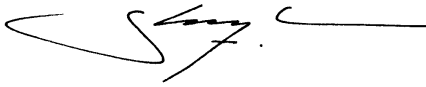
33. Any unwarranted conduct or approaches by members of the public are to be ignored and reported up the chain of command as soon as practicable.

34. Cadets and staff are reminded that they must have their AAFC ID Card on them at all times. Cadets will not be allowed to attend this activity if they do not adhere to this requirement.

35. As a result of the increased SAFEBASE level at all Defence establishments members are reminded that a valid ID must be visible and above the waist when on Defence premises. AAFC ID Cards **must not** be displayed outside of Defence premises.

## QUESTIONS

36. Any questions relating to this activity should be directed to the Activity Coordinator in the first instance.



**G. Mayler**  
**FLTLT(AAFC)**  
**CO 321SQN AAFC**

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09 Apr 19

### **Annexes:**

- A. Training Program
- B. Equipment List

**TRAINING PROGRAM**

<b>Time (h)</b>	<b>Details</b>
1800	Arrival of participating staff and cadets.
1815	OIC brief. Nominal roll called.
1830	ADMIN taskings commence. Discussion regarding term 1 training.
1940	Mess break
2000	ADMIN taskings continue. Discussion regarding term 2 training. Discussion regarding scheduled extra-curricular activities.
2115	ADMIN taskings conclude. Area ADMIN.
2130	Dismissal.

## **EQUIPMENT LIST**

### **Uniform:**

- Civilian clothing (dress of the day) IAW 321SQNSIs.

### **DPU:**

- Hat Fur Felt Khaki / DPU bush hat / AAFC baseball cap
- DPU shirt
- DPU rank slides (as per substantive rank)
- DPU trousers
- Cadet boots
- DPU jumper (optional)

### **Other:**

- Water
- Notebook and pens
- Canteen money (optional)
- 321SQN Training Calendar
- Laptop (if available)

### **ADMIN:**

- AAFC ID Card
- 'Activity Nomination and Consent Form'
- Any required Health Management Plan and/or doctor's certificate
- Any required medication (clearly labelled)

**NB: ALL ITEMS MUST BE CLEARLY IDENTIFIED.** AAFC will accept no responsibility for any lost/stolen item.