



321SQN RI 3-19

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 16 Oct 19, or as otherwise indicated. AUTH: OC 3WG.

- a. LCDT Elvid Cai – 2320002 – CCPL; and,
- b. LCDT Oscar Wright – 2324212 – CCPL.

ENROLMENTS

2. The following cadets have been enrolled as members of the AAFC WEF 22 Aug 19, and posted to 321SQN:

- a. CDTR Hussein Al-Saadi – 2346386;
- b. CDTR Elijah Bennett – 2346387;
- c. CDTR Blake O'Brien – 2346385; and,
- d. CDTR Sam Rose – 2356384.

3. The following cadets have been enrolled as members of the AAFC WEF 27 Aug 19, and posted to 321SQN:

- a. CDTR Liana Atkins – 2346476;
- b. CDTR Amy Boughton – 2346478;
- c. CDTR Jacob Henry – 2346473;
- d. CDTR Matthew Henry – 2346477;
- e. CDTR Darcy Kirkaldy – 2346475;
- f. CDTR Maddison Whitton – 2346482; and,
- g. CDTR Elana Zhang – 2346474.

4. The following cadets have been enrolled as members of the AAFC WEF 31 Aug 19, and posted to 321SQN:

- a. CDTR Trinity Fitzgibbon – 2346692;

- b. CDTR Nash Hughes – 2346690;
- c. CDTR Toby Lorien – 2346691; and,
- d. CDTR Esther Tedd – 2346689.

DISCHARGE

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

- a. LCDT Declan Bates – 2285682 – 30 Aug 19;
- b. LCDT Noah Young – 2310466 – 01 Sep 19;
- c. CDTR Sam Rose – 2346384 – 15 Sep 19; and,
- d. CDT Harrison Kennedy-Myers – 2338906 – 01 Oct 19.

APPOINTMENTS

6. The following 321SQN personnel are appointed to the following 321SQN positions WEF 01 Nov 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 – CIV Chelsea Coombes;
- b. USA – CIV Robert Woods.
- c. CANMGR – CSGT Macey G.
- d. ACANMGR – CDGT Macey J.

QUALIFICATIONS

7. The following 321SQN personnel have successfully completed the prerequisites, and are awarded the AAFC gold single rifle badge WEF 17 Nov 19. AUTH: CO 321SQN.

- a. CDT Hussein Al-Saadi – 2346386;
- b. CDT Liana Atkins – 2346476;
- c. CDT Elijah Bennett – 2346387;
- d. CDT Nash Hughes – 2346690;
- e. CDT Darcy Kirkaldy – 2346475;
- f. CDT Blake O'Brien – 2346385;

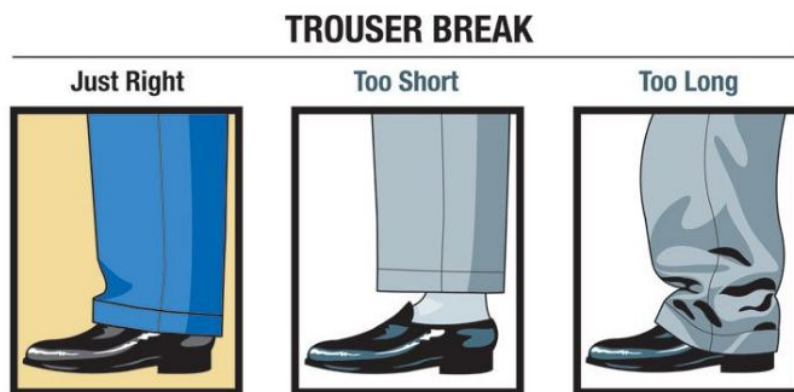
- g. CDT Esther Tedd – 2346689; and,
- h. Elana Zhang – 2346474.

NOMINAL ROLL AND DUTY CHECKLIST

- 8. Although the 321SQN Nominal Roll (NOMROLL) is maintained on the *CadetNet* system, for ease of determining attendance a manual printed copy is to be used for each squadron training parade. The NOMROLL is to be produced by the SQNXI on a monthly basis. The NOMROLL is to be marked by the Duty Cadet at SQN briefing for each parade night, IAW 321SQN SI.
- 9. The Duty Cadet is also to complete the Duty Checklist during the parade night, and is to return the signed, completed form to the SQNXI at the end of the parade night.
- 10. At the end of the month, the NOMROLL and the Duty Checklists for that month are to be stapled together, and filed by the SQNXI. A new NOMROLL is then to be produced for the following month.
- 11. The NOMROLL and the Duty Checklists (and spare copies) are to be maintained in the Duty Cadet Folder during the month.

UNIFORM MAINTENANCE

- 12. It is the responsibility of all staff and cadets to maintain their uniforms according to the standards detailed in the AAFC Dress Manual and the RAAF Dress Manual. This includes washing, dry-cleaning and pressing.
- 13. It is also the responsibility of each member to ensure the correct fit of their uniform. This includes maintenance of the correct length for trousers/slacks. Generally, the length of the trousers/slacks is to fall so that the rear of the trousers/slacks finishes half-way between the top of the heel and the top of the shoe. An illustration of the correct length is below.



- 14. Staff and cadets are to maintain the length of trousers/slacks accordingly. As cadets grow, it may become impossible to lengthen trousers/slacks further. Cadets should then contact the 321SQN SSO to order new trousers/slacks.
- 15. Please note that when trousers/slacks are shortened, the hem should not be cut as this would preclude any lengthening as the cadet grows. If staff and cadets are having their

trousers/slacks length adjusted by a commercial enterprise, please inform the provider accordingly.

TRAINING PROGRAM 2020

16. A draft copy of the 321SQN Annual Training Program for 2020 has been uploaded to the SQN website. This outlines planned activities for the training year. Please note, that this is in draft form, and small adjustments may be made as activities are finalized. However, it is the intent of the 321SQN training staff to make few changes, and only when necessary. Compulsory activities are indicated on the program in italics.

17. Staff and cadets should use the training program to determine in advance when they need leave from other personal activities.

REMINDER - USE OF MOBILE PHONES

18. The permitted use by cadets of mobile phones is outlined in 321SQN SI. Mobile phone usage during training parades is not permitted (included during mess breaks), and phones are to be turned off as cadets enter Bullecourt Barracks. Additionally, cadets are not to use mobile phones to take notes during lessons, and should ensure that they have appropriate notebooks and pens for that purpose. Laptops and tablets may also be used for that purpose.

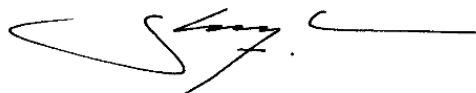
19. For safety and communication purposes only, IAW 321SQN SIs, CO 321SQN may authorise some CDTNCOs to use their mobile phones during training parades.

20. In the event of an emergency, parents/caregivers can contact individual cadets by telephoning the 321SQN Duty Phone on 0432 132 104.

GRADUATION PARADE

21. The 321SQN Graduation Parade and Ceremonial Review will be conducted at 1100h on Sunday 08 Dec 19. Family and friends of the cadets will be invited to attend, and should arrive at Bullecourt Barracks to be seated NLT 1045h. Due to the lack of chairs, visitors are encouraged to bring a lightweight, collapsible chair for their comfort.

22. An invitation to attend the parade will be sent to all families next week.



G. Mayler
FLTLT (AAFC)
CO 321SQN AAFC

20 Nov 19