



321SQN RI 1-20

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 08 Dec 19, or as otherwise indicated. AUTH: OC 3WG.

- a. CSGT Max Burrell – 2291969 – CFSGT;
- b. CSGT George Macey – 2275945 – CFSGT;
- c. CDT Hayden Bilkey – 2334126 – LCDT;
- d. CDT Oliver Goode – 2337086 – LCDT;
- e. CDT Ashleigh New – 2338877 – LCDT;
- f. CDT Lachlan New – 2338876 – LCDT;
- g. CDT Sam Parker – 2334125 – LCDT;
- h. CDT Jaiden Smith – 2338908 – LCDT: and,
- i. CDT Lachlan Towers – 2338893 – LCDT.

APPOINTMENTS

2. The following member has been appointed as an IOC of the AAFC WEF 03 Dec 19, and posted to 321SQN:

- a. LAC Robert Woods – 2343267.

3. The following member has been appointed as a CIV of the AAFC WEF 10 Dec 19 and posted to 321SQN:

- a. CIV Isaac Saccaro – 2349538.

POSTINGS

4. The following member has been posted to 321SQN from 208SQN WEF 14 Jan 20:

- a. LAC(AAFC) Dylan Livingstone – 8645914.

SQUADRON POSITIONS

5. The following 321SQN personnel are appointed to the following 321SQN positions WEF 29 Jan 20. No rotation of appointments is to be made without the express permission of CO 321SQN. This includes any changes of appointments made on the *CadetNet* 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. ASSTFQM – CFSGT George Macey;
- d. ASSTSSO – CSGT Jayden Macey;
- e. ASSTTRGO – CIV Isaac Saccaro;
- f. CRGREP – CCPL Cooper Ivory;
- g. CSQNWOFF – CSGT Nicholas Rolfe;
- h. CI – CIV Chelsea Coombes;
- i. FINO – FLGOFF(AAFC) Nicola Mayler;
- j. FQM – AC(AAFC) Anthony Forrest;
- k. SDEAC – LACW(AAFC) Hilary Andersen;
- l. SQNXI – LACW(AAFC) Jordan Worley;
- m. SSO – LACW(AAFC) Hilary Andersen;
- n. TRGO – CPL(AAFC) Matthew Whitelaw;
- o. TRGOPS – LACW(AAFC) Jordan Worley; and,
- p. USA – LAC(AAFC) Robert Woods.

6. The following 321SQN personnel are appointed to the following Blue Flight (BFLT) positions WEF 29 Jan 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. BFLT Mentor – LAC(AAFC) Livingstone
- b. FLTCDR BFLT – CFSGT Macey G;

- c. FLTNCO BFLR – CCPL Alexander
- d. SECTCDR 1SECT – CCPL Wright;
- e. SECTCDR 2SECT – LCDT Rolph; and,
- f. SECTCDR 3SECT – LCDT Parker.

7. The following 321SQN personnel are appointed to the following Red Flight (RFLT) positions WEF 29 Jan 20. 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. RFLT Mentor – AC(AAFC) Marshall
- b. FLTCDR RFLT – CFSGT Burrell;
- c. FLTNCO RFLT – CCPL Ivory
- d. SECTCDR 4SECT – LCDT Bilkey;
- e. SECTCDR 5SECT – CCPL Cai; and,
- f. SECTCDR 6SECT – CCPL Breedon.

321SQN STANDING INSTRUCTIONS

8. WEF 01 Mar 20, amended Squadron Standing Instructions (SQNSI) will be issued for the effective operation of all 321SQN activities. All staff and cadets are to read and abide by the instructions.

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

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

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

SQUADRON CONTRIBUTIONS 2020

12. 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.

13. The 321SQN 2020 quarterly contribution structure amounts to \$35.00 per cadet, per school term. This means that cadets pay an annual contribution of \$140.00. However, if the

amount is paid in full by the end of the first term (09 Apr 20), the amount is discounted to \$120.00.

14. 321SQN also levies a joining fee of \$70.00, 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.

15. Electronic invoices will be emailed to all cadets, as will electronic receipts when the contribution amounts are paid. Please note that all invoices will be produced for the full annual amount of \$140.00, and any discount (as described in para.24) will be made at the time of payment.

CADETNET DETAILS

16. 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.

17. 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.

IDENTITY CARDS

18. Staff and cadets should regularly check the expiry date and details on their identity cards. Members who have not received and ID card, whose ID cards are expired (or are about to expire), or whose details need updating, are to contact the ADMINO immediately.

19. Staff and cadets are also reminded that whilst parading at Bullecourt Barracks, ID cards are to be displayed at all times IAW 321SQN SQNSIs. Staff and cadets who do not bring and display a current ID card whilst at Bullecourt Barracks may denied access to the base.

PARENT/CAREGIVER ACCESS TO 321SQN AAFC

20. 321SQN parades are conducted on a functioning ADF base, with access controlled by swipe-cards and defence security personnel. Access to the public is not generally permitted. Parents/caregivers who wish to visit HQ 321SQN (eg to pay contributions or talk with SQN staff) should first contact the 321SQN Duty Phone (0432 132 104) to arrange access, and are to be escorted by a 321SQN staff member at all times whilst on the ADF base.

21. Additionally, IAW 321SQN SQNSIs, all visitors are to sign the appropriate section of the 321SQN Duty Log, and are to wear a visitor's pass whilst attending 321SQN.

22. Parents/caregivers who do not follow this process may be denied access to the base.

SQUADRON DUTY SCHEDULE

23. The 321SQN Duty Schedule for the Trimester I 2020 is included as Annex A to this RI.

MOBILE PHONES

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

25. 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.

26. In emergency situations, any cadets is permitted to use his/her mobile phone to contact a staff member, or the emergency services.

STAFF AND CADET TRAINING

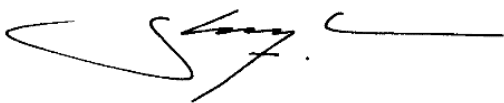
27. All members of the AAFC are required to undertake mandatory training, some of which requires periodic recertification. Additionally, cadet members who are approaching 18 years of age are required to complete additional training appropriate to their age group.

28. All cadets are required to complete Defence Youth Safety Level 6 – Youth (DYSL6) training. This training is completed on-line and can be accessed through the AAFC *CadetNet* system. The training can be located in the E-Learning section.

29. Cadets who do not complete mandatory training by 03 Feb 20 will no longer be able to attend any AAFC activities, including 321SQN training parades and extra-curricular activities.

SPECIALIST PARADES

30. To provide an opportunity for 321SQN teams to prepare for regional, 3WG and national competitions, the SQN will now conduct supplementary specialist training parades on the first Monday of each month. All squadron members are encouraged to attend, as additional activities will be conducted concurrently with specialist practice. The first supplementary parade will be conducted on 02 Mar 20. Administrative details will be provided in coming weeks.



G. Mayler
FLTLT (AAFC)
CO 321SQN AAFC

01 Feb 20

Annex

A. 321SQN Duty Schedule – TRI 2020

Annex A
To 321SQN RI 1-20
Dated 01 Feb 20

321SQN DUTY SCHEDULE – TRIMESTER I 2020

Date	Duty Member	Duty Cadet	Duty Section
29 Jan 20	FLGOFF(AAFC) Mayler	CFSGT Burrell	1SECT
05 Feb 20	CPL(AAFC) Whitelaw	CFSGT Macey	2SECT
12 Feb 20	LACW(AAFC) Andersen	CSGT Macey	3SECT
19 Feb 20	LAC(AAFC) Livingstone	CSGT Rolfe	4SECT
26 Feb 20	LAC(AAFC) Woods	CFSGT Burrell	5SECT
04 Mar 20	LACW(AAFC) Worley	CCPL Alexander	6SECT
11 Mar 20	AC(AAFC) Forrest	CCPL Breeden	1SECT
18 Mar 20	AC(AAFC) Marshall	CCPL Cai	2SECT
25 Mar 20	FLGOFF(AAFC) Mayler	CCPL Ivory	3SECT
01 Apr 20	CPL(AAFC) Whitelaw	CCPL Wright	4SECT
11 Apr 20	LACW(AAFC) Andersen	CFSGT Burrell	5SECT
29 Apr 20	LAC(AAFC) Livingstone	CFSGT Macey	6SECT
06 May 20	LAC(AAFC) Woods	CSGT Macey	1SECT