



321SQNA AFC JI 23430/11/20

JOINING INSTRUCTION – SQN TRAINING DAY (CADETNET ACTIVITY NUMBER 23430)

ACTIVITY TITLE	321SQN Training Day
ACTIVITY LOCATION/ DETACHMENT ADDRESS	HQ 321SQN Bullecourt Barracks Military Rd Adamstown NSW 2289
ACTIVITY COMMENCEMENT	0900h 28 Nov 20
ACTIVITY CONCLUSION	1500h 28 Nov 20
TRAVEL REQUIREMENTS	Own means
UNIFORM REQUIREMENTS	SD3
ACTIVITY OFFICER-IN-CHARGE (OIC)	FLTLT(AAFC) G Mayler T: 0408 345 333 E: co.321sqn@airforcecadets.gov.au
ACTIVITY COORDINATOR/ EMERGENCY CONTACTS (In order of preference)	PLTOFF(AAFC) M Whitelaw T: 0431 158 110 E: trgo.321sqn@airforcecadets.gov.au
ATTENDANCE REQUIREMENTS	Attendance at this activity is compulsory for cadets of Intake 20, and optional for all other cadets.

INTRODUCTION

1. This instruction has been issued to assist you in your preparation to attend 321SQN Training Day. This one-day activity is to conduct supplementary training and assessments for cadets to complete subjects for the 2020 training year. Additionally, staff and senior cadets will conduct squadron administration tasks.
2. For the duration of the activity you will be under the command of the Activity OIC, FLTLT(AAFC) Mayler.
3. 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 will prove an invaluable source of information regarding what to expect.

ADMINISTRATIVE DETAILS

4. **Forms and documentation.** You must ensure that you bring your Australian Air Force Cadets Identification (AAFC ID) Card.
5. An 'Activity Consent Form' is to be downloaded from, correctly completed and reuploaded to the activity in CadetNet **TWO WEEKS** 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, and kept in the top right-hand pocket of your shirt. Paper copies of the consent form will not be accepted.
6. Should you be unable to access the activity in CadetNet then the current version of the 'Activity Notification and Consent Form' can be sourced via the 3WG Portal in CadetNet: <https://members.cadetnet.gov.au/aafc/3WG/3WG%20Resource%20Centre/1.%20Forms%20and%20Templates>
7. **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 considered when attending the activity. **Cadets should also arrive on the activity with copies of any required health management plan.**
8. 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.
9. If you or your parents have any concerns on these matters, you should speak with your SQN staff.
10. A Food Allergy Management Plan (FAMP) for this activity can be downloaded from CadetNet.
11. **Activity related costs.** This activity has no associated cost.
12. **Contact information.** During the activity, the OIC can be contacted in an emergency by telephoning the 321SQN duty phone **0432 132 104**. Alternative contact numbers for the co-ordinating staff are listed above.
13. **Nominal roll.** The nominal roll for this activity is contained in CadetNet.
14. **Withdrawal from activity.** Should you wish to 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 by email.
15. **Leave.** Leave during the activity will not normally be granted. However, any requests should be made to the Activity Coordinator.

ADDITIONAL ACTIVITY REQUIREMENTS

16. Cadets should revise all training notes for the subjects/assessments they wish to complete. You will also need to bring study notepads, pens etc.
17. Additionally, all participants are to bring as a minimum, a bottle containing 1 litre of water, which is to be carried with them at all times. Water resupply will be available during the activity.

TRAVEL, ACCOMMODATION AND MESSING

18. **Travel.** Travel to and from this activity will be by own means.
19. **Reporting/Dismissal.** Staff and cadets participating in the activity are to report to the 321SQN Duty Member at the main gate of Bullecourt Barracks at 0900h 28 Nov 20. Cadets will be dismissed from the same location at 1500h 28 Nov 20.
20. **Accommodation.** Accommodation is not required for this activity and therefore will NOT be provided.
21. **Messing.** Participants are to bring their own food for lunch and snacks throughout the activity. The 321SQN canteen will open at morning and afternoon tea.
22. **Food handling requirement.** There is no requirement for food handling qualifications for this activity.

UNIFORM AND EQUIPMENT

23. **Dress.** Dress for this activity will be SD3. Uniforms are to be prepared to inspection standard.
24. All uniforms and your personal appearance are to comply strictly with the requirements of the AAFC Manual of Dress.
25. You are to ensure that you have a regulation haircut prior to your arrival at the activity. Female cadets are to ensure that hairstyles conform to AAFC requirements. Males of shaving age are to ensure they have shaved prior to arrival at the activity.
26. **Personal equipment.** A detailed list of personal equipment that you will require is contained in Annex B.
27. Lack of foot care and incorrect 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>
28. 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.
29. **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

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

31. 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.

32. **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.

33. **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.

34. 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.

35. **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

36. 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.

37. As this activity is on a defence establishment, cadets and staff are reminded that they must always have their AAFC ID Card on them. Cadets will not be allowed to attend this activity if they do not adhere to this requirement.

38. 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.

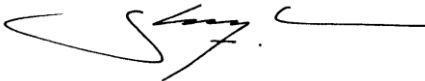
COVID-19 CONSIDERATIONS

39. The activity consent form incorporates a COVID-19 questionnaire that all participants must complete before uploading into the CadetNet activity. The questionnaire details the circumstances where 321SQN members may be excluded from attending the activity due to possible risk of COVID-19 transmission.

40. Whilst participating in the activity, 321SQN members will exercise social distancing requirements, and undertake regular hand washing/sanitizing and targeted cleaning of training areas and equipment before and after use.

QUESTIONS

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



G. Mayler
FLTLT(AAFC)
CO 321SQN AAFC

T: 0408 345 333
E: co.321sqn@airforcecadets.gov.au

07 Nov 20

Annexes:

- A. Training Program
- B. Equipment List

TRAINING PROGRAM

Timing	JNCO applicants	SNCO applicants
0900	<ul style="list-style-type: none"> • Arrival. • Nominal roll marked. • COVIDSafe procedures. • CO briefing. • TRGO briefing. 	
0920	<ul style="list-style-type: none"> • Training and assessments commence, IAW with the requirements of individual cadets. • Staff and senior cadets to conduct SQN ADMIN tasks, as directed by CO 321SQN. 	
1000	Morning tea.	
1020	<ul style="list-style-type: none"> • Training and assessments continue, IAW with the requirements of individual cadets. • Staff and senior cadets to conduct SQN ADMIN tasks, as directed by CO 321SQN. 	
1200	Lunch.	
1240	<ul style="list-style-type: none"> • Training and assessments continue, IAW with the requirements of individual cadets. • Staff and senior cadets to conduct SQN ADMIN tasks, as directed by CO 321SQN. 	
1440	<ul style="list-style-type: none"> • Training and assessments conclude. Staff and senior cadet tasks conclude. • CO debriefing. • TRGO debriefing. • COVIDSafe procedures. 	
1500	Dismissal.	

SD UNIFORM:

- Hat KFF with chinstrap, puggaree and AAFC cap badge
- SD short-sleeve shirt
- SD rank slides (as per substantive rank)
- SD trousers
- SD shoes
- SD jumper (optional)
- Wet weather clothing / umbrella (if required)

OTHER:

- Water bottle with 1L of water
- Lunch and snacks
- Notebook and pens
- Sunscreen
- Hand sanitizer

ADMIN:

- AAFC ID Card
- Activity Nomination Consent Form must be uploaded to activity before attending activity (paper copies not accepted).
- Any required Health Management Plan and/or doctor's certificate
- Any required medication (clearly labelled)

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