



321SQN RI 1-21

DISCHARGES/RESIGNATIONS

1. The following cadets have resigned as members of the AAFC WEF 01 Sep 20:
 - a. LCDT Ben O’Dea – 2328120.
2. The following cadets have resigned as members of the AAFC WEF 01 Nov 20:
 - a. CDT Max Morris – 2355928.
3. The following cadets have resigned as members of the AAFC WEF 01 Dec 20:
 - a. CDT Luke Forrester – 2355912.
4. The following cadets have reached the AAFC compulsory cadet retirement age, and have been discharged from the AAFC WEF 31 Dec 20:
 - a. A/CWOFF George Macey – 2275945; and,
 - b. A/CCPL Ioan Rolph – 2286082.
5. The following cadets have resigned as members of the AAFC WEF 01 Feb 21:
 - a. LCDT Jessica Edwards – 2342904;
 - b. CDT Rafe Harris – 2355914; and.
 - c. CDT Harry Smithers – 2355931.

TRANSFERS

6. The following cadets have been transferred from 321SQN WEF 01 Jan 21, to the units listed:
 - a. LCDT Bodie New – 2337796 – 225SQN AAFC.

APPOINTMENTS

7. Pursuant to the AAFC Manual of Management and delegated authority, the following members are appointed as Officers of Cadets (OOC) WEF 01 Nov 20. AUTH: OC 3WG.
 - a. CPL(AAFC) Matthew Whitelaw – 8596492 – PLTOFF(AAFC);

- b. LACW(AAFC) Hillary Andersen – 8640409 – PLTOFF(AAFC); and.
- c. LAC(AAFC) Robert Woods – 8661047 – PLTOFF(AAFC).

PROMOTIONS/RECLASSIFICATIONS

8. Pursuant to the AAFC Manual of Management and delegated authority, the following members are promoted to the ranks indicated WEF 10 Nov 20. AUTH: OC 3WG.

- a. AC(AAFC) Anthony Forrest – 8651453 – LAC(AAFC);
- b. AC(AAFC) Tyrone Marshall – 8649837 – LAC(AAFC); and,
- c. LACW(AAFC) Jordan Worley – 8648640 – CPL(AAFC).

9. Pursuant to the AAFC Manual of Management and delegated authority, the following members are promoted to the ranks indicated WEF 13 Dec 20. AUTH: CO 321SQN.

- a. CSGT Jayden Macey – 2300010 – CFSGT; and,
- b. CSGT Nicholas Rolfe – 2310258 – CFSGT.

10. Pursuant to the AAFC Manual of Management and delegated authority, the following members are reclassified to the rank of LCDT WEF 13 Dec 20. AUTH: CO 321SQN

- a. CDT Edwin Arthunkal-Binoy - 2355906;
- b. CDT Liana Atkins – 2346476;
- c. CDT Elijah Bennett – 2346387;
- d. CDT Amal Binoy – 2355907;
- e. CDT Amy Boughton – 2346478;
- f. CDT James Cooper – 2355908;
- g. CDT Angel Delos Reyes – 2355910;
- h. CDT Harry Evans – 2355911;
- i. CDT Joel George – 2355913;
- j. CDT Jacob Henry – 2346473;
- k. CDT Matthew Henry – 2346477;

- l. CDT Emma Hug – 2355915;
- m. CDT Nash Hughes – 2346690;
- n. CDT Jasper Jobarteh – 2355916;
- o. CDT Darcy Kirkaldy – 2346475;
- p. CDT Akash Kumarasinghe – 2355917;
- q. CDT Kostya Laimanovski – 2355918;
- r. CDT Alex Lee – 2355919;
- s. CDT Angel Martinez – 2355921;
- t. CDT Piper McGrorey – 2355923;
- u. CDT Alice Meers – 2355924;
- v. CDT Elijah Moore – 2355927;
- w. CDT Liam Nolan – 2355929;
- x. CDT Blake O’Brien – 2346385;
- y. CDT Steven Read – 2355930;
- z. CDT Sofia Royds – 2356348;
- aa. CDT Jed Talay – 2355932;
- ab. CDT Esther Tedd – 2346689;
- ac. CDT Samuel Tedd – 2355933;
- ad. CDT Hannah Thomas – 2355934;
- ae. CDT Jack Waring – 2355937;
- af. CDT Maddison Whitton – 2346482;
- ag. CDT Noah Worrall – 2355938; and,
- ah. CDT Elana Zhang – 2346474.

SQUADRON POSITIONS

11. The following 321SQN personnel are appointed to the following 321SQN positions WEF 01 Feb 21. 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. XO – FLGOFF(AAFC) Nicola Mayler;
- b. ADMINO – PLTOFF(AAFC) Hillary Andersen;
- c. ASSTADMINO – CFSGT Max Burrell;
- d. TRGO – PLTOFF(AAFC) Matthew Whitelaw;
- e. ASSTRGO – CFSGT Nicholas Rolfe;
- f. CI – CPL(AAFC) Jordan Worley;
- g. TRGOPS – LAC(AAFC) Isaac Saccaro;
- h. SSO – LAC(AAFC) Anthony Forrest;
- i. ASSTSSO – CFSGT Jayden Macey;
- j. SQNXI – LACW(AAFC) Chelsea Coombes;
- k. SQNITO – CIV Bryan Morgan;
- l. USA – LAC(AAFC) Dylan Livingstone;
- m. PROJO – PLTOFF(AAFC) Robert Woods;
- n. FQM – LAC(AAFC) Anthony Forrest;
- o. SDEAC – LAC(AAFC) Tyrone Marshall;
- p. CSQNWOFF – CCPL Breeden;
- q. CRGREP – LCDT Liana Atkins;
- r. ASSTCRGREP – LCDT Liam Richardson; and.
- s. CDTRNCO – LCDT Parker.

12. The following 321SQN personnel are appointed to the following Blue Flight (BFLT) positions WEF 01 Feb 21. 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 Rolfe;
- c. FLTNCO BFLT – CCPL Wright;
- d. SECTCDR 1SECT – LCDT Bilkey;
- e. SECTCDR 2SECT – LCDT Kirkaldy; and,
- f. SECTCDR 3SECT – LCDT Tedd E.

13. The following 321SQN personnel are appointed to the following Red Flight (RFLT) positions WEF 01 Feb 21. 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 – LAC(AAFC) Marshall
- b. FLTCDR RFLT – CFSGT Macey;
- c. FLTNCO RFLT – CCPL Alexander;
- d. SECTCDR 4SECT – LCDT Atkins;
- e. SECTCDR 5SECT – LCDT Christie; and,
- f. SECTCDR 6SECT – LCDT Richardson.

14. The following 321SQN personnel are appointed to the following White Flight (WFLT) positions WEF 01 Feb 21. 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. WFLT Mentor – LAC(AAFC) Forrest
- b. FLTCDR WFLT – CFSGT Burrell;
- c. FLTNCO WFLT – CCPL Cai
- d. SECTCDR 7SECT – LCDT Boughton;
- e. SECTCDR 8SECT – LCDT Hughes; and,
- f. SECTCDR 9SECT – LCDT Kelly.

SQUADRON CONTRIBUTIONS 2021

15. 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 an annual contribution from each cadet. Without this income 321SQN could not operate effectively.

16. The 321SQN 2021 annual contribution structure amounts to \$100.00 per cadet. This amount is reduced from last year, but there is no longer a general provision to pay the amount each quarter. Payment is due by the end of the first school term. Please note that the NSW Active Kids voucher can again be used at this time. However, if they are again not honoured by the NSW Government, then the cadet will still be required to pay the contribution amount.

17. 321SQN also levies a one-off 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.

18. Invoices will be given to each cadet, and an electronic copy will be emailed to the prime email address on CadetNet, as will electronic receipts when the contribution amounts are paid. Payments should be made by bank transfer directly to the 321SQN account. Due to current COVID-19 restrictions, cash payments can no longer be accepted.

DOCUMENTS UPLOADED TO CADETNET

19. CadetNet requires staff and cadets to frequently upload documents to the system. All documents uploaded to CadetNet are to be scanned images (not photographs), and are to be in .pdf format or similar.

20. In order to standardize the nomenclature associated with these uploaded documents, the following naming convention is to be used:

- a. reverse date of the activity written in 8 figure numerical format (ie YYYYMMDD – the date 14 February 2021 would there be written 20210214);
- b. then the squadron abbreviations (321SQN);
- c. then your surname and first initial (eg Smith J)
- d. then the *CadetNet* activity number (eg 22829);
- e. then the description ‘Consent Form.’

5. Each part of the document description is to be separated by an underscore mark.

21. As an example of the completed process, for an activity that was conducted on Sunday 14 February 2021, the consent form for LCDT J. Smith would be named:

- a. **20210214_321SQN_Smith J_22829_Consent Form**

22. By using this system, it will be easier for 321SQN staff to locate and identify consent forms for specific activities and cadets. Additionally, it will be easier for cadets to keep copies of documents they have completed and uploaded.

FIRST AID TREATMENT

23. All AAFC staff members are required to hold a current Senior First Aid qualification at all times. Recently, it has been reported that cadets who are seeking first aid treatment during parades and activities are reporting to only one or two staff members.

24. Effective immediately, if a staff member or cadet requires first aid treatment at a 321SQN parade, they are to report to the duty member who will attend to their needs. Staff members of cadets who require first aid treatment during extra-curricular activities are to report to the designated first aid officer for that activity.

PHYSICAL TRAINING UNIFORMS

25. In order to standardise a physical training uniform for all 321SQN members, the following guidance is provided;

- a. Shorts – navy blue rugby style shorts (length to be mid-thigh);
- b. Shirt – 321SQN polo shirt (if this is not available, 321SQN undershirt is to be worn);
- c. Cap – 321SQN baseball cap;
- d. Socks – white ankle length sport socks; and,
- e. Shoes – sports style running/training shoes.

SQUADRON DUTY SCHEDULE

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

MOBILE PHONES

27. 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.

28. 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.

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

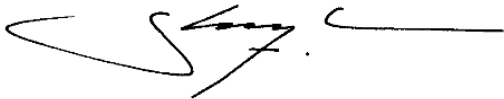
IDENTITY CARDS

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

31. 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 be denied access to the base.

PARADE TIMINGS

32. WEF 01 Feb 21, timing schedule for 321SQN parades has been amended. The details are included as Annex B to these RIs.



G. Mayler
FLTLT (AAFC)
CO 321SQN AAFC

14 Feb 20

Annex

- A. 321SQN Duty Schedule
- B. Parade Timings

Annex A
To 321SQN RI 1-21
Dated 14 Feb 21

321SQN Duty Schedule – Term I 2021

Date	Duty Member	Duty Cadet	Duty Section
27 Jan 21	FLGOFF(AAFC) Mayler	CFSGT Burrell	1SECT
03 Feb 21	PLTOFF(AAFC) Whitelaw	CFSGT Macey	2SECT
10 Feb 21	PLTOFF(AAFC) Andersen	CFSGT Burrell	3SECT
17 Feb 21	PLTOFF(AAFC) Whitelaw	CFSGT Rolfe	4SECT
24 Feb 21	PLTOFF(AAFC) Woods	CCPL Alexander	5SECT
01 Mar 21 (M)	CPL(AAFC) Worley	CCPL Breeden	6SECT
03 Mar 21	LACW(AAFC) Coombes	CCPL Cai	7SECT
10 Mar 21	LAC(AAFC) Forrest	CCPL Wright	8SECT
17 Mar 21	LAC(AAFC) Marshall	CFSGT Burrell	9SECT
24 Mar 21	LAC(AAFC) Saccaro	CFSGT Macey	1SECT
31 Mar 21	FLGOFF(AAFC) Mayler	CFST Rolfe	2SECT

321SQN Parade Timings

Timing	Recruit/Basic	Proficiency – Qualified
1800	Arrival <i>COVIDSafe</i> procedures Nominal roll marked Move to parade ground	
1815	Daily parade Ensign raised	
1845	SQN briefing	
1900	Lesson 1	Lesson 1
1940	Canteen break	Lesson 2
2000	Lesson 2	
2020		Canteen break
2040	Lesson 3	Lesson 3
2120	Dismissal parade Ensign lowered <i>COVIDSafe</i> procedures	
2130	Cadets dismissed	