



AUSTRALIAN AIR FORCE CADETS
321 (City of Newcastle) Squadron

Routine Instructions

321SQN RI 2-21

ENROLMENTS

1. The following cadets have been enrolled as members of the AAFC WEF 03 Mar 21, and posted to 321SQN:

- a. CDT Angelina Alexander – 2368428;
- b. CDT Cameron Allington – 2368429;
- c. CDT Ethan Armstrong – 2368431;
- d. CDT Aninditha Ashok – 2368430;
- e. CDT Luke Basford – 2368433;
- f. CDT Binita Boby – 2368434;
- g. CDT Brandon Briggs – 2368432;
- h. CDT Jack Christie – 2368435;
- i. CDT Lachlan Convery – 2368436;
- j. CDT Andrew Cooper – 2368437;
- k. CDT Logan Dries – 2368438;
- l. CDT Mia Dries – 2368439;
- m. CDT William Foster – 2368440;
- n. CDT Delvin Gijo – 2368441;
- o. CDT Mason Granato – 2368444;
- p. CDT Pierce Gristwood – 2368442;
- q. CDT Kai Hamilton – 2368443;
- r. CDT Rohan Jacob – 2368446;

- s. CDT Hannah Jinumon – 2368445;
- t. CDT Eddie Jomon – 2368447;
- u. CDT Rose Joseph – 2368448;
- v. CDT Ryan Lecky – 2368449;
- w. CDT Jeremy Ling – 2368452;
- x. CDT Cooper McKenzie – 2368450;
- y. CDT Ella McKenzie – 2368451;
- z. CDT Faye McKenzie – 2368453;
- aa. CDT Hayden Mortimore – 2368455;
- ab. CDT Mufaro Murombedzi – 2368454;
- ac. CDT Oliver Owen – 2368456;
- ad. CDT Aditya Ramanujam – 2368457;
- ae. CDT Ava Sanusi – 2368459;
- af. CDT Alex Sciberras – 2368458;
- ad. CDT Alvey Weedon – 2368460; and,
- ag. CDT Finn Weedon – 2368461.

2. The following cadets have been enrolled as members of the AAFC WEF 16 Mar 21, and posted to 321SQN:

- a. CDT Luke Parsons – 2369684.

3. The following cadets have been enrolled as members of the AAFC WEF 17 Mar 21, and posted to 321SQN:

- a. CDT Declan West – 2369754.

4. The following cadets have been enrolled as members of the AAFC WEF 24 Mar 21, and posted to 321SQN:

- a. CDT Riley Byrnes – 2370739.

DISCHARGES/RESIGNATIONS

5. The following cadets have resigned as members of the AAFC WEF 01 Feb 21:

a. LCDT Toby Lorien – 2346691.

6. The following cadets have resigned as members of the AAFC WEF 01 Mar 21:

a. LCDT Elijah Bennett – 2346387;

b. CDT Maria Pulikkottil – 2356177; and,

c. LCDT Elana Zhang – 2346474.

7. The following cadets have resigned as members of the AAFC WEF 10 Mar 21:

a. CFSGT Max Burrell – 2291969.

8. The following cadets have resigned as members of the AAFC WEF 01 Apr 21:

a. CDT Ryan Lecky – 2368449; and,

b. LCDT Alice Meers – 2355924.

9. The following cadets have resigned as members of the AAFC WEF 01 Jun 21:

a. CDT Aninditha Ashok – 2368430; and,

b. CDT Luke Basford – 2368433.

10. The following cadets have resigned as members of the AAFC WEF 02 Jun 21:

a. LCDT Jacob Henry – 2346473; and,

b. LCDT Matthew Henry – 2346477.

TRANSFERS

11. The following cadet has been transferred to 321SQN WEF 05 Apr 21, from the unit listed:

a. LCDT Lian Pramod – 2343660 – 315SQN AAFC.

12. The following cadet has been transferred to 321SQN WEF 21 Jun 21, from the unit listed:

a. CDT Advaith Kishore – 2362587 – 418SQN AAFC.

13. The following cadet has been transferred to 321SQN WEF 10 Jul 21, from the unit listed:

a. CDT Flynn Pavett – 2355829 – 318SQN AAFC.

PROMOTIONS/RECLASSIFICATIONS

14. Pursuant to the AAFC Manual of Management and delegated authority, the following members are promoted to the ranks indicated WEF 24 Jan 21. AUTH: OC 3WG.

a. LCDT Liana Atkins – 2346476 – CCPL;

b. LCDT Hayden Bilkey – 2334126 – CCPL;

c. LCDT Amy Boughton – 2346478 – CCPL;

d. LCDT Nash Hughes – 2346690 – CCPL;

e. LCDT James Kelly – 2342905 – CCPL;

f. LCDT Darcy Kirkaldy – 2346475 – CCPL;

g. LCDT Samuel Parker – 2334125 – CCPL; and,

h. LCDT Liam Richardson – 2342906 – CCPL.

15. Pursuant to the AAFC Manual of Management and delegated authority, the following members are promoted to the ranks indicated WEF 31 Jan 21. AUTH: CO 321SQN.

a. CCPL Aidan Alexander – 2310908 – CSGT;

b. CCPL Joshua Breeden – 2321903 – CSGT;

c. CCPL Elvid Cai – 2320002 – CSGT; and,

d. CCPL Oscar Wright – 2324212 – CSGT.

15. Pursuant to the AAFC Manual of Management and delegated authority, the following members are promoted to the ranks indicated WEF 09 Mar 21. AUTH: CO 321SQN.

a. LCDT Aidan Christie – 2342903 – CCPL; and,

b. LCDT Esther Tedd – 2346689 – CCPL.

16. Pursuant to the AAFC Manual of Management and delegated authority, the following members are promoted to the ranks indicated WEF 17 Apr 21. AUTH: CO 321SQN.

a. CFSGT Nicholas Newton – 2310258 – CUO.

SQUADRON POSITIONS

17. The following 321SQN personnel are appointed to the following 321SQN positions WEF 01 Jul 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 CEA computer administration system. Duty statements for the positions can be found in 321SQN SI. AUTH: CO 321SQN.

a. CDTXO – CUO Nicholas Newton; and.

b. CSQNWOFF – CSGT Oscar Wright.

18. The following 321SQN personnel are appointed to the following Blue Flight (BFLT) positions WEF 01 Jul 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. BFLT Mentor – LAC(AAFC) Livingstone

b. FLTCDR BFLT – CSGT Cai;

c. FLTNCO BFLT – CCPL Bilkey;

d. SECTCDR 1SECT – LCDT McGrorey;

e. SECTCDR 2SECT – CCPL Richardson; and,

f. SECTCDR 3SECT – CCPL Tedd E.

19. The following 321SQN personnel are appointed to the following Red Flight (RFLT) positions WEF 01 Jul 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) Saccaro

b. FLTCDR RFLT – CFSGT Macey;

c. FLTNCO RFLT – CSGT Breeden;

d. SECTCDR 4SECT – CCPL Boughton;

- e. SECTCDR 5SECT – CCPL Kirkaldy; and,
- f. SECTCDR 6SECT – CCPL Hughes.

20. The following 321SQN personnel are appointed to the following White Flight (WFLT) positions WEF 01 Jul 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 – CSGT Alexander;
- c. FLTNCO WFLT – CCPL Parker;
- d. SECTCDR 7SECT – CCPL Atkins;
- e. SECTCDR 8SECT – LCDT Christie; and,
- f. SECTCDR 9SECT – LCDT Royds.

CHANGES TO MEMBER DETAILS

21. WEF 06 Jun 21, CUO Nicholas ROLFE has changed his surname to NEWTON. His new email address is Nicholas.Newton1@airforcecadets.gov.au All other details remain unchanged.

COVID-19 REQUIREMENTS

22. The safety of all cadets at 321SQN is the primary concern of the staff. The recent increase in COVID-19 cases in NSW has necessitated additional requirements for 321SQN staff and cadets, and for visitors to the SQN. The following requirements will apply to all staff and cadets attending weekly parades, and other activities at Bullecourt Barracks.

23. Staff and cadets are required to wear masks during drill and classroom lessons, and whenever inside a building. These masks are the responsibility of individual members; 321SQN will not be providing them. Staff and cadets who arrive at 3212SQN without a mask will not be permitted to enter Bullecourt Barracks.

24. All drill and ceremonial parades and training will again be conducted at double-arm intervals, and masks are to be worn.

25. Social distancing will strictly be enforced at all times. Staff and cadets who ignore social distancing requirements may be sent home from parades/activities.

26. The NSW government rule regarding one person per four square metres will apply in all classrooms and 321SQN offices. The occupancy limits will be displayed in the respective rooms.

27. Staff and cadets who apply for leave due to ill health (with cold or flu-like symptoms), and who do NOT have a COVID-19 test, will not be permitted to attend any AAFC activities for a period of 14 days after the missed parade night or activity.

28. Staff and cadets are required to 'check-in' with their phones to each building within Bullecourt Barracks using the displayed QR code.

29. If you have any concerns regarding these requirements, please contact the 321SQN staff.

30. To remind all parents/caregivers and cadets, the 321SQN *COVIDSafe* arrival and departure procedures are included as Annex B to this RI.

CHANGES TO OPSPLAN

31. Due to the constant changes required by reaction to the COVID-19 situation, 321SQN will need to cancel, postpone or move activities within the OPSPLAN. Changes to the OPSPLAN will be promulgated when they occur, and the latest version will be available from the 321SQN website.

32. The staff apologizes for these changes, however they are made in response to ADF, AAFC, state and federal requirements. Above all, the primary concern is the safety of all staff, cadets and their families.

MOBILE PHONES

33. Given the need for cadets to 'check-in' to buildings using the ServiceNSW app. and QR code, cadets are now permitted to keep their mobile phones turned on during 321SQN parades. Phones should be set to silent and are not to be used during lessons.

SQUADRON DUTY SCHEDULE

34. The 321SQN Duty Schedule for the Term 3 2021 is included as Annex A to this RI. The duty schedule is not to be amended without the permission of CO 321SQN.

35. Should the allocated DM not be able to attend, then CO 321SQN will assume the duties of the DM for that parade. Should the allocation DC not be able to attend, then CDTXO 321SQN will assume the duties of the DC for that parade.

IDENTITY CARDS

36. 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.

37. 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.

RECRUITING

38. The SQN intends to conduct an intake of cadets in the second half of the year when the CEA EOI process opens. If cadets have any family or friends who may be interested in becoming members at 321SQN, please ask them to complete a registration of interest through the link on the front page of the SQN website.

39. At this time, it is expected that a recruit information briefing will be conducted on the evening on Wednesday 25 Aug 21. The location and nature of that briefing are yet to be determined, and will be dependent upon the prevailing COVID-19 circumstances.

CEA UPDATES

40. Staff and cadets are reminded that they must keep their personal details updated on the CEA system. This includes addresses, contact telephone numbers and emails etc.

41. Recently it has been noted that a number of cadets do not have their parent's/caregiver's email addresses included on their CEA record. The SQN uses email to disseminate important news and other information. Cadets are to check their records and update them accordingly.

UNIFORMS AND APPEARANCE

42. The appearance and turn out of cadets in uniform is an outward display of the cadet's self-discipline and the discipline within his or her unit. High standards of discipline engender high morale and favourable public and service opinion. For these reasons, all members of 321SQN are to ensure that they maintain their uniform in a state of good repair, clean and, if appropriate well pressed. People do judge a book by its cover.

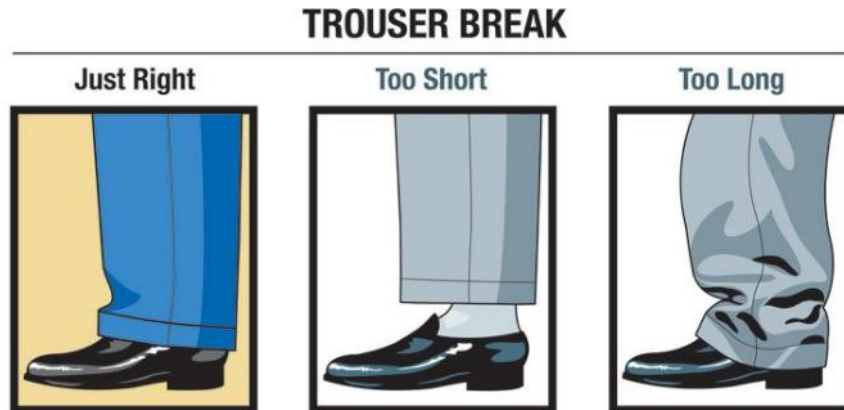
43. All cadets at 321SQN should have been issued with all items of clothing IAW AAFC Scale of Issue. A copy of the current scale is on the Resources Page of the 321SQN, and can be located here [20200921_321SQN_Cadet_Scale_of_Issue.pdf \(aafc.org.au\)](https://www.aafc.org.au/20200921_321SQN_Cadet_Scale_of_Issue.pdf)

44. Cadets who are deficient in any item(s) from the scale of issue are to contact the SSO to obtain issue of that item.

45. 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.

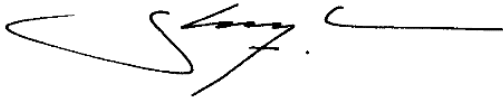
46. It is also the responsibility of each member to ensure the correct fit of their uniform. This includes maintenance of the correct length for trousers/slacks. Generally, the length of the

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.



47. 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.

48. 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.



G. Mayler
FLTLT (AAFC)
CO 321SQN AAFC

11 Jul 21

Annex

- A. 321SQN Duty Schedule – Term 3
- B. COVID-19 Arrival and Departure Procedures

Annex A
To 321SQN RI 2-21
Dated 11 Jul 21

321SQN Duty Schedule – Term 3 2021

Date	Duty Member	Duty Cadet	Duty Section
12 Jul 21 (M)	LAC(AAFC) Saccaro	CFSGT Macey	6SECT
14 Jul 21	FLGOFF(AAFC) Mayler	CSGT Alexander	7SECT
21 Jul 21	PLTOFF(AAFC) Andersen	CSGT Breeden	8SECT
28 Jul 21	PLTOFF(AAFC) Whitelaw	CSGT Cai	9SECT
02 Aug 21 (M)	PLTOFF(AAFC) Woods	CSGT Wright	1SECT
04 Aug 21	CPL(AAFC) Worley	CCPL Bilkey	2SECT
11 Aug 21	LACW(AAFC) Coombes	CCPL Parker	3SECT
18 Aug 21	LAC(AAFC) Forrest	CFSGT Macey	4SECT
25 Aug 21	LAC(AAFC) Livingstone	CSGT Alexander	5SECT
01 Sep 21	LAC(AAFC) Saccaro	CSGT Breeden	6SECT
06 Sep 21 (M)	FLGOFF(AAFC) Mayler	CSGT Cai	7SECT
08 Sep 21	PLTOFF(AAFC) Andersen	CSGT Wright	8SECT
15 Sep 21	PLTOFF(AAFC) Whitelaw	CCPL Bilkey	9SECT

321SQN COVIDSafe Arrival and Departure Procedures

1. The following procedures are to be adopted for the arrival and departure of cadets at 321SQN parades.
2. Upon arrival, drivers are no longer permitted to park in the carpark outside Bullecourt Barracks to set-down cadets. Drivers are to enter the carpark via the northern entrance, and then drive around the carpark (following the vehicle in front) to set-down cadets near the main entrance of Bullecourt Barracks. This will involve orderly queuing. **Drivers are NOT to park in the marked parking bays.**
3. 321SQN staff will be positioned in the carpark to direct arriving traffic. Cadets are to exit vehicles from the left-hand side, and are to line-up along the northern fence line of Bullecourt Barracks, ensuring they maintain social distancing. Drivers and any other passengers are not to exit vehicles.
4. In order to minimize arrival congestion, cadets are requested to stagger their arrival times, based upon their surnames. The timings are:
 - a. family names A – H 1750h
 - b. family names I – P 1755h
 - c. family names Q – Z 1800h
5. Cadets will be called forward individually to enter Bullecourt Barracks by the 321SQN DM and will be required to immediately use the hand-sanitizer. They are then to place their bags on the wall along the covered walkway, and then assemble on the parade ground. Access to the covered walkway will only be permitted from the western side.
6. For departure, drivers are to park in the carpark, park in the marked bays, and await the departing cadets. Drivers are not to exit vehicles. In order to minimize departure congestion, cadets will be dismissed in groups of 10-15, in order to maintain social distancing.
7. Cadets who drive themselves to/from 321SQN parades must complete a Driving Authorization Form (available from the 321SQN website), and are to park on the southern side of the carpark. Cadets who are driving to/from SQN parades are not permitted to transport other cadets, unless the passenger cadet is a member of the same household.
8. A diagram detailing the arrival route is included below.



Cadet Attendance Procedure

- Cadet Drop Off/Pick Up Map



AIR FORCE CADETS

www.airforcecadets.gov.au

TOMORROW'S LEADERS TODAY