



321SQNA AFC JI 33523

JOINING INSTRUCTION FOR NCO DEVELOPMENT NAV EX (33523)

ACTIVITY TITLE	NCO Development Nav Ex
ACTIVITY LOCATION/ DETACHMENT ADDRESS	Wallaroo State Forrest 12 Mile Creek Rest Area (Northbound) Pacific Highway Ferodale NSW 2318
ACTIVITY COMMENCEMENT	0800 h 04 Sep 21
ACTIVITY CONCLUSION	1600 h 04 Sep 21
TRAVEL REQUIREMENTS	Own means
UNIFORM REQUIREMENTS	DPU with Bush Hat
ACTIVITY OFFICER-IN-CHARGE (OIC)	FLTLT(AAFC) G Mayler co.321sqn@airforcecadets.gov.au 0408 345 333
ACTIVITY COORDINATOR/ EMERGENCY CONTACTS (In order of preference)	PLTOFF(AAFC) M Whitelaw trgo.321sqn@airforcecadets.gov.au 0431 158 110
ATTENDANCE REQUIREMENTS	Attendance at this activity is compulsory for all CDT NCOs.

INTRODUCTION

1. This instruction has been issued to assist you in your preparation to attend the NCO Development Activity. This is a field activity involving a navigational exercise to boost the cadet NCOs knowledge and experience in field navigation. For the duration of the activity, you will be under the command of the Activity OIC, FLTLT(AAFC) Mayler.
2. 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

3. **Forms and documentation.** You must ensure that you bring your Australian Air Force Cadets Identification (AAFC ID) Card.
4. An 'Activity Notification and Consent Form' is to be downloaded, 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. Have this document ready to present to staff on arrival.

5. Should you be unable to access CadetNet then the current version of the ‘Activity Notification and Consent Form’ can be sourced via the 3WGAAFC Portal within CadetNet: <https://members.cadetnet.gov.au/aafc/3WG/3WG%20Resource%20Centre/1.%20Forms%20and%20Templates>

6. **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 taken into account when attending the activity. **Cadets should also arrive on the activity with copies of any required Health Management Plan (HMP).**

7. 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.

8. If you or your parents have any concerns on these matters, you should speak with your SQN staff.

9. **Activity related costs.** This activity has no associated cost.

10. **Contact information.** During the activity, the OIC or activity coordinator may be contacted in the case of an emergency.

11. **Nominal roll.** The nominal roll for this activity is contained in CadetNet.

12. **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 and your Commanding Officer.

13. **Leave.** Leave during the activity will not normally be granted. However, any requests should be made to the Activity Coordinator.

ADDITIONAL ACTIVITY REQUIREMENTS

14. no additional activity requirements.

TRAVEL, ACCOMMODATION AND MESSING

15. **Travel.** Travel to and from this activity will be by own means. A map, indicating the location of the venue and specific meeting point is included in Annex A. Cadets are to contact the Activity Coordinator by phone if they are running late. Cadets travelling via public transport are to wear civilian attire and bring their uniform in a bag (preferably concealed) to change into upon arrival at the activity.

16. **Reporting/Dismissal.** Staff and cadets participating in the activity are to report to the 321SQN Duty Member at 12 Mile Creek Rest Area (Northbound) at 0800 h 04 Sep 21. Cadets will be dismissed from the same location at 1600 h 04 Sep 21.

17. **Accommodation.** Accommodation is not required for this activity and therefore will NOT be provided.

18. **Messing.** Cadets are to bring their own food for lunch and snacks. 321SQNA AFC will not be providing meals.

19. **Food handling requirement.** There is no requirement for food handling qualifications for this activity.

UNIFORM AND EQUIPMENT

20. **Dress.** Dress for this activity will be DPU with Bush Hat.

21. All uniforms are to be worn, and personal appearance is to be, IAW AAFC Manual of Dress.

22. You are to ensure that you have a regulation haircut prior to your arrival at the activity. Males of shaving age are to ensure they have shaved prior to arrival at the activity.

23. **Personal equipment.** A detailed list of personal equipment that you will require is contained in Annex C.

24. Lack of foot care and correct 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>

25. 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.

26. **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

27. **Discipline.** Any breaches of discipline will be dealt with immediately. Any serious breach is grounds for sending a cadet home.
28. 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.
29. **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 AAFC SI(ADMIN) 09-01 and ADFC Youth Policy (YOUTH POLMAN) 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.
30. **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.
31. 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.
32. **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

33. 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.
34. Cadets and staff are reminded that they must have their AAFC ID Card on them at all times. Cadets and staff will not be allowed to attend this activity if they do not adhere to this requirement.
35. 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.

FAINTING RISKS

36. Members are to ensure they are of adequate health and physical fitness to participate in the activity. Further detail is contained in 3WG SI(OPS) 02-01 Fainting Risks. If you have any concerns, please contact the Activity Coordinator.
37. Cadets should ensure that they are adequately nourished and hydrated before the activity. Members are instructed to eat breakfast before attending a morning activity.

COVID-19 SAFETY

38. All personnel will be subject to wellness checks prior to conducting business each day. Any members who are experiencing flu-like symptoms or exhibit high temperatures will be refused entry and will be referred for COVID-19 testing.

39. If you are experiencing any signs or symptoms or have been a close contact as advised by your State or Territory Government, then you are not to attend the activity until you have been cleared and have then spoken to the Activity Coordinator.

QUESTIONS

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



M Whitelaw
Pilot Officer (AAFC)
Activity Coordinator

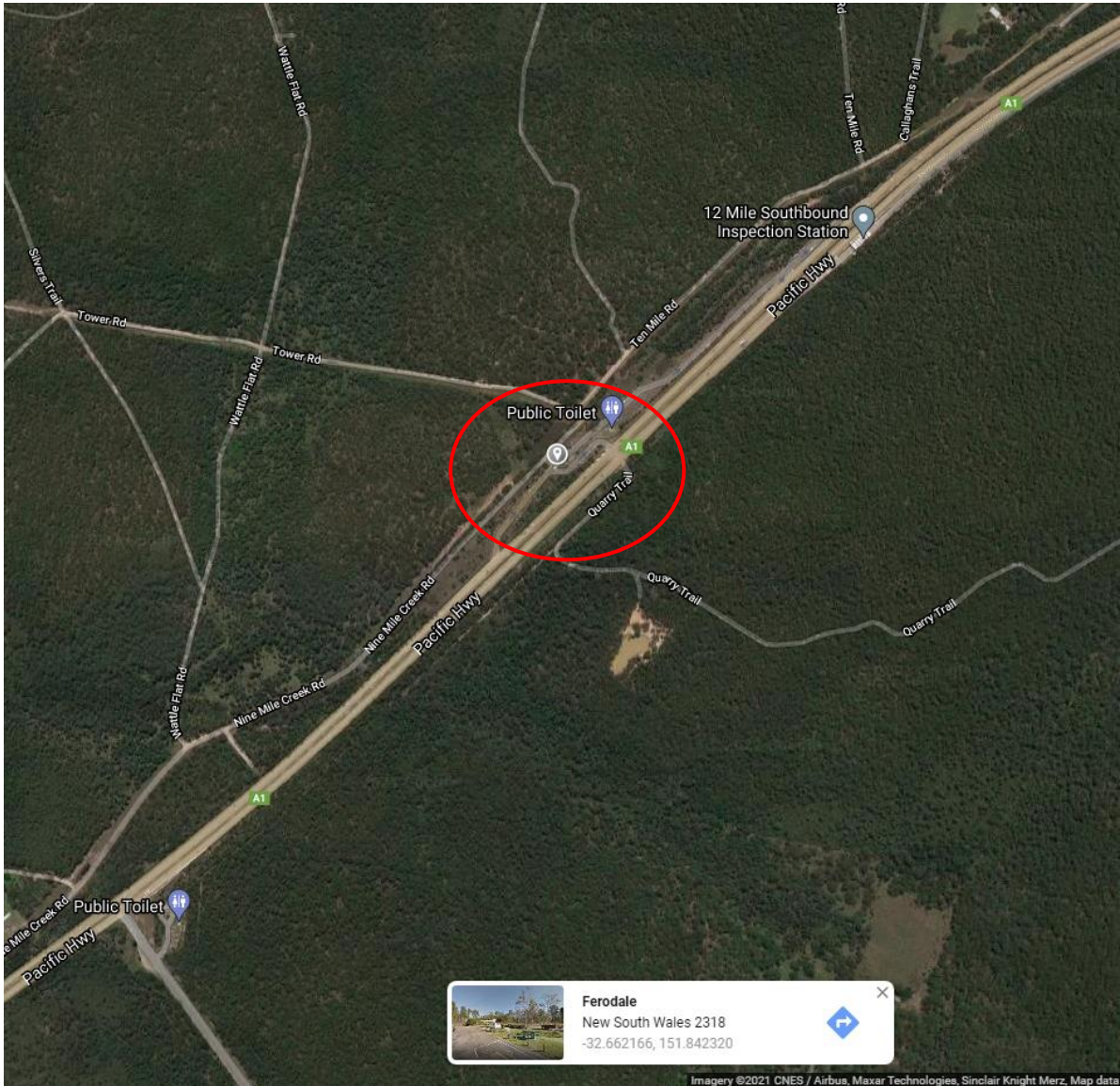
0431 158 110
trgo.321sqn@airforcecadets.gov.au

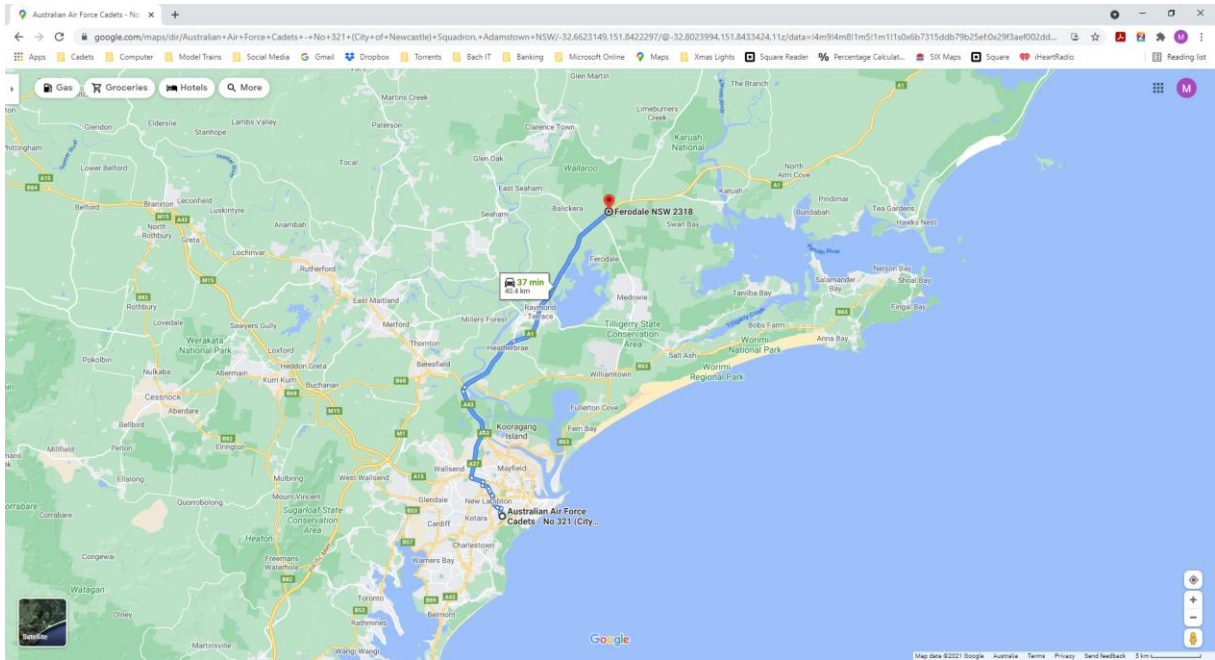
10 Jun 21

Annexes:

- A. Location Information
- B. Training Program
- C. Equipment List

LOCATION INFORMATION





FROM 321SQNA AFC – Military Rd Adamstown NSW 2289 to 12 Mile Creek Rest Area Ferodale NSW 2318
Approximate time travel: 37 Minutes

Serial	Direction	Description	Distance (m)
1	North	Brunker Rd	400m
2	Left	Glebe Rd	850m
3	Continue	St James Rd / Royal St / St James Pl	600m
4	Left	Lambton Rd	56m
5	Right	Lambton Rd	500m
6	Right	Lambton Rd/Hobart Rd Access Lane	30m
7	Left	Hobart Rd	300m
8	Continue	Howe St	750m
9	Right	Croudace St	400m
10	Left	Newcastle Rd	1.2km
11	Right	Main Rd - Jesmond (Newcastle Inner City Bypass)	5.1km
12	Left	Maitland Rd (Pacific Highway)	4.7km
13	Veer Left	Hexham Bridge	500m
14	Continue	Pacific Highway (Heatherbrea/Raymond Terrace)	24km
15	Veer Left	Into Rest Area	210m
16	Arrive	12 Mile Creek Rest Area (Northbound)	

TRAINING PROGRAM

Time (h)	Description
0800	Staff and Cadets Arrive at the Set Down Point
0815	Activity OIC Brief
0830	Nav Ex Commences
1230	Break for Lunch
1530	Arrive to Pick Up Point
1600	Cadets Depart

EQUIPMENT LIST

Forms and documentation	P		P
ADFC ID card		Health management plan and/or doctor's certificate (if applicable)	
Activity Nomination and Consent Form		Any required medication (clearly labelled)	
Uniform items	P		P
Disruptive Pattern Uniform (DPU)			
DPU coat (shirt)		Thick khaki/black socks	
DPU trousers		ADFC Boots – Black/Khaki	
Undershirt (khaki, camouflage or black)		DPU Bush Hat	
DPU rank slides (as per substantive rank)		DPU raincoat (if required)	
DPU sweater (optional)			
Toiletry items	P		P
Sunscreen (30+ recommended)		Insect repellent	
Classroom requirements	P		P
Notebook & Stationery (pens, pencil, eraser, etc) for classes		Reference/subject notes	
General items	P		P
Webbing		Filled water bottle x 2	
Viewee Twoee		Lunch & Snacks	

All personal items and clothing must be clearly labelled and are solely your responsibility.