



Australian Air Force Cadets
No 321 (City of Newcastle) Squadron

Joining Instruction

321SQNA AFC JI 23416/10/20

JOINING INSTRUCTION FOR FIELDEX OCTOBER 2020 (CADETNET ACTIVITY NUMBER 23416)

ACTIVITY TITLE	FIELDEX OCTOBER
ACTIVITY LOCATION/ DETACHMENT ADDRESS	321SQN, BLD 26, Bullecourt Barracks, Military Rd, Adamstown, NSW, 2289
ACTIVITY COMMENCEMENT	0800h 24 OCT 20
ACTIVITY CONCLUSION	1600h 24 OCT 20
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)	CPL(AAFC) M Whitelaw trgo.321sqn@airforcecadets.gov.au 0431 158 110
ATTENDANCE REQUIREMENTS	Attendance at this activity is compulsory

INTRODUCTION

1. This instruction has been issued to assist you in your preparation to attend the FIELDEX activity. This is a fieldcraft activity involving fieldcraft training to complete fieldcraft home training. 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 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. Have this document ready to present to staff on arrival.

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>

5. **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.**

6. 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.

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

8. A Food Allergy Management Plan (FAMP) for this activity can be downloaded from CadetNet.

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

10. **Contact information.** During the activity, the OIC, Activity Coordinator, or SQN Mobile (0431 232 104) 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. Cadets who do not already have Webbing are to see the Squadron Supply Officer (SSO) to collect theirs. Cadets are to make sure they receive the webbing by one (1) week prior to the activity date. Cadets are to make sure they receive two (2) 1Lt kidney water bottles if they do not already have one.

TRAVEL, ACCOMMODATION AND MESSING

15. **Travel.** Travel to and from this activity will be by own means
16. **Accommodation.** Accommodation is not required for this activity and therefore will NOT be provided.
17. **Messing.** Cadets are to bring their own food for Lunch and snacks. Food to bring should be similar to what cadets would normally take if this was a full weekend activity. If you are unsure on what to bring, please speak with other cadets who have attended FIELDEX activities before. 321SQNA AFC will not be providing meals.
18. **Food handling requirement.** There is no requirement for food handling qualifications for this activity.

UNIFORM AND EQUIPMENT

19. **Dress.** Dress for this activity will be DPU with bush hat.
20. All uniforms are to be worn, and personal appearance is to be, IAW AAFC Manual of Dress.
21. 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.
22. **Personal equipment.** A detailed list of personal equipment that you will require is contained in Annex B.
23. 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/aa/c/3WG/3WG%20Resource%20Centre/1.%20Forms%20and%20Templates>
24. 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.
25. **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

26. **Discipline.** Any breaches of discipline will be dealt with immediately. Any serious breach is grounds for sending a cadet home.
27. 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.
28. **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.
29. **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.
30. 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.
31. **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

32. 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.
33. Cadets and staff are reminded that they must have their AAFC ID Card on them at all times. Cadets will not be allowed to attend this activity if they do not adhere to this requirement.
34. 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.

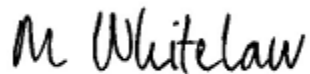
COVID-19 CONSIDERATIONS

35. 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.

36. 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

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



M Whitelaw
Corporal (AAFC)
Activity Coordinator

0431 158 110
trgo.3XXsqn@airforcecadets.gov.au

10 Oct 20

Annexes:

- A. Training Program
- B. Equipment List

TRAINING PROGRAM

Time (h)	Description
0800	Cadets arrive at Bullecourt Barracks
0810	OIC Brief
0820	FieldEx Training commences
1230	Lunch
1300	Training continues
1530	Pack up and prepare to depart
1600	Cadets Depart Bullecourt Barracks

NOTE: The above times are to be used as a guide only. Full training program will be released to instructors at the SQN parade before activity.

EQUIPMENT LIST

UNIFORM

DPU:

DPU bush hat

DPU shirt

DPU rank slides (as per substantive rank)

DPU trousers

Cadet boots / Bush boots

DPU jumper (optional)

OTHER

Field Webbing

2 x 1Lt Kidney Water Bottles

Lunch (as per fieldcraft meals)

Notebook and pens

Sunscreen

AAFC ID Card

Activity Nomination

Consent Form must be uploaded to activity before attending activity.

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.