

Welcome, Information and Enrolment Pack



**for new Cadets
and their Parents**

FOREWORD



A warm welcome to No. 16 ('City of Tauranga') Squadron Air Cadets (formerly called the Air Training Corps - ATC), New Zealand Cadet Forces (NZCF). I'm sure you will enjoy your time with us whether it be one year, or even five or more years.

This booklet has been created specifically for new, prospective Cadets (Basic 1) and their Parents / Guardians to explain how the unit operates, and hopefully answer most of the basic questions you may have.

I know during the period you are with us my staff and I have exciting training and fun activities for you to attend and take part in.

The activities are designed for you to get a lot out of, including pushing personal boundaries thereby giving individuals a peak experience from either flying, tramping, shooting or one of our many other activities, including sessions on a sophisticated virtual reality flight simulator, off site excursions, unit exchanges, etc.

Although we try to include as much information as possible in this publication, it is hard to cover everything; therefore should you, even after reading the Frequently Asked Questions section, still be unsure about things, please feel free to ask myself or one of the Officer staff or members of the Parent Support Committee; we're all happy to answer any questions you may have.

We also gratefully acknowledge the support from our Sponsors as featured on the Squadron website at www.16squadron.org.nz. as well as our Patrons, Robert and Jenny Gordon.

Welcome aboard

A handwritten signature in black ink, appearing to read 'Adrian Edwards'.

Adrian Edwards
Flight Lieutenant NZCF
Cadet Unit Commander





Introduction

Air Cadets (formerly known as Air Training Corps - ATC) is part of the New Zealand Cadet Forces (NZCF) which is also comprised of the Sea Cadets and the Army Cadets. It is a voluntary, disciplined, uniformed youth leadership training organisation for both boys and girls aged 13 to 18.

The organisation *is not part* of the New Zealand Defence Force (NZDF), but is directed by the Chief of Defence Force, on behalf of the Minister of Defence, and is supported in partnership by the NZDF and the community. The uniform clothing is donated by the RNZAF; hence the blue uniforms Cadets usually wear.

The training programme emphasizes personal development and includes a quality, nationally coordinated annual programme, which aims to:

- Foster a spirit of adventure and teamwork, and to develop those qualities of mind and body essential for good citizens and leaders.
- Provide challenging and disciplined training activities, which will be useful in either Service or civilian life.
- Promote an awareness of the Armed Forces, and the role they play in the community.

Success is measured by the numbers of cadets recruited and retained by community units and who graduate from the New Zealand Cadet Forces (NZCF) training courses and programmes, having met predetermined performance criteria.

The objective of this Information Pack is to give prospective cadets and their parents an insight as to how the unit operates, to supply information that may not always be given automatically as well as data that will help cadets learn the workings of the squadron while taking part. For example, since the unit is modeled on a military style organization such as the Airforce, we've included the uniformed rank structure so that one can learn quickly and outside of parade hours, who's who and understand their position within the unit and its operation.



Short History of 16 Squadron

What you are about to read is a brief outline of No.16 Squadron history from its formation in 1971, to its present-day role in the community.

16 Squadron ATC Tauranga was formed in 1971 and held its first parade in 1972. The unit was granted freedom of the city in September 1996.

16 Squadron has for many years prided itself on having one of the best shooting teams in Cadet Forces. They have for many years held all the trophies available to then including Commonwealth Medals.

Many community events such as the RNZAF Air Shows at Ohakea and Whenuapai, Battle of Britain Parade (now also known as Air Force Commemoration Day) and ANZAC Day are attended and supported by the cadets.

The annual squadron dinner not only maintains a tradition still held by the RNZAF today it also provides a sense of formality and etiquette training. Moreover, it provides an opportunity to reestablish contact with supporters and sponsors, not to forget our Patrons, Robert and Jenny Gordon.

With the continued support of the Royal New Zealand Air Force, the Mount Maunganui Tauranga RSAs, our Patrons, the Parent Support Committee, and not in the least the dedication of squadron staff (officers and civilian instructors) as well as the enthusiasm of our cadets, the future for 16 Squadron looks very promising.



New initiatives are also considered and introduced as long as they meet the overall requirements of the NZCF Curriculum/The 4-year Training Programme) in order to meet the enthusiasm of Cadets. We increased the number of aviation related activities, such as sessions on a virtual reality combat flight simulator, real flying, guided tours through engineering facilities, even the construction of our own flight simulator stations at the unit.

Some major changes have, and are currently being implemented, both on squadron as well on a national level. Admin procedures are being reviewed and streamlined as well as improvements made to communication and public image. Currently a new website is being constructed, Facebook pages and other social media accounts have been set up and maintained by the Cadets themselves.

Your input, participation and suggestions are not only welcomed but also vital to maintain our position as NZ's best youth organisation.

VISION

To be recognised as New Zealand's youth organisation of choice.

MISSION

"To develop confident, responsible young citizens who are valued within their community by providing them, within a military framework, safe, enjoyable and challenging opportunities."

CORE VALUES

- Respect
- Integrity
- Loyalty
- Discipline

AIMS

To foster the spirit of adventure and teamwork and develop those qualities of mind and body which go to making good citizens and leaders.

To provide a challenging and disciplined training activity which will be useful both in the Services and civilian life.

To promote an awareness and appreciation of the services and the role they play in the community.

Any contact should, in the first instance, be made to the Unit Commander.
16sqn@cadetforces.org.nz

The Squadron Management Team consists of:

<i>Name</i>	<i>Role within the Unit</i>	<i>Contact details</i>
Flight Lieutenant Adrian Edwards	Unit Commander	027 474 9330
Flying Officer Rob Jones	Training Officer, 2IC	022 659 6357
A/Pilot Officer Pieter de Zwart	Adjutant	027 576 5838
Mr. Geoff Roodt	Assistant Adjutant	027 361 2343
Under Officer Cassia Blythe-Graham	Stores Officer, Asst. Training Officer	027 834 7391

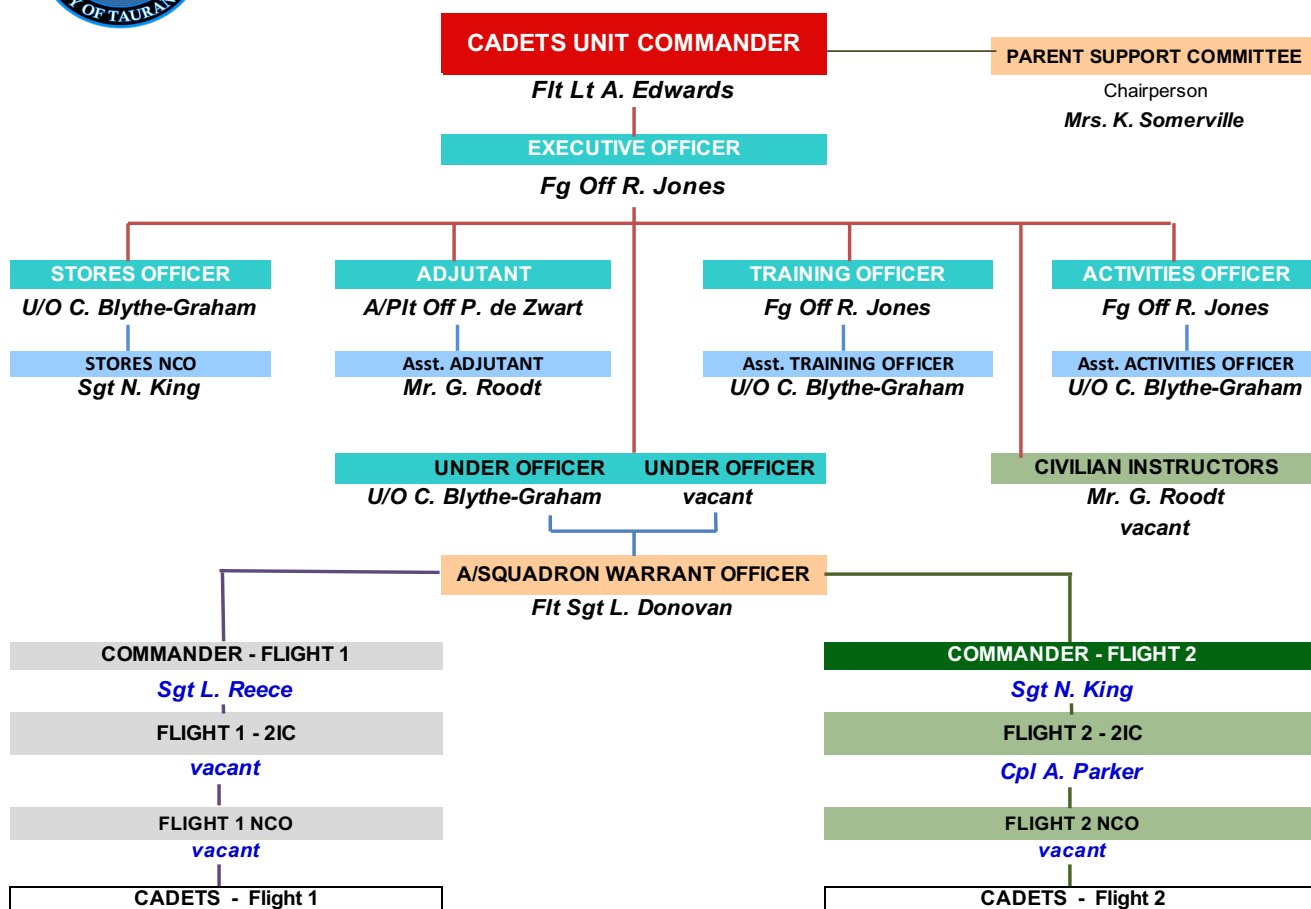
Unit Structure



No. 16 (City of Tauranga) Squadron

Unit Structure Chart - 2019

As at: Mar 2019



For any information, queries or messages, Cadets should ordinarily contact their flight commander. Alternatively, either contact the Under Officer or any of the officers as listed. Duty Officer: 0204 22 33 87

Important Numbers

(for the Cadet to record)

My Section NCO is: Phone:

My Flight Commander is: Phone:

Other Important Numbers:

Name:

Phone:

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Typical Parade Night Schedule

Squadron meetings are called parades and are held at the Army Hall

Every Tuesday evening during School Terms.

At the beginning of every parade the RNZAF Ensign (flag) is raised and a formal inspection of cadet uniforms by the unit officers is carried out.

18.15 – 18.29	Cadets Arrive
18.30	Form Up and Roll Call
18.35 – 18.45	Parade and Inspection
18.50 – 18.55	Flight Time
19.00 – 19.40	1 st Period - Activities like lessons, drill, etc.
19.45 – 19.55	Canteen Break
20.00 – 20.35	2 nd Period Activities like lessons, drill, etc.
20.40 – 20.50	Debrief – Parents are welcome to attend
20.55 – 21.00	Final Parade
21.00	All Cadets not with any post parade task are dismissed
21.00 – 21.15	NCO's meet when necessary; the Officers debrief All cadets must have been safely picked up; Squadron closed.

Please note:

- 1 If cadets are absent without prior notice (leave form or message from parent) by 7pm, Cadet's parents will be contacted to check for reason.
- 2 It is important, and much appreciated, if parents drop off and pick up cadets from the unit on time.
- 3 Parents can not park on Army hall grounds but can at the car parks opposite, at the Youth & Community Centre at Memorial Park).

The 4-Year Training Programme

The ATC offers a 4-year training program from the basic to the advanced with the possibility of advancement, to become a junior leader. Majority of the training is conducted on Tuesday evenings but for first year cadets there are two compulsory weekend exercises as there is a large amount of training done on these weekends.

The subjects being taught are across 4 different levels: Basic, Basic 2, Proficient and Advanced. They include:

History of RNZAF and the unit

Become familiar with where the Royal New Zealand Air Force has been deployed and where your unit comes from.

Aviation studies

Understand aircraft technology and the theory of flight of both glider and powered aircraft. Also, Airport and Airspace procedures, aviation weather. On the simulator basic flying skills will be taught and practiced.

Dress and bearing

Become skilled in meeting exacting standards of personal presentation.

Drill

Learn the teamwork and skills required to stand tall in public.

Bush craft

Become skilled and comfortable in a bush environment.

Navigation

Find your way on land and in the air.

Leadership

Develop the skills to lead others.

First Aid

Know how to look after yourself and your team in the area of First Aid.

General Service Knowledge

Gain knowledge about the Royal New Zealand Air Force, the aircraft it flies, what it offers and how it assists New Zealanders.

Instructional techniques

Develop skills in passing on knowledge to other Cadets through both classroom and practical instruction. Many subjects are taught by the senior cadets, taught at Juniors and

Seniors courses. These courses also a condition to moving up in the ranks and earn a promotion

Fire Arms training and marksmanship

Become skilled in safe weapons handling and competition shooting.

Radio procedures

Gain and practice correct military procedures when using radios.

Citizenship training / Life Skills

The structure and intention of all activities is to prepare cadets for entering real life, particularly the World of Work. The squadron's hierarchical structure simulates a future business environment offering cadets to acquire value and applicable, transferable skills

Recreational training

Achieve skills in a wide range of recreational activities. These could include such activities as tramping, abseiling, gliding, climbing, caving and four-wheel driving. Contact your Unit Officers for specific training opportunities.

Unit Specific

The Unit also participates in various other activities, such as many combined camps and activities such as Abseiling, sporting events, Confidence courses, fundraising activities.



Proficiency Category Overviews

Basic 1 and Basic 2 (1st Year as a Cadet)

The Basic year (1st year) can be quiet confusing, so here is a run down on what generally happens.... Changes are likely as the unit may have to respond to new NZCF curriculum, wishes of the Parent Support Committee in terms of expenditure and cadet numbers.

Every Tuesday night during the school term you will turn up to Air Cadets where you will be taught a variety of lessons that will include Aviation, Bush craft, Drill, PT, General Service Knowledge, Cadet Force Knowledge, Firearms Skills as well as a range of other topics.

For the first 6 weeks of your first year you will arrive wearing your usual school uniform. All going well, at around 6 weeks you will have decided to stay on and will then be issued with a blue uniform clothing (called a SD uniform); you're now a Basic 2 Cadet.

Also in the first few months, you may attend your first weekend camp where also a variety of lessons and outdoor experiences are presented.

During **TERM ONE** you will not only cover aviation subjects but also have a chance to take part in 'off-base' activities such as VR simulator, real flying or gliding. Basic lessons in Firearm safety will also be taught.

In **TERM TWO** you will attend your first bush craft camp which will build on the theory lessons you have learnt during that term. The theory lessons will include basic bush craft and survival skills, navigation and radio procedures. During this term you will also get your first taste of target shooting as well as a formal ANZAC parade.

During **TERM THREE** you will learn Cadet Force Knowledge and General Service Knowledge with a few PT sessions and a visit to a military base. In term 3 you will go on your second bush craft camp which will extend on the lessons learnt from the last camp as well as add in new skills like knot tying and basic survival techniques on this camp you will mix with the more senior cadets as the whole squadron goes out on camp.

TERM FOUR. This term you will learn formal dining techniques as well as undertaking a community-based activity and giving small speeches, in term four we also go shooting in the weekends and have a Squadron Skills Weekend which is a full on, fun and physical weekend

designed to challenge you in a team environment. Rounding up term 4 we have an end of year camp with more of a relaxed atmosphere. To end the year, we hold a final end of year parade which your family is invited to attend.



Proficiency (2nd Year as a Cadet)

In the Proficiency year, you will consolidate the training that you have received in your Basic year. This will be done in several ways.

To begin with, you will be introduced to survival skills on the survival weekend.

On the flying/shooting weekend you may be introduced to power flying and aviation navigation and you will have an opportunity to hone your shooting skills.

You will continue to develop your physical training skills by participating in minor games.

You will be taught to give drill commands to a squad of cadets. Furthermore, you will be instructed in leadership and could attend a junior leadership course.

Your knowledge of general service knowledge will also be extended. On top of this you may be given to the opportunity to visit more areas of the Defence Force in base visits.

Advanced (3rd Year as a Cadet)

Advanced year is the final year in your three-year training program. In this year you will plan a tramp for Proficiency and Advanced flights. You will be given instruction on how to present a theory lesson.

Your leadership training will also be continued and by the end of this year you should be able to lead a small group of cadets to achieve a task.

On ability, you may be selected to go onto a Senior NCO course, after which promotion to Sergeant and above becomes a possibility.

On this course you will be taught how to fulfill the positions of Flight Sergeant and Warrant Officer on parade. You could also go flying and do some more shooting and go on more 'off base' visits.



Frequently Asked Questions:

Who can join?

Applicants may be male or female and must meet the following criteria.

1. Have the full consent of parents or guardian.
2. Be aged minimum 13 or attending High School; at Age 12½ applicants may join as long as their 13th Birthday is within the term of joining.
3. On joining be *under the age of 16*.
4. Complete an Application to Join form (NZCF 2)

All new entrants (Basic 1) must first complete a probationary period of 6 weeks of training. If 3 sessions are missed without a valid reason, he/she will be removed from the rolls as the assumption is made that they are no longer interested. In case you want to leave, please be courteous and give notice of the intention to leave in advance to the Unit Commander.

What is the training commitment?

Training is one evening per week during the school term on a Tuesday night. **Cadets must attend a minimum of 32 parades out of the 40 parades a year.** There are several weekend activities per Term as well. For selected cadets there will be bush craft camps, flying camps and promotion courses held within Military bases during the school holiday periods during the year.

Do Cadets gain Qualifications?

NOT currently. Although historically cadet trainings have been accredited by NZQA, we hope similar accreditation will return.

Are we a recruiting ground for the regular force?

NO. Inevitably some cadets will wish to enter defense force service careers. But this is regarded only as a bonus spin off from the prime activity which is to produce well developed, capable young people better equipped to play their part in the community.

What do we give to the parents?

A more confident self-disciplined, better dressed and presented, fitter and healthier teenager with a strong self-esteem and sense of civic responsibility.

Dress and General Appearance:

A Cadet's hair must conform to New Zealand Cadet Forces Regulations and standards. This is a condition of enrolment. Likewise, cadets, whilst in uniform, must ensure that their appearance is of the highest standard in such matters as:

1. Cosmetics and make up can be worn, but must be of a discrete nature. Jewelry may not be worn. Female cadets may only wear plain studs / sleepers in their ears. Male cadets may NOT wear any jewelry other than a watch and medical bracelet.
2. Wearing clean black shoes

3. Ensure clean and trimmed finger nails
4. Have a clean and pressed uniform on

NOTE: Until the cadet is issued with a uniform, she/he is to wear their school uniform. See further in this booklet for information on the issue of a uniform.

DISCIPLINE

Cadets are subject to New Zealand Cadet Forces regulations and discipline associated with the carrying out of orders, instructions and directives. Minor infringements of discipline will be dealt with by the unit staff, serious matters will be actioned by the Unit Commander and in exceptional circumstances parents will be advised of any matters that may require their personal attention.

The Cadet Unit Commander is always available to discuss any problems with the parents.

ALL cadets must read the Unit Standing Orders and Code of behaviour; which is on display on the unit notice board. A plea of non-observance cannot be acceptable for non-compliance.

Smoking / Drinking / Drugs?

NO! A Cadet is not permitted to smoke.

Cadets are not allowed any intoxicating liquor or drugs whilst under the control or orders of the Unit staff. Cadets who bring alcohol or drugs or under the influence of any such substance to any parade, camp or other event will be liable for instant dismissal.

Health

Any matter concerning the health of a cadet should be brought to the attention of a unit officer in writing to ensure the well-being of the cadet. Please advise if the cadet is taking any prescribed medication as well as any allergies/intolerances, or any other conditions he/she may have.

Note. A health problem does not necessarily mean that the cadet will be unable to take part in any Activity.

Duty of Care

The New Zealand Cadet Forces is, contrary what sometimes is believed, a youth organisation, not an arm of the Defence Forces. As such we are subject to all youth organisation legislation. This is also the reason that officers or supervising parents can only leave last from activities as we assume the duty of care on behalf of parents providing they have given us consent for each offsite activity to do so (hence that we require consent replies when we announce activities).

All Officers in the Unit hold a valid and current Security Clearance. This is to be renewed every 2-3 years. Also, officers all have gone through officer training and as youth leaders and are skilled in certain disciplines that are being taught at the unit. If parents feel they have a particular skill that might benefit the NZCF training curriculum they are invited to join as Civilian Instructor, or Supplementary Staff.

Promotions

All Cadets (unless transferring from another NZCF unit) start off as Basic cadets in **Year 1**. The first promotion after Cadet is Leading Air Cadet (LAC). This is at the discretion of the Unit Commander and follows observing the cadet's progress during their time as Basics. Elements for consideration are *dedication, attendance, participation, demeanor*, etc.

During **Year 2** Cadets may become eligible to attend a Junior NCO course. This, usually, weekend course is to teach participants things such as basic leadership skills, first aid, bush craft, etc. After attending this you are eligible to be promoted to Corporal, again depending on your performance in the earlier mentioned elements.

Year 3 will see you become eligible to attend a Senior NCO course after which the ranks of Sergeant, Flight Sergeant and Warrant Officer may be possible.

On turning 19, the Cadet regardless of rank, must leave the unit as a cadet but could be eligible to become an Officer Cadet and would attend an Officer Commissioning course. The former cadet could also opt to re-join the unit as a Civilian Instructor or Supplementary Staff.

Miscellaneous:

We trust that you will enjoy your time with the Squadron. Every effort has been made to ensure that you, as an Air Cadet, will have an opportunity to participate in all Squadron activities. The rest is up to you.

To ensure that this can be done the Squadron relies on good communication (reply and act on Warning Orders, give feedback, etc.), and the parents of cadets to assist with the organising of some activities, like camps, fund raising activities and so on.

Parents are encouraged to take part in some of the activities themselves (family bonding time?).

For further information about the Squadron and its aims then please contact the Unit Commander or any of the Squadron Officers.





The Air Training Corps Association
of New Zealand Incorporated.
16 (Tauranga) Squadron

To our New or Prospective Parents/ Guardians/ Caregivers

HELLO and welcome to the Air Training Corps Association of NZ 16 Squadron Tauranga.

All of our children have brought us to this unit because somewhere along their lives they have chosen or have an interest in "What is the Air Training Corps, about?". They may have heard from their peers at school, through their close circle of friends, or even perhaps a public demonstration at their school from one of our officers being in attendance, or a public event.

We as parents are all responsible for how the Air Training Corp is driven. As a parent co-operative we oversee all the financial decisions and operations of the Corps. The officers manage all activities our children may partake in. You as the parent(s)/ guardian/ caregiver of a cadet in the unit are now automatically part of the Parent Support Committee. Your details will be added to the email tree, and we do not use personal details for anything else other than 16 Squadron use.

Being part of the Air Training Corps Parent Committee is not a full-time commitment – in fact the committee only meets ten months in the year on every 2nd Tuesday of the month at 1900 hrs (7pm) at the unit on Devonport Road. Our meetings are kept brief, 1.5hrs maximum to allow us parents to be able to finish with our children at the end of their evening. At the meetings, the accounts are viewed and passed for payment and generally any up and coming events that need support from the Parent Support Committee.

If you are wondering how you can help with the unit, there are plenty of opportunities that may happen from time to time, such as:

1. Transport for cadets to their organised events
2. Making flower arrangements of corsages for the invited guests at the unit's formal dinner
3. Helping on ANZAC day with serving tea, coffee and biscuits (every 2nd Year)
4. Helping with other parents on the arranged camps for cooking food for the cadets (this is planned often months ahead)
5. Assisting with getting quotes for the unit's funding
6. OR just by knowing someone who can help the unit with their own contacts
7. Participate in fundraising activities, such as sausage sizzles, parcel wrapping, etc.

There is more than one way to become involved with your teenager at the Air Training Corps. The teenagers love it and as parents we love to see our teenagers happy too. At any stage, you are more than welcome to make contact with one of the above parents with any queries you may have for the committee.

On behalf of all the parents from the Air Training Corps 16 Squadron, Tauranga, welcome.

Regards,

Kelli Somerville

2019 Chairperson - Parent Support Committee - No. 16 Squadron Air Cadets.

Parent Support Committee

P O Box 123

Tauranga 3140

PARENTS, SUPPORT THE SQUADRON AND YOUR TEENAGER BY BEING ACTIVE MEMBER OF THE SUPPORT COMMITTEE

*SCHEDULE OF MEETINGS FOR 2019 *)*

All PSC meetings take place at the Unit Headquarters. It starts at 7.00pm and is completed by 9.00pm. All parents are welcome to attend.

<i>Month</i>	<i>2019 Date *)</i>
February	12 February
March	19 March
April	9 April – parents night + AGM
May	14 May
June	18 June
July	No Scheduled meeting
August	13 August
September	10 September
October	8 October
November	12 November
December	No Scheduled Meeting

**) Dates subject to change depending on availability of Unit Commander and Committee Members.*

<i>Name</i>	<i>2019 Role within the PSC</i>	<i>Contact details</i>
Mrs. Kelli Somerville	Chairperson	022 082 1513 atc.tauranga@gmail.com
Mrs. Helen King	Secretary	021 866 994 atc.tauranga@gmail.com
	Treasurer	atc.payments@gmail.com
Flight Lieutenant Adrian Edwards	Unit Commander	027 474 9330 atc.tauranga@gmail.com



Unit Fees

\$120.00 per year/per cadet and are charged per 6 months.

(Additional cadets from the same family receive a discount, contact the Treasurer for details).

Unit fees are used for the day to day running of the unit and may be spent on the following:

- Purchase and Repairs of unit equipment.
- Selected squadron activities, such as camps, off site visits, etc.
- Administration costs (correspondence, stationery, photocopying, etc.)
- Purchase or replacement of uniforms.

Possible Additional fees

These costs vary depending on the activities planned, which may include:

- Unit camps
- Flying and Gliding
- VR Flight Simulator sessions
- Inter Unit Camps (camps run by other units)
- Excursions to facilities or events

Parents will be notified of any additional costs. The costs here may include transport, food and accommodation.

No cost

- All costs associated with Leadership Training Camps ('Juniors' or 'Seniors') run by NZCF is paid for by the New Zealand Defence Force which includes travel, tuition, accommodation and food.
- Shooting

All other outside activities may carry a cost, which will be relayed to you by way of a so called Warning Order. Please read carefully to ensure they are returned on time.

Internet Banking

Parents have the option of automatically depositing, using internet banking, any fees directly into the Cadet Unit Account. Parents/caregivers can use any of the following options to pay fees:

1. Arrange automatic payments through internet banking
2. Bring fees in cash to the Cadet Unit on Tuesday night parade.

Attached is an account for the initial costs. This can be paid to the Treasurer on Parade Nights, or paid online to:

Air Training Corps Association of NZ, 16 Sqn, Tauranga:

Account number: 03-0445-0206116-00

(please CLEARLY identify the name of your child, and what the payment is for)

If a Cadet for any reason is to bring payment to Parade Night, please ensure it is in an envelope or sealed bag, that it is clearly identified with the Cadet's name, the amount

of payment and what it is for (specific 'payment envelopes' are available at the unit, and I encourage you to use these).

Cheques are to be made payable to the above stated name. Some families like to make regular, small payments to build up a credit for their child's future camp/activity costs, to alleviate any drain on family finances. You are welcome to do this if you wish.

With each payment, your contribution (donation) is acknowledged with the return of an official receipt, which will enable you to claim a tax credit with the IRD. The Air Training Corps Association of New Zealand (ATCANZ) is a Registered Charity (registration number CC27894) which enables us to offer you this benefit.

NB. Ideally we do not want money to become a barrier to your child's participation in ATC. If for any reason you have difficulty in paying your contributions or a cost associated with an activity, please discuss this in the strictest confidence with the Chair of the Parent Support Committee or the Unit Commander.



2018 Aviation Galore Day
Visit to the Heritage Hangar at Tauranga Airport.
In the middle our Patron, Robert Gordon.

Annexes

1. Terminology List

The fact that the unit is aligned with airforce practices also means that we use abbreviations and terminology that might be strange to newbies. Attached is a list of some of such terminology. If you are confused be sure to ask another senior cadet for its meaning; don't assume you know.

2. Ranks

So that the new cadet can learn about the hierarchy within the unit, we include a Ranks chart.

3. Issue of Uniforms and Uniform replacement costs.

To be read carefully by both the Cadet and parent(s) / caregiver.

Enrolment Process.

After the initial 6 weeks probation period, the Cadet can be issued a uniform and will be formally attested to enter the NZCF- Air Cadets as a Cadet Under training.

It's the responsibility of the cadet and his/her parent(s) to be formally enrolled by returning the filled out Enrolment forms to the Squadron's Adjutant. Please discuss the sizing chart with your daughter/son so that he/she knows what to request when seeing the Stores Officer or Stores NCO for their uniform issue.

At week 4 download the Enrolment Pack (NZCF2) from our website, fill in the forms to then be submitted to the Adjutant, with payments for the annual fee and uniform bond made. A proforma invoice and sizing chart are also included in the Enrolment (nzcf2) pack.

Unless the funds have been paid, enrolment and uniform issue can not be completed.



TERMINOLOGY as used at the Unit

ATC	Air Training Corps
ADJUTANT	Officer in charge of Administration
CO or CUC	Commanding Officer – Cadet Unit Commander
DCPL	Duty Corporal. A Corporal assigned to assist, or be, the DNCO for the evening.
DNCO	Duty NCO. Responsible for the evening duties from prepping the classroom to the end of night clean up.
DPM	Disruptive Patterned Material (Camouflage clothing)
DO	Duty Officer; One of the unit's officers
EXO or XO	Executive Officer; Second in Command to the CO
NCO	Non-Commissioned Officer - Corporal, Sergeant, Flight Sergeant, Warrant Officer
NZCF	New Zealand Cadet Forces
OO	Orderly Officer Usually the Under Officer is assigned to ensure the unit parade night runs on time and USO are adhered to.
PARADE	Squadron sessions on Tuesday nights
RNZAF	Royal New Zealand Air Force
SD	Service Dress
SO	Stores Officer
URO	Unit Routine Orders These are instructions including the evening programme and duty personnel for the night and the following week
UO	Under Officer. A Cadet over the age of 18 before being Commissioned.
USO	Unit Standing Orders Unit rules, these apply to parade nights and all other unit activities. These rules apply to all personnel engaging in unit activities.
WARNING ORDER	This is an information sheet about an upcoming activity
WO	Warrant Officer. The highest ranking non-commissioned officer (NCO)
CF2388	Cadet Personal Record Booklet <i>This is an important booklet used for personal identification, recording progress, awards, promotions, activities, etc. Cadets must carry this at each and every Squadron activity and parade. Cadets themselves must ensure the various data in this booklet is kept up to date.</i>

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Air Cadets Ranks

Officer

		Squadron Leader (SQN LDR)
		Flight Lieutenant (FLT LT)
		Flying Officer (FG OFF)
		Pilot Officer (PLT OFF)

- *Officers wear the light coloured rank slides on their shirts.*

Cadet

	Under Officer (UO)
	Warrant Officer (WO)
	Flight Sergeant (FLT SGT)
	Sergeant (SGT)
	Corporal (CPL)
	Leading Air Cadet (LAC)
	Cadet (CDT)

Issue of Cadet Uniforms

All cadets will, **after the probation period of six weeks**, be issued with a basic uniform and conditional upon receipt of unit fees and the uniform deposit.

DPM (Disrupted Pattern Material - camouflage) is issued only if stocks available.

No. 6 Working Dress
1 x Shirt
1 x SD Trousers
1 x Belt
1 x Cap and ATC Badge
1 x Jersey
1 x Brassard
1 x Set of rank slides

Socks and shoes to be provided by the cadet themselves. Socks must be either dark blue or black. Shoes black.

General Important Information

- All uniforms are issued on **temporary long-term loan**, at no charge.
- All uniform will be issued to cadets after 6 weeks since joining and who's uniform bond and annual fee has been received. Uniform items must be signed for and receipt will be issued.
- Parents/caregiver should be fully aware what their son/daughter has in their possession. It means that parents/caregivers will also be held accountable for any items issued, their cleanliness and general state.
- Parents/caregivers whose son/daughter fail to return any items issued to them will be presented with a bill for full payment of those item(s) that have not been returned.
- All other items that the Cadet Unit has available can be issued to cadets for specific activities but must be returned to the unit at the completion of the activity, cleaned, and repaired where applicable.

• **Uniforms can only be worn at approved Cadet Force/Cadet Unit activities. They are not to be worn as part of personal daily attire or activities outside of unit control.**

• Uniforms are to be worn as a complete set. There is to be no mixing of uniform and civilian clothing, except shoes. Cadets are to either wear all the correct uniform or none of it. Cadets who are not in complete correct uniform may be sent home.

IT IS A PRIVILEGE TO WEAR THE UNIFORM
... Be Proud of It ! ...



Replacement Uniform Costs

Recruit (New Entrant) uniform *(only if available)*

Polo Shirt	\$10
DPM Trousers	\$70
DPM Hat	\$20
Name Tag	\$15

Cadet uniform

Cap F/S - Male	\$70
Cap F/S - Female	\$81
Cap Badge	\$5
Brassard	\$10
Basic achievement badge	\$4
Proficiency achievement badge	\$4
Advanced achievement badge	\$4
Marksmanship badge	\$4
Name tag	\$8
Jersey	\$87
Short sleeved shirt - Male	\$45
Short sleeved shirt - Female	\$34
Trousers - Male	\$98
Trousers - Female	\$91
Belt	\$15
Socks	\$4
Cadet embellishments (NCO embellishments may vary)	\$13

Additional items

Record of Service Book – NZCF23	\$5
ATC baseball cap	\$15
ATC wide brimmed hat	\$15

Note: This listing may be subject to change as actual costs to the organisation changes.



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Parade times:

Every Tuesday during School Terms, 18.30 - 21.00 hours