

412 SQUADRON (ALBURY/WODONGA)

AUSTRALIAN AIR FORCE CADETS



SQUADRON STANDING INSTRUCTIONS

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18 Mar 16

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04 Mar 16

FOREWORD

1. These Squadron (SQN) Standing Instructions (SI) are sponsored by the Squadron Commanding Officer (CO) and approved by the Wing (WG) Officer Commanding (OC) in accordance with the AAFC Manual of Management, Volume 1, Part 1, Chapter 3 and AAFC Standing Instruction (Administration) 6-1 and 6-2.
2. These SI provide detail on the day to day policy and standard operating procedures of 412SQN and should be read in conjunction with National and Wing policy and procedure.
3. Higher (for example, Wing and National) orders, instructions and publications (OIP), such as the AAFC Manual of Management and AAFC Standing Instructions, take precedence over these SI if there is conflict.
4. The policy and procedure in this SI is binding on all personnel posted to and visiting 412SQN and activities hosted by the SQN.
5. The CO is granted standing approval from the WG OC to make amendments to these SI as necessary for the day to day operations of the SQN (such as modifying appointments and positions).
6. Requests for amendments should be sent to the CO through the chain of command.

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1. ADMINISTRATION

Command and leadership

- 1.1. The command structure of 412SQN is detailed in Annex A.
- 1.2. Incumbents of squadron appointments will be promulgated on CadetOne and changes will be announced in SQN Routine Instructions (RIs) from time to time.
- 1.3. **Senior leadership team.** Personnel holding the following appointments are members of the 412 Squadron Senior Leadership Team: CO, XO, CDTXO and SQNXI.
- 1.4. **Staff meeting.** A staff meeting will usually be held on each parade night, or as advised by the CO. Generally, all OOCs, IOCs, ADF members, CIVs as well as the CDTXO or CSQNWOFF are invited to the meeting (cadet attendees may be asked to leave for certain topics at the discretion of the chairperson).

Functional responsibilities and duties

- 1.5. The CO may, from time to time, fill SQN appointments listed on CadetOne as well as other appointments and positions not listed on CadetOne at their discretion. The duties and responsibilities of all SQN appointments and positions are included in Annex B. SQN appointment and position holders should be advertised in SQN RIs when required.

Communication of orders and instructions

- 1.6. The CO and Administration Officer (ADMINO) are responsible for ensuring that these SI and other orders and instructions issued by the SQN are available for all members to view.
- 1.7. **Routine Instructions.** The Squadron will produce and promulgate RIs on a regular basis which will include, at a minimum, the following within the applicable reporting period:
 - a. approved leave
 - b. enrolments
 - c. terminations
 - d. promotions
 - e. qualifications
 - f. the weekly training program and dress
 - g. information on upcoming events and activities
 - h. general information for cadets and their families
 - i. other information as directed by the CO.

Information management, systems and technology

1.8. The SQN uses a number of web-based programs and applications to assist with communication and data storage. These include a Facebook page for the SQN and for cadet NCOs; the SQN website (www.412sqn.aafc.org.au); TeamApp; Google Drive and Dropbox. These programs and applications are managed by the CO and other appointment holders (as directed by the CO).

Records and document management

1.9. The SQN maintains an electronic mail database to record all incoming and outgoing correspondence. Most correspondence is stored in hard copy files which are maintained at the SQN by the ADMINO.

1.10. Personnel files are to be strictly managed by the CO and ADMINO to ensure they that are only accessed when necessary.

Public relations

1.11. The SQN conducts regular recruiting activity and is involved in numerous community events such as Anzac Day, Remembrance Day, Field of Remembrance, ANZAC tokens and poppy selling days and RAAF Association fundraising.

1.12. The SQN also maintains a recruiting presence via its web page and Facebook page.

Security and access control

1.13. At the conclusion of each SQN home parade night held at the Squadron premises, the Cadet Duty NCO is to ensure that all lights and electrical appliances (such as air conditioners) has been switched off and they are secured (windows closed and locked and doors locked). The XO is to confirm before departing that these duties have been completed.

1.14. It is the responsibility of the last remaining staff member to ensure that all lights and electrical appliances (such as air conditioners) has been switched off in the Orderly Room and Canteen and that the building is secure (blinds drawn, windows closed and locked and doors locked).

1.15. **Keys.** Adult supervisors (including Officers (OOCs) and Instructors of Cadets (IOCs), Civilian Instructors (CIVIs) and ADF support or auxiliary) may be issued keys to 412SQN facilities with the approval of the CO. The CO may direct that keys be returned at any time for any reason, at their discretion.

1.16. **Key register.** The CO is to maintain a register of keys issued to personnel. All personnel must sign keys out and in when appropriate.

1.17. **Visitors.** 412 Squadron welcomes visitors to its facilities subject to the requirements of the AAFC Child Protection principles. Consequently the following conditions apply:

- a. All visitors to the Squadron must report to the Orderly Room on arrival to be signed in by an Officer or Instructor of Cadets.

- b. All visitors are to be signed in by an OOC or IOC and escorted by an adult supervisor who has completed the Staff Induction Program.
- c. Parents/Guardians and immediate family are permitted to attend the SQN without signing in, only in the following circumstances:
 - (1) to watch the parade at the start and/or end of the night and remain on the grass area next to the Orderly Room or between the Orderly Room and the gate, or
 - (2) when they have business in the Orderly Room or Squadron Supply Office and only attend the Orderly Room or Squadron Supply Office.

2. FINANCE

Financial records and control of fraud

2.1. The Finance Officer (FINO) is responsible to the CO for SQN accounts and financial transactions, see Annex B10.

Budgets and budgeting

2.2. The FINO is to prepare at the beginning of each calendar year, a budget of expected income and expenditure which is to be used as the basis for setting the level of cadet fees. The budget is to be approved by the CO.

Accounts

2.3. The FINO is to prepare for the CO each month a report of income and expenditure for the past month and to detail any accounts receivable and/or payable at the end of that month. This report should be presented by the seventh day of following the end of the month.

Fees

2.4. **Yearly fee.** Fees are \$145 per calendar year per cadet, reduced by \$20 if paid by the end of term 1. Fees will not be refunded if cadets leave the squadron during the year.

2.5. **Half year fee.** The fee for cadets who join half way through the year is \$75, reduced by \$20 if paid by the end of term 3. Fees will not be refunded if cadets leave the squadron during the half year.

2.6. **Sibling discount.** The rates above are reduced by an additional \$20 for second and subsequent siblings of currently enrolled cadets.

2.7. **Enrolment.** As a part of their enrolment, new cadets are charged a one off fee of \$20.

2.8. **Payment options.** There are various options available for the payment of fees; these are at the discretion of the CO and FINO.

3. PERSONNEL

Child protection

- 3.1. Due to the SQN's unique position on the Victoria / New South Wales border it is vital that adult supervisors and adult aged cadets have current Working With Children Checks (WWCC) in both states.
- 3.2. Evidence of completion of these checks is to be maintained in the member's personnel file.

Leave

- 3.3. When an adult supervisor or cadet is aware that they will be absent a leave request must be submitted (except where there are unforeseen circumstances) by 1700 on the Tuesday prior to the parade night or activity.
- 3.4. Leave requests may be submitted through:
- a. the online form on the SQN website (highly preferred)
 - b. a hard-copy leave request form submitted to the SQNXI
 - c. an email to the SQNXI or CO, or
 - d. a phone message to the SQNXI, CO or SQN landline.
- 3.5. Where an adult supervisor or cadet has unexpected leave and cannot contact 412SQN, a leave request may be submitted within one week of the absence. After this, no leave requests will be approved and the cadet or staff member will be marked as absent.
- 3.6. If the adult supervisor or cadet is responsible for a part of that parade night (such as instructing), they are to make arrangements for another member to take on the role for the night, and advise the Training Officer in advance of the alternate arrangements.

Arriving late

- 3.7. When an adult supervisor or cadet is aware that they will be late, if possible a message should be left in the same way as a leave request indicating the intended lateness. The adult supervisor or cadet upon arriving is to report to the Orderly Room to sign in and ensure their name is marked on the nominal roll as being present.

Leaving early

- 3.8. When an adult supervisor or cadet needs to leave early they are to report to the Orderly Room to sign out.
- 3.9. **Mobile phones.** Cadets may carry mobile phones however they must be switched to silent or turned off, and may not be used:
- a. between the beginning of opening parade and the end of closing parade (except when being used during a class with the permission of the instructor)

or

b. when instructed by an adult supervisor, cadet of CCPL rank or above, or a Section Commander.

3.10. **Cameras.** Cadets should not ordinarily use cameras (including cameras in mobile phones) during home parades unless invited to do so by an adult supervisor. In any case they must not be used in accommodation or ablution areas.

Medical fitness

3.11. Adult supervisors and cadets should only attend an AAFC activity (including home parade nights) if they are fully fit to undertake that activity. In situations where an adult supervisor or cadet is not fully fit but can still participate to a significant extent they should seek the permission of the CO for home parade nights, or the OIC Activity for other SQN activities.

Medical treatment

3.12. The First Aid Officer (FAO) is to act as the first point of call in the event of a situation requiring first aid. In an emergency, any suitably qualified person should administer first aid; the FAO and CO should be contacted as soon as possible.

3.13. The FAO is to ensure a log of all first aid treatment is maintained and is to coordinate, with the USC and CO, the submission of form AC563 *WHS Incident Report* (or equivalent).

3.14. The FAO is to periodically check that the contents of all first aid kits are in date and that the kits are appropriately stocked.

4. OPERATIONS

Home parades

- 4.1. **Location.** 412SQN parades at the 412SQN facilities located on the corner of Avalon Street and Dalton Place, at the Albury Airport.
- 4.2. **Dates.** 412SQN parades on Friday evenings from 1800 to 2200 during the Victorian school term.
- 4.3. **Timetable.** The nightly timetable for the squadron is included in Annex C.
- 4.4. **Dress.** Dress for each week will be advised in SQN RIs. The following dress requirements apply:
- a. Dress for the first parade night of each month and of each term is Service Dress (SD).
 - b. Dress on other parade nights is DPU; OOCs, IOCs, and cadets performing the of FLTCDR or a more senior appointment may elect to wear SD in place of DPU.
 - c. CIVs and members out of uniform are to wear civilian attire which is appropriate to the level of formality of members in uniform.
 - d. OOCs, IOCs and cadets within the chain of command are to advise the SQNXI (or delegate) prior to the parade night if they are unable to wear the appropriate order of dress. Other cadets are to inform their Flight Commander.
- 4.5. **Bounds.** Upon arrival, no personnel are permitted to depart the Squadron premises without permission of the CO. "Squadron premises" is defined as the area bounded by Avalon Street (West) and Dalton Place (North) and the fence line on the Eastern and Southern boundaries.

Activity management

- 4.6. Activity OICs, of SQN based activities, are to conduct activities in accordance with (IAW) policy and, when conducting activities at the SQN premises, the relevant sections of these SI when additional guidance is required.
- 4.7. The TRGO is responsible for the ensuring that activities are entered on CadetOne for at least the following eighteen months.
- 4.8. Unit Support Requests and OA86s are to be submitted as soon as practical to ensure that the activity is approved prior to its start date.

Cadet firearms

- 4.9. The Firearm Quality Manager (FQM) is to ensure that there is a stocktake of all firearms and swords held by the SQN IAW OIP.
- 4.10. **Security.** All firearms and swords are to be stored in the SQN armoury or in approved gun safes as required by policy and the law. The CO, FQM and/or XO are to hold the keys for the SQN armoury.

Awards and commendations

4.11. The SQN offers the a number of awards to cadets, further information on each award is in Annex D:

- a. Fieldcraft Award
- b. Most Improved Cadet Award
- c. RAAFA Special Achievement Award
- d. LCDT George Sandford Memorial Award - Best Dressed Cadet Award
- e. Chief Instructor's Award
- f. NCO's Award
- g. National Serviceman's Association Most Proficient Cadet NCO Award
- h. Fisher Perpetual Shield for Commitment and Consistency
- i. Commanding Officer's Cup
- j. WGCdr David Crickmore Leadership Award
- k. Long Service Awards
- l. Intake training stage duxes.

Squadron canteen

4.12. The Canteen Supervisor (CANSPVR) is responsible to the CO for the running of the squadron canteen in consultation with the SSO and FINO.

5. TRAINING

Mentoring

5.1. 412 Squadron is committed to providing opportunities for suitably qualified or experienced cadets to use and develop their skills. To provide an opportunity for them to be able to do this it is important that staff members be trained and experienced in different areas of squadron management. To that end, both cadets and staff are encouraged to discuss with the TRGO, XO or CO areas they wish to develop in an how the squadron may help them do this (such as by giving them a squadron appointment).

Compulsory squadron training

5.2. The TRGO is to publish a home training program, which has been approved by the CO, for the following year at the beginning of December.

5.3. Any changes required to the training program are to be authorised by the TRGO and CO.

Field training

5.4. A bivouac planning team will be managed by the TRGO for each bivouac, the planning team should be constituted around five months prior to each bivouac. The planning team should be primarily made up of cadets with supervision from at least one adult supervisor.

Cadet promotion training

5.5. The selection of candidates for promotion courses is to be made as follows:

- a. applicants are to attend a promotion course selection day and a promotion course on CadetOne
- b. during the promotion course selection day candidates are to participate in at least one assessed leadership activity and in an interview
- c. recommendations from the selection day will be discussed at a squadron staff meeting and forwarded to the CO for a final decision to be made.

5.6. If appropriate, as determined by the senior leadership team, candidates may be selected to attend a promotion course without the process described above.

5.7. Cadet NCOs and adult supervisors are encouraged to suggest to suitably qualified and experienced cadets that they nominate for a promotion course. However, they must advise the cadet that they are not guaranteed a place on a promotion course nor will their suggestion influence the decision.

Squadron training staff

5.8. The Training Officer (TRGO) is responsible for all training with which the squadron is involved including home training and activities on CadetOne. The Training Officer manages a staff which includes:

- a. Assistant Training Officer (ASSTTRGO)
- b. Chief Instructor (CI)
- c. Training Officer Operations (TRGOPS)
- d. Squadron DEA Coordinator (SDEAC)
- e. Other members as directed by the CO.

General training

5.9. Cadets will be selected for activities with restricted numbers by the CO and TRGO, with consultation with the senior leadership team or staff meeting as appropriate.

6. WORK HEALTH AND SAFETY

Emergency control plan

6.1. The emergency control plan for the SQN is included in Enclosure 1. The SQN evacuation plan is in Enclosure 1A and the lockdown plan in Enclosure 1C.

Role of the Unit Safety Coordinator

6.2. The Unit Safety Coordinator is responsible to the CO for providing expertise and advice as to the Safe Operation of all activities and legal requirements. They are also responsible for managing the Unit Safety Committee at the direction of the CO.

Role of the Unit Safety Committee

6.3. The Unit Safety Committee is a group of personnel gathered to discuss and resolve WHS issues in the squadron. The committee helps to develop and implement ways to protect personnel from risks to their health or safety.

7. CEREMONIAL

Squadron banner

7.1. The SQN Banner is managed by the SQNXI is to be paraded on significant ceremonial events when directed by the CO and in accordance with AAFC SI(CER) 1-3 - Squadron Banners.

Flags and the RAAF Ensign

7.2. The Australian National Flag (ANF) or the RAAF Ensign will be flown during home parades and may be flown during other activities held at the SQN at the direction of the DXI or OIC Activity.

Role of the Squadron Executive Instructor

7.3. The SQNXI is responsible for the discipline, attendance, drill and morale of all members of the squadron.

7.4. The SQNXI is assisted by the Cadet Squadron Warrant Officer who also reports to the CDTXO and by the Cadet NCO – Discipline who reports to the Cadet Squadron Warrant Officer.

Paying compliments

7.5. **Instructional periods.** At the beginning and end of a lesson or briefing members should ‘sit fast’, acknowledge the instructor and salute if appropriate. During a lesson, when a member enters or exits a room they are to pay appropriate compliments to the instructor.

7.6. **Officers.** When entering a room where there is an officer or CUO present or when a junior member approaches, is approached by or passes by an officer or CUO, the junior member(s) is to ‘sit fast’ or ‘stand fast’ (as appropriate), acknowledge the superior and salute if appropriate.

7.7. **Warrant officers.** When entering a room where there is a WOFF (or equivalent), WOFF(AAFC) or CWOFF is present or when a junior member approaches, is approached by or passes by a WOFF (or equivalent), WOFF(AAFC) or CWOFF, the junior member(s) is to ‘sit fast’ or ‘stand fast’ (as appropriate), acknowledge with sir or ma’am.

7.8. **All other ranks.** When a junior member enters a room where there is a superior or when a junior member approaches, is approached by or passes by a member who does not hold the status of an officer or warrant officer they should politely knowledge the superior with rank or title.

7.9. The above applies in the area on the side of parade ground (between the Orderly Room and classrooms), however members are expected to consider what the most appropriate response is (calling a ‘stand fast’ or individual acknowledgements).

Non-saluting areas

- 7.10. Non-saluting areas are:
- a. the mess (except when used for classes) and the area immediately outside the mess
 - b. the orderly room
 - c. ablution blocks and area immediately outside them
 - d. the concrete path between the orderly room and the parade ground
and
 - e. all undercover areas.

8. LOGISTICS

Management of logistics

- 8.1. The SSO is responsible for recording and managing all Squadron owned assets and all assets loaned to the SQN including Defence assets.
- 8.2. The SSO should ensure that equipment is available for SQN activities and home parade nights. They should liaise with the TRGO on equipment needed for various activities and home parades.
- 8.3. The Squadron Supply Officer (SSO) is to ensure that all bivouac store equipment is reviewed and stocktaked following any use of the equipment, especially following field exercises, to ensure that it is in working order and any consumables are replenished.
- 8.4. The SSO should ensure that uniforms and equipment are available for initial kitting and exchanges as requested on C-LOG.
- 8.5. The SSO should ensure that items required for the SQN canteen are replenished when needed. They should liaise with the Canteen Supervisor (CANSPVR) before purchasing more items.

Logistics personnel

- 8.6. The SSO is responsible for the issue, maintenance and care of uniform and equipment which can be issued to personnel. An Assistant SSO and Squadron Supply Clerks may be appointed by the CO.
- 8.7. The Canteen Supervisor is responsible for the stocking, accounting (in consultation with the FINO) and management of the squadron canteen. The Canteen Supervisor will be assisted by a cadet who is delegated authority and responsibility to manage the canteen, including ensuring that the till is available and secured and that the canteen is staffed.

9. FACILITIES

Management of facilities

9.1. The CO, or delegate, is to attend the quarterly Defence coordinated inspection of SQN facilities and is to raise any concerns in relation to Defence contractor performance or matters of facility maintenance at these inspections.

Facilities maintenance

9.2. All maintenance requests for squadron facilities should be directed through the chain of command to the CO to be logged with Defence for appropriate action.

Annexes:

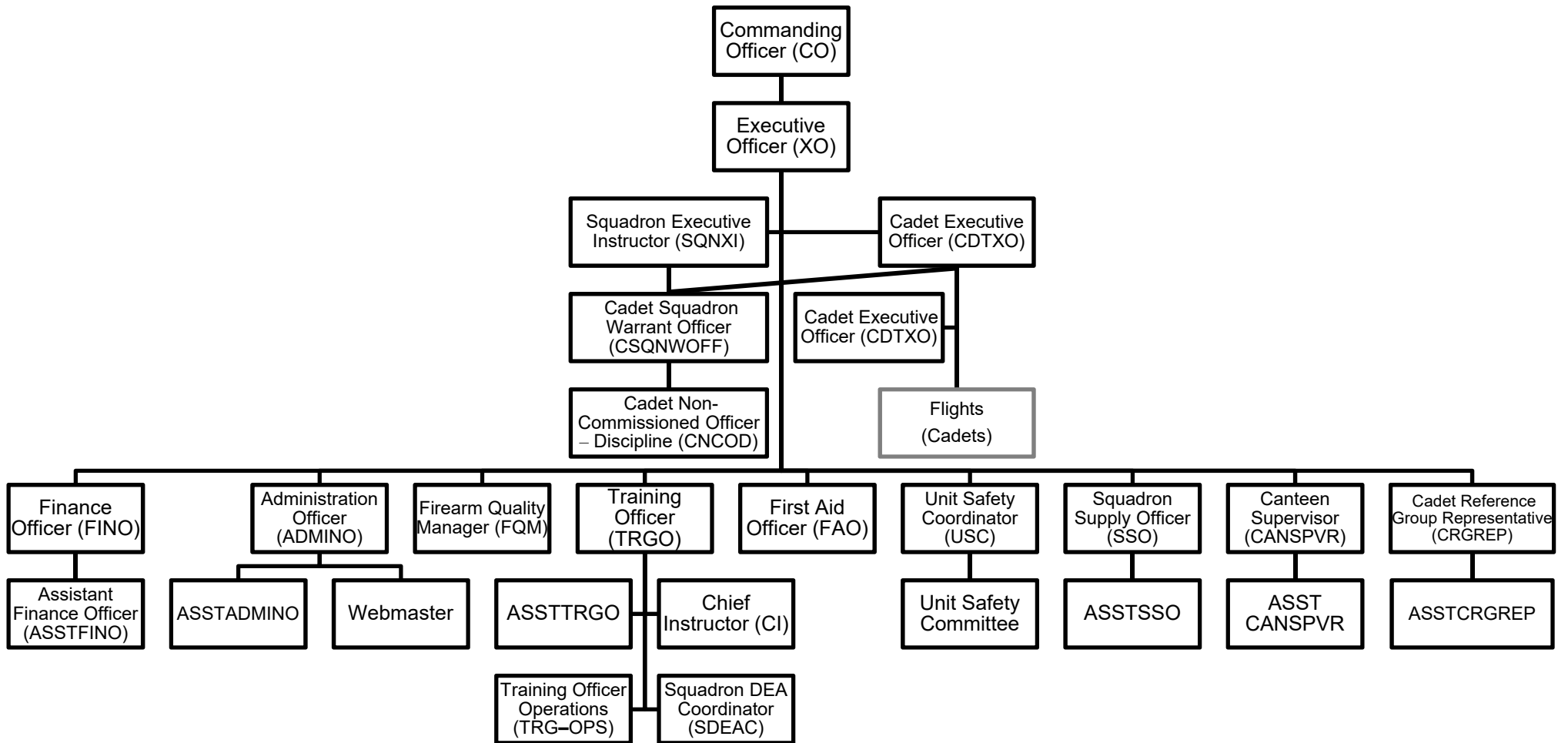
- A. 412 Squadron command structure
- B. 412 Squadron appointments and positions
- C. 412 Squadron nightly timetable
- D. 412 Squadron awards and prizes

Enclosure:

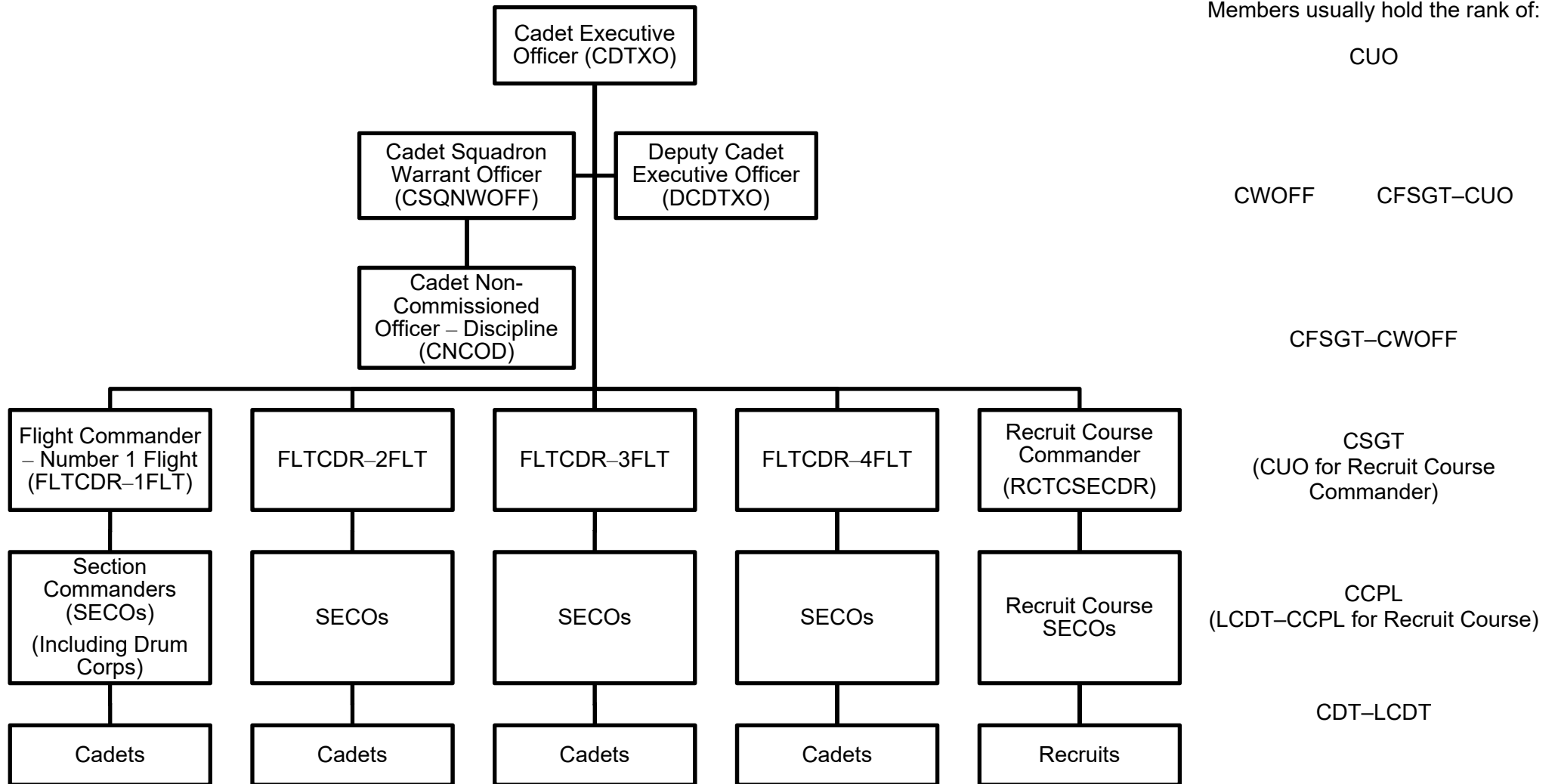
- 1. 412 Squadron emergency management plan

412 SQUADRON COMMAND STRUCTURE

Overall appointments and positions



Cadet command structure



There will be standing four flights; the number of sections in each flight will depend on the number of cadets. Once a cadet is assigned to a flight after their Recruit Course, they will remain in that flight for their time in cadets unless they need be moved following promotion or if required for numbers. The DCDTXO and CNCOD may also command a flight however the CDTXO and CSQNWOFF would not normally command a flight.

412 SQUADRON APPOINTMENTS AND POSITIONS

1. 412 Squadron utilises a number of appointments and positions each with their own areas of authority and responsibility.
2. The roles and responsibilities of each appointment are set by the CO, this document outlines basic roles and responsibilities for the certain appointments and positions. The CO, XO or the primary/senior appointment holder (for example, TRGO for CI and ASSTTRGO) may modify the position descriptions (including specifying other tasks and duties) at their discretion.
3. Assistant positions are only included where they have a specific responsibility or task, otherwise their role will be directed by the primary appointment holder.

Appendix 1 – Commanding Officer

Appendix 2 – Executive Officer

Appendix 3 – Squadron Executive Instructor

Appendix 4 – Cadet Executive Officer

Appendix 5 – Cadet Squadron Warrant Officer

Appendix 6 – Flight Commander

Appendix 7 – Recruit Course Commander

Appendix 8 – Section Commander

Appendix 9 – Cadet Reference Group Representative

Appendix 10 – Finance Officer

Appendix 11 – Administration Officer

Appendix 12 – Webmaster

Appendix 13 – Firearm Quality Manager

Appendix 14 – Training Officer

Appendix 15 – Chief Instructor

Appendix 16 – Training Officer Operations

Appendix 17 – Unit Safety Coordinator

Appendix 18 – First Aid Officer

Appendix 19 – Squadron Supply Officer

Appendix 20 – Canteen Supervisor

Appendix 21 – Assistant Canteen Supervisor

Appendix 22 – Duty Cadet Non-Commissioned Officer

Appendix 23 – Intake Duty Cadet

**APPENDIX 1 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – COMMANDING OFFICER

| Title | Abbreviation | Rank |
|--------------------|--------------|----------------------|
| Commanding Officer | CO | WOFF(AAFC) and above |

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| Role | <p>Provide executive leadership that supports the Officer Commanding (OC) and provides command to Squadron members in facilitating a modern training system delivering relevant aviation-based pathways to cadets.</p> <p>To provide all cadets at the Squadron with the best possible AAFC experience, within a safe environment with high morale. To develop strategies to ensure both the short term stability of the Squadron, and the long term viability of the Squadron. To train and develop all cadets and staff under your command. To be responsible.</p> |
| Responsible to | Wing OC |
| Reports to | OC, WG XO Members of Wing Headquarters on specific matters (for example, SOT on Training matters and SOCS on financial matters). |
| Responsible for | All members of the SQN. |
| Reports from | XO, senior/primary appointments, all members of SQN |
| Duties & Responsibilities | <p>Command: The CO has absolute responsibility for all decisions and actions that occur within the Squadron. They must therefore ensure:</p> <ul style="list-style-type: none"> - Squadron members at all times abide in letter and spirit with the law, Cadet Force Regulations, AAFC Policy Manual, and all other applicable policies, instructions and directives; - all activities at completed in a safe manner, noting specifically OH&S policies and practices; - the physical and mental wellbeing of all members of the Squadron is looked after, noting specifically 'Equity and Diversity' policies and practices; - that a long term strategic vision is developed for the Squadron; - that all cadets and staff at the Squadron are mentored and developed; - that the 'Youth Development Philosophy' is implemented at the Squadron; - that inspirational leadership is offered to the Squadron; - that they complete duties as a member 412SQN Emergency Control Organisation IAW the 412SQN Emergency Response Plan. <p>Personnel – Cadets: The CO is responsible for:</p> <ul style="list-style-type: none"> - personally approving the enrolment of all Cadets at the Squadron; - approving all cadet reclassifications and promotions; - approving the nominations of cadets for all activities; - selecting cadets for promotion courses that display the requisite skills to pass those courses; - approving all cadet transfers to and from the Squadron; - approving the terminations of all cadets. <p>Personnel – Staff: The CO is responsible for:</p> <ul style="list-style-type: none"> - personally vetting and recommending all staff applications from within the Squadron; - recommending the promotions of Squadron staff; - verifying the entitlement of Cadet Forces Allowance for members on |

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| | <p>Squadron activities.</p> <p>Training: The CO is responsible for:</p> <ul style="list-style-type: none"> - ensuring all cadets are trained in the best possible way; - signing off on a Squadron rolling eighteen month training calendar every six months; - endorsement and approval of OA86s at CO level; - ensuring all training occurs IAW Manual of Ground Training (MOGT); - ensuring staff complete required staff training; - ensuring all cadets receive extra-MOGT training commensurate with the AAFC's <i>Youth Development Philosophy</i>; - ensuring staff are developed and mentored with a view to succession planning. <p>Recruiting: COs are responsible for the recruiting of cadets and staff to the Squadron, with the assistance of Wing and HQAAFC programs. COs should work to form relationships within the local community.</p> <p>Finance: COs are responsible and accountable for all financial transactions that occur within the SQN, including:</p> <ul style="list-style-type: none"> - ensuring accurate records are maintained and presented to Wing HQ as required; - authorising all payments from Squadron accounts; - ensuring the payment of all Wing and HQAAFC levies and fees; - approving the Squadron's operating budget; - setting the rates of any parent contributions to the Squadron. <p>Administration: COs are responsible for the quality of all outgoing correspondence from the SQN, and all internal Squadron administration.</p> <p>COs are required to ensure that all information from the chain of command is disseminated to appropriate members of the Squadron.</p> <p>Logistics: COs are accountable for all equipment and assets owned by the Squadron, all equipment from any source loaned to the Squadron, and all Defence assets possessed by the Squadron.</p> <p>Representation: It is the duty of the CO to represent the views of all members of the Squadron in a professional manner, notably at CO conferences or similar.</p> <p>It is the duty of the CO to represent correctly all AAFC policies and directives to all members of the Squadron. Normally, it is the role of the CO to liaise with Wing Headquarters.</p> |
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**APPENDIX 2 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – EXECUTIVE OFFICER

| Title | Abbreviation | Rank |
|-------------------|---------------------|------------------|
| Executive Officer | XO | Any staff member |

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| Role | To provide leadership to the Squadron by supporting the Commanding Officer in the management of the Squadron as the second in command. |
| Responsible to | CO |
| Reports to | CO |
| Responsible for | As directed by CO. |
| Reports from | As directed by CO. |
| Duties & Responsibilities | <ul style="list-style-type: none"> - To assist the Commanding Officer in the management of the Squadron. - Be a role model for all members of the squadron and AAFC in general. - Mentor staff and cadets. - To act in the role of CO during the absence of the CO. - Manage the day to day operation of the squadron as directed by the CO. - Be available as an alternate point of contact for the Squadron when the CO is unavailable. - To oversee specific areas of management, and complete specialist projects as directed and delegated by the CO. - To support the CO in the development of long term strategies and vision for the Squadron. - Support the CO in the mentoring, developing and training of staff and senior cadets. - Complete duties as a member 412SQN Emergency Control Organisation IAW the 412SQN Emergency Response Plan. - Offer advice to the CO. |

**APPENDIX 3 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – SQUADRON EXECUTIVE INSTRUCTOR

| Title | Abbreviation | Rank |
|-------------------------------|--------------|---------------------------|
| Squadron Executive Instructor | SQNXI | LAC/W(AAFC) to WOFF(AAFC) |

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| Role | Assist the CO in ensuring the delivery of standards at the Squadron, and provide advice on ceremonial issues and supporting all the cadets of the Squadron. Mentor and assist junior staff members at the squadron into their roles and position with the organisation. |
| Responsible to | CO |
| Reports to | CO, XO, TRGO |
| Responsible for | CSQNWOFF |
| Reports from | CSQNWOFF, CDTXO, TRGO |
| Duties & Responsibilities | <ul style="list-style-type: none"> - Provide advice to the CO on how to best maintain the image of the Squadron and its' cadets and staff. - Be a role model for all members of the squadron and AAFC in general. - Provide advice to the CO on all ceremonial matters, including oversight of Squadron Daily Parades. - Provide advice to the TRGO/CI on the training of DC subjects. - Mentor new staff. - Provide individual feedback and training to cadets and staff on matters relating to personal standards. - Assist the CO and XO with discipline issues as directed. - Ensure that Nominal Roll for all parades is accurately taken and recorded, providing feedback and advice to the CO as required. - To be a positive role model for all staff and cadets in all matters pertaining to drill, dress and bearing. - Co-ordinate the organisation of Squadron Annual Parades in consultation with TRGO and CO. - Complete duties as a member 412SQN Emergency Control Organisation IAW the 412SQN Emergency Response Plan. - Liaise with WGWOFF on matters relating to the above duties. |

**APPENDIX 4 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – CADET EXECUTIVE OFFICER

| Title | Abbreviation | Rank |
|-------------------------|---------------------|--|
| Cadet Executive Officer | CDTXO | Generally most senior cadet (CFSGT – CUO) |

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| Role | To provide leadership to the cadets of the Squadron by co-ordinating the Cadet NCO group and working closely with the CO in commanding the Squadron. |
| Responsible to | XO, CO |
| Reports to | XO, SQNXI, CO |
| Responsible for | CSQNWOFF, Duty CNCO, Cadet NCOs, all cadets |
| Reports from | DCDTXO, CSQNWOFF, CNCOD, FLTCDRs |
| Duties & Responsibilities | <ul style="list-style-type: none"> - Act as the cadet leader of the Squadron. - Be a role model for all members of the squadron and AAFC in general. - To work closely with the CO in development of a long term strategic vision for the Squadron. - To lead and co-ordinate the Cadet NCOs of the Squadron. - Mentor the Cadet NCOs of the Squadron. - To represent the Squadron at official engagements. - To provide advice to the CO from a cadet perspective. - To co-ordinate the activities of FLTCDRs. - Liaise with the CSQNWOFF in relation to any matters regarding drill, dress and bearing and discipline. - Disseminate information and instructions in RIs and staff meetings as appropriate to cadet body. - Complete duties as defined in the 412SQN Emergency Response Plan. - Any other duties as directed by the CO. |

**APPENDIX 5 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – CADET SQUADRON WARRANT OFFICER

| Title | Abbreviation | Rank |
|--------------------------------|--------------|---------------|
| Cadet Squadron Warrant Officer | CSQNWOFF | CFSGT – CWOFF |

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| Role | Assist the SQNXI and CDTXO in ensuring the delivery of standards at the Squadron, and provide advice on ceremonial issues and supporting all the cadets of the Squadron. Mentor and assist Cadet NCOs at the squadron into their roles and position with the squadron. |
| Responsible to | SQNXI, CDTXO |
| Reports to | SQNXI, CDTXO |
| Responsible for | Cadet NCOs, CNCOD |
| Reports from | CNCOD, FLTCDRs, (SECOs) |
| Duties & Responsibilities | <ul style="list-style-type: none"> - Provide advice to the CDTXO on all ceremonial matters. - Be a role model for all members of the squadron and AAFC in general. - Manage the squadron opening and closing parades - Maintain an extremely high personal standard of dress, drill and discipline. - On arrival ensure that the parade status of all CNCOs is marked on the roll. - Organise parade positions as directed by the SQNXI, ensuring that training/development objectives are met. - Carry out inspections of the uniforms of all CNCOs to ensure they are at the appropriate standard. - Ensure all Flight rolls are marked accurately and that these rolls are transferred to CadetOne each parade night. - Make and adjust as necessary, the various Flight rolls. - Supervise drill instruction and carry out drill instruction as required. - Liaise with the TRGO in relation to all matters pertaining to drill instruction. - Liaise with the CDTXO in relation to any matters regarding drill, dress and bearing and discipline. - Formulate parade formats as required and liaise with the SQNXI regarding these. - Provide individual feedback and training to cadets on matters relating to personal standards. - Assist the SQNXI and CDTXO with discipline issues as directed. - Ensure that Nominal Roll for all parades is accurately taken and recorded. - To be a positive role model for all staff and cadets in all matters pertaining to drill, dress and bearing/ - Manage the discipline and morale of Cadet NCOs as directed by SQNXI and CDTXO. - Complete duties as defined in the 412SQN Emergency Response Plan. - Liaise with SQNXI on matters relating to the above duties. |

**APPENDIX 6 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – FLIGHT COMMANDER

| Title | Abbreviation | Rank |
|------------------|---------------------|-------------|
| Flight Commander | FLTCDR | CSGT |

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|--------------------------------------|---|
| Role | Lead, manage and supervise, at the direction of the CDTXO and CSQNWOFF, the cadets of their flight, including their morale, attendance and standards. |
| Responsible to | CDTXO |
| Reports to | CDTXO, DCDTXO, CSQNWOFF, CNCOD |
| Responsible for | SECOs, cadets in their flight |
| Reports from | SECOs |
| Duties & Responsibilities | <ul style="list-style-type: none"> - Supervise and direct all members of their flight. - Be a role model for the flight, squadron and AAFC. - Attend to all questions and queries raised by cadets. - Ensure all cadets have been appropriately kitted and are wearing uniforms in the correct manner. - Generally, act as the flight commander for their flight on parade. - Be the primarily level of response for issues of bearing and discipline within the flight. - Ensure all cadets have been fully briefed regarding upcoming events and activities. - Ensure all cadets know how to use both CLOG and CadetOne. - Develop esprit de corps within the flight and squadron. - Manage activities of SECOs to ensure that they are acting in the interests of the flight. - Mentor SECOs to be able to effectively perform the role of a Flight Commander. - Be responsible for the standards (drill, dress and bearing) of cadets in the flight. - Complete duties as defined in the 412SQN Emergency Response Plan. - When duty flight, ensure that cleanup is carried out properly. |

**APPENDIX 7 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – RECRUIT COURSE COMMANDER

| Title | Abbreviation | Rank |
|--------------------------|---------------------|-------------|
| Recruit Course Commander | RCTCSECDR | CSGT – CUO |

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| Role | Lead, train, manage and supervise, at the direction of the CDTXO, TRGO and CSQNWOLF, the recruit intake, including their morale, attendance and standards. |
| Responsible to | TRGO & CDTXO |
| Reports to | TRGO, CDTXO, SQNXI, XO, CSQNWOLF |
| Responsible for | RCTCSE SECOs, recruits |
| Reports from | RCTCSE SECOs, recruits |
| Duties & Responsibilities | <ul style="list-style-type: none"> - Supervise and direct all members of a new cadet intake while they are in Recruit Stage. - Be a role model for the Recruit Intake cadets, squadron and AAFC. - Attend to all questions and queries raised by cadets and/or their parents or guardians. - Ensure all cadets have been appropriately kitted and are wearing uniforms (or civilian clothes) in the correct manner. - Ensure all cadets have been fully briefed in relation to any activities they are participating in, including ensuring that they have correctly completed NOK forms. - Ensure all cadets know how to use both CLOG and CadetOne, particularly ensuring they are using CadetOne to nominate for activities. - Be responsible for the standards (drill, dress and bearing) of the recruits. - Complete duties as defined in the 412SQN Emergency Response Plan. - Participate in the Recruit Training weekend, with emphasis on ensuring the health and wellbeing of the cadets is maintained Instructing the intake as directed by TRGO. |

**APPENDIX 8 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – SECTION COMMANDER

| Title | Abbreviation | Rank |
|-------------------|---------------------|-------------|
| Section Commander | SECO | CCPL |

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| Role | Lead a section, under the direction of a FLTCDR, by participation and example, attempting to resolve (where possible) issues which may arise and informing the FLTCDR. |
| Responsible to | FLTCDR |
| Reports to | FLTCDR |
| Responsible for | Cadets in the section |
| Duties & Responsibilities | <ul style="list-style-type: none"> - Lead a section by example and participating with them. - Be a role model for the section, squadron and AAFC. - Follow directions and advice given by superiors, in particular the FLTCDR. - Report to the FLTCDR any issues which you have resolved or for which you need assistance. - Monitor the safety and wellbeing of cadets in your section and provide assistance when necessary (informing the FLTCDR as needed). - Try to resolve any issues which arise and inform the FLTCDR whether you resolve them or not. - Under the direction of the FLTCDR, monitor the uniform and drill standard of your section. If you notice an area lacking, provide direct help to the cadet (for example, if a cadet in your section needs to get a new shirt, physically help them order a new one on C-LOG and take them to the SSO). - Complete duties as defined in the 412SQN Emergency Response Plan. - Be responsible for the standards (drill, dress and bearing) of cadets in the section. |

**APPENDIX 9 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – CADET REFERENCE GROUP REPRESENTATIVE

| Title | Abbreviation | Rank |
|--------------------------------------|---------------------|-------------|
| Cadet Reference Group Representative | CRGREP | Any cadet |

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|--------------------------------------|---|
| Role | To represent the views of the cadet body to the XO and CO. |
| Responsible to | CO, Cadets |
| Reports to | CO, Cadets |
| Responsible for | ASSTCRGREP |
| Reports from | ASSTCRGREP, cadets |
| Duties & Responsibilities | <ul style="list-style-type: none"> - Represent the views of the cadets of the Squadron to the CO. - Be a role model for all members of the squadron and AAFC in general. - Represent the cadets of the Squadron on formal occasions. - Attend CRG conferences as the representative of the Squadron. - Co-ordinate the CRG in the Squadron. - Develop and implement a vision for the improvement of the cadet experience in the Squadron. - Act as a role model for the cadets of the Squadron and AAFC generally. |

**APPENDIX 10 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – FINANCE OFFICER

| Title | Abbreviation | Rank |
|-----------------|---------------------|------------------|
| Finance Officer | FINO | Any staff member |

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|--------------------------------------|--|
| Role | To support the CO in managing all Squadron funds and monies. |
| Responsible to | CO |
| Reports to | CO |
| Duties & Responsibilities | <ul style="list-style-type: none"> - Bank all Squadron cash and cheques. - Prepare Squadron cheques. - Provide statements and reports to the CO as required. - Accurately record all financial transactions at the Squadron. - Ensure the CadetOne financial module is used and is accurate. - Ensure all Squadron financial records are compliant with AAFC policies, and available for auditing as required. - Be a role model for all members of the squadron and AAFC in general. |

**APPENDIX 11 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – ADMINISTRATION OFFICER

| Title | Abbreviation | Rank |
|------------------------|---------------------|------------------------------|
| Administration Officer | ADMINO | Any staff member CSGT-CUO |

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| Role | To support the CO by providing administrative support as required. |
| Responsible to | CO |
| Reports to | CO |
| Responsible for | ASSTADMINO, Webmaster |
| Duties & Responsibilities | <ul style="list-style-type: none"> – Management of Squadron cadet personnel files (including filing assessments and other documents as required); – Management of Squadron correspondence (including the squadron mail log); – Preparation, management and data entry of all recruiting paperwork; – Liaise with the SQNXI to ensure that accurate rolls (flight and intake) and sign on sheets (CNCO, staff home training and staff extra-curricular) are printed and available. – Complete duties as a member 412SQN Emergency Control Organisation IAW the 412SQN Emergency Response Plan. – Be a role model for all members of the squadron and AAFC in general. |

**APPENDIX 12 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – WEBMASTER

| Title | Abbreviation | Rank |
|--------------|---------------------|------------------------------|
| Webmaster | WEBMASTER | Any staff member LCDT-CUO |

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| Role | Manage 412SQN's public web presence and all elements of the squadron website, ensuring that information available is correct and up-to-18 MAR 16. |
| Responsible to | ADMINO |
| Reports to | ADMINO, CO |
| Duties & Responsibilities | <ul style="list-style-type: none"> - Ensure the content of the 412SQN website and Facebook page is current, for example information, photos, news entries, uploading resources (e.g. media releases, templates). - Liaise with 4WG ITO on style and formatting issues. - Manage web-based applications at the direction of the CO and ADMINO. - Be a role model for all members of the squadron and AAFC in general. |

**APPENDIX 13 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – FIREARM QUALITY MANAGER

| Title | Abbreviation | Rank |
|-------------------------|--------------|------------------|
| Firearm Quality Manager | FQM | Any staff member |

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|--------------------------------------|---|
| Role | The Firearms Quality Manager is responsible to the CO for the security and required maintenance of cadet firearms, defence weapons, ceremonial swords and associated equipment and ammunition. |
| Responsible to | CO |
| Reports to | CO, XO |
| Duties & Responsibilities | <ul style="list-style-type: none"> - In consultation with the CO, maintain a knowledge of who has access to the armoury and the contents of the armoury - Ensure that firearms are available for shoots and that required maintenance and inspections have been completed. - Ensure that swords are adequately maintained and are available for use. - Managing the use, storage, transport and registration of cadet firearms, defence weapons and ceremonial swords, associated equipment and ammunition within the squadron. - Hold security keys in accordance with SI(OPS) 2-3 - Security - Cadet Firearms - Complete, in consultation with the CO, the regular monthly firearms audit and reconciliation of cadet firearms, defence weapons and ceremonial swords inventory no later than the 25th day of each month in accordance with SI(OPS) 2-6 - Stocktakes and Reporting - Cadet Firearms - In consultation with the CO, maintain the cadet firearms cadet firearms, defence weapons and ceremonial swords records, including the Cadet Firearms Register (FaR) and, - In consultation with the TRGO, CadetOne (C1) shooting records for all participants - Annually organise and receive briefs from the CO (or WG/National appointment holders) on FQM responsibilities, relevant Defence policies and single service requirements; and acknowledging in writing that they understand these briefs and have perused AAFC Firearms Standing Instructions. - Liaise with the CO regarding consumables required for shoots and for firearms and swords generally. - Regularly review OIP related to cadet firearms cadet firearms, defence weapons and ceremonial swords. - Be a role model for all members of the squadron and AAFC in general. |

**APPENDIX 14 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – TRAINING OFFICER

| Title | Abbreviation | Rank |
|------------------|---------------------|-------------------------------|
| Training Officer | TRGO | Any staff member CWOFF-CUO |

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| Role | To support the CO by effectively and efficiently planning, co-ordinating and executing all of the Squadron's training activities IAW the Manual of Ground Training (MOGT) and other OIP (including the AAFC Youth Development Philosophy) to ensure that cadets and staff obtain maximum training value. |
| Responsible to | CO |
| Reports to | CO, XO |
| Responsible for | ASSTTRGO, CI, TRGOPS, RCTCSECDR |
| Duties & Responsibilities | <ul style="list-style-type: none"> – Manage training section personnel to ensure training is planned and delivered effectively in accordance with the MOGT. – Development and maintain a rolling eighteen month training program every six months. – Ensure that instructors have all resources required to deliver effective training. – Ensure that all staff and Cadet NCOs are provided with opportunities for training and development, including face time instructional duties. – Ensure that regular assessments of instructors are carried out for purposes of development and quality assurance. – Provide oversight and approval of all Squadron assessments. – Provide feedback to SOT (or delegate) regarding specific training issues identified during the training year. – Ensure that cadet training records are up18 MAR 16d and maintained; – In consultation with the CO and XO, ensure that staff are completing mandatory training modules and encouraging them to continue with additional training modules. – Be pro-active with strategy development that will ensure that the SQN's training continues to be effective into the future, including planning for future training needs. – Work with the CI to provide regular and useful feedback to all instructors. – Allocate all grades for each subject and training stage, and approve the completion of each training stage. – Complete duties as a member 412SQN Emergency Control Organisation IAW the 412SQN Emergency Response Plan. – Be a role model for all members of the squadron and AAFC in general. |

**APPENDIX 15 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – CHIEF INSTRUCTOR

| Title | Abbreviation | Rank |
|------------------|--------------|------------------------------|
| Chief Instructor | CI | Any staff member CCPL-CUO |

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| Role | Support the TRGO by efficiently and effectively planning, coordinating and executing all of the Squadron's Home Training activities to ensure that cadets and staff obtain maximum training value. |
| Responsible to | TRGO |
| Reports to | TRGO, CDTXO |
| Duties & Responsibilities | <p>The CI will work with the TRGO to ensure that all instructors are aware ahead of time of their instructional duties, have planned their lessons well, and deliver those lessons to a high standard. They must ensure that all training is delivered IAW the AAFC Manual of Ground Training (MOGT).</p> <p>The CI will work with the TRGO to:</p> <ul style="list-style-type: none"> – Ensure that individual subject programs are developed that are balanced and co-ordinates both theoretical and practical training. – Ensure that instructors have all resources required to deliver effective training. – Ensure that regular assessments of instructors are carried out for purposes of development and quality assurance (ideally twice per semester). – Providing regular and useful feedback to all instructors. – Mark all theory assessments and record percentages on CadetOne. – Follow up on instructor attendance at beginning of each parade night. – Liaise with TRGOPS as necessary to ensure that consistency is achieved between Home Training and extracurricular training. – Ensure all supplementary assessments are carried out IAW MOGT. – Provide feedback to TRGO about any SQN training issues. – Be a role model for all members of the squadron and AAFC in general. |

**APPENDIX 16 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – TRAINING OFFICER OPERATIONS

| Title | Abbreviation | Rank |
|-----------------------------|--------------|------------------------------|
| Training Officer Operations | TRGOPS | Any staff member CCPL-CUO |

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| Role | Support the TRGO by planning and co-ordinating all of the Squadron's extra-curricular training activities and camps in an efficient and effective manner to ensure that cadets and staff obtain maximum training value. |
| Responsible to | TRGO |
| Reports to | TRGO |
| Duties & Responsibilities | <p>TRGOPS will work with the TRGO to provide logistical support to the training time with the 'nuts and bolts' organisation of activities, including staffing, messing, transport and accommodation requirements. In consultation with the TRGO:</p> <ul style="list-style-type: none"> – Activities are to be entered onto CadetOne for the following two years (at least). – OA86s should be aimed to be submitted at least three months prior to the start 18 MAR 16 where possible. – USRs should be submitted three-six months prior to the activity start 18 MAR 16. – Be a role model for all members of the squadron and AAFC in general. <p>The TRGOPS will work with the TRGO to:</p> <ul style="list-style-type: none"> – Ensure that Squadron activities are planning effectively and in accordance with AAFC OIP; – Ensure that an extracurricular training program is developed that is balanced and coordinates both theoretical and practical training; – Ensure that all cadets have the opportunity to attend regular camps and activities, with a reasonable variety offered; – Ensure that all staff and Cadet NCOs are given opportunities for training and development on extracurricular activities, including planning them; – Develop a rolling eighteen month training program every six months; – Liaise with CI as necessary to ensure that consistency is achieved between Home Training and extracurricular training; – Report to the TRGO any issues regarding extracurricular training. |

**APPENDIX 17 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – UNIT SAFETY COORDINATOR

| Title | Abbreviation | Rank |
|-------------------------|--------------|------------------|
| Unit Safety Coordinator | USC | Any staff member |

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| Role | To support the Commanding Officer (CO) of the Squadron by providing expertise and advice as to the Safe Operation of all activities and legal requirements. |
| Responsible to | CO |
| Reports to | CO, XO |
| Responsible for | FAO, Unit Safety Committee |
| Duties & Responsibilities | <ul style="list-style-type: none"> – Provide safety advice to the Squadron CO, and other Staff as required; – Serve as the point of contact for all WHS matters within the Squadron; – Implementation of AAFC WHS procedures; – Monitor WHS performance within the Squadron; – Communicate WHS notices and procedures within the Squadron; – Prepare the quarterly operations report on safety issues; – Promote a positive safety culture within the Squadron; – Maintain the Chemalert register within the Squadron; – Participate in the Notification and Reporting process for Squadron and maintain, monitor and report on the outcomes; – Participate in incident investigations, preparing reports and recommendations that implement corrective and preventative actions; – Ensure all activities undertaken are designed, planned and carried out in accordance with AAFC policies and procedures; – Undertake WHS self-audits and address all hazards appropriately; – Facilitate quarterly Unit Safety Committee Meetings; – Participate in the development of RAMPs and Hazard Identification; – Ensure that squadron first aid kits are stocked (through the First Aid Officer) and liaise with the CO when additional items need to be purchased; – Complete an annual review of the: <ul style="list-style-type: none"> ○ Squadron Risk Assessment and Hazard Register ○ Squadron Emergency Response Plan ○ Squadron Asset Register (in particular Electrical items) – Conduct and assess a minimum of two emergency evacuation drills per year. – Close out Squadron Safety Improvements as per Action Timetable. – Complete the Unit Safety Coordinator course. – Complete duties as a member 412SQN Emergency Control Organisation IAW the 412SQN Emergency Response Plan. – Manage all safety announcements and safety recall. – Be a role model for all members of the squadron and AAFC in general. |

**APPENDIX 18 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – FIRST AID OFFICER

| Title | Abbreviation | Rank |
|-------------------|---------------------|----------------|
| First Aid Officer | FAO | Any IOC or OOC |

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| Role | Provide first aid to members of the squadron and visitors and manage squadron first aid supplies. |
| Responsible to | USC |
| Reports to | USC, XO, CO |
| Duties & Responsibilities | <ul style="list-style-type: none"> – Ensure all first aid kits with in the squadron are adequately stocked by doing an audit of all kits at least biannually. – Advise the USC and CO if additional items need to be purchased to stock first aid kits. – Provide first aid to members of the squadron, and visitors, when needed. – Complete the first aid register for all incidents during a parade night. – Complete AC563 WHS Incident Reports in consultation with the USC and CO as appropriate. – Complete duties as a member 412SQN Emergency Control Organisation IAW the 412SQN Emergency Response Plan. – Be a role model for all members of the squadron and AAFC in general. |

**APPENDIX 19 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – SQUADRON SUPPLY OFFICER

| Title | Abbreviation | Rank |
|-------------------------|--------------|------------------|
| Squadron Supply Officer | SSO | Any staff member |

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| Role | The SSO is responsible for the management, security and serviceability of all squadron equipment and uniform items with the exception of firearms and equipment requiring statutory inspections, squadron buildings and first aid stores. |
| Responsible to | CO |
| Reports to | CO, XO |
| Responsible for | ASSTSSO |
| Duties & Responsibilities | <ul style="list-style-type: none"> – Be a role model for all members of the squadron and AAFC in general. – Complete duties as a member 412SQN Emergency Control Organisation IAW the 412SQN Emergency Response Plan. <p>AAFC Uniform</p> <ul style="list-style-type: none"> – Issue uniform requested by Staff and Cadets – Receive into stock unserviceable or unwanted uniform from staff and cadets – Request additional items from 4LOGFLT through CLOG as required – Receive and account for items received from 4LOGFLT – Write off lost or unserviceable uniform items as required – Account for all items of uniform shown to held by 412SQN – Liaise with the XO and SQNXI in matters of uniform policy and availability – Assist with the retrieval of uniform from discharged staff or cadets – Arrange the laundering or dry cleaning of uniform item returned in an unacceptable state <p>Non AAFC Uniform Items & Webbing</p> <p>The SSO shall maintain a record of issues of all items such as but not limited to:</p> <ul style="list-style-type: none"> – Vest Cold Weather – Japarra's – Webbing & back packs <p>Stationary Stores & Instructional Equipment</p> <p>The SSO shall in liaison with the CO, XO, ADMINO and TRGO with regard to the</p> <ul style="list-style-type: none"> – Purchase of suitable stationary items – Storage and control of stationary items – Purchase of new instructional materiel's and equipment – Repair or replacement of instructional materiel's and equipment <p>Squadron Owned Items</p> <p>The SSO shall in regard to Squadron owned items:</p> <ul style="list-style-type: none"> – Arrange storage and maintenance |

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| | <ul style="list-style-type: none">- Advise the CO, TRGO and SQNXI on the operational status of items- Recommend write off and replacement as required- Record issues and returns <p>Bivouac & Bivouac Stores</p> <ul style="list-style-type: none">- Before each bivouac the SSO shall<ul style="list-style-type: none">o Liaise with the Bivouac Planning team as to what stores are requiredo Check and replace any expendable storeso Check that bivouac stores required are availableo On the advance party ensure that all required stores are loaded- At the bivouac site Before each bivouac the SSO shall<ul style="list-style-type: none">o Establish a bivouac storeo Issue expendable itemso Issue and record non-expendable Squadron itemso Record the return of non-expendable Squadron itemso Assist with the correct packing and loading of stores at the end of bivouac- On the rear party<ul style="list-style-type: none">o Ensure that all bivouac stores are cleano Ensure that all tents, Hutchies and ground sheets are dry and correctly packedo Ensure that all bivouac stores are correctly stored in the appropriate location |
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**APPENDIX 20 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – CANTEEN SUPERVISOR

| Title | Abbreviation | Rank |
|--------------------|---------------------|------------------|
| Canteen Supervisor | CANSPVR | Any staff member |

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| Role | The CANSPVR is responsible for the operation of the squadron canteen in consultation with the SSO. |
| Responsible to | SSO, CO |
| Reports to | SSO, XO, TRGO, FINO |
| Responsible for | ASSTCANSPVR |
| Duties & Responsibilities | <ul style="list-style-type: none"> – Purchasing and storing stock. – Stocktaking and replenishment of the canteen. – Accounting for all monies expended and collected. – Be a role model for all members of the squadron and AAFC in general. |

**APPENDIX 21 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – ASSISTANT CANTEEN SUPERVISOR

| Title | Abbreviation | Rank |
|------------------------------|---------------------|-------------|
| Assistant Canteen Supervisor | ASSTCANSPVR | CCPL-CFSGT |

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| Role | The ASSTCANSPVR is the cadet member responsible for the operation of the canteen on a parade night. |
| Responsible to | CANSPVR |
| Reports to | CANSPVR, CDTXO, CSQNWOFF, CI |
| Duties & Responsibilities | <ul style="list-style-type: none"> – Create, in consultation with the CANSPVR and CSQNWOFF, a roster of people to run the canteen during a parade night. Each break should have different members running it and must include at least one CCPL or higher during each break. – Manage the till: <ul style="list-style-type: none"> ○ Before first break or as soon as possible after it starting, collect the till and place it in the canteen under the care of the CNCO in charge for that break. ○ Between first and second break store the till in the Orderly Room (ADMINO desk) ○ Hand the till to the CNCO in charge of the canteen during the second break ○ At the end of second break return the till to the CANSPVR. – In consultation with the CSQNWOFF and CNCOD manage the behaviour of the cadets in the canteen. – Be a role model for all members of the squadron and AAFC in general. |

**APPENDIX 22 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – DUTY CADET NON-COMMISSIONED OFFICER

| Title | Abbreviation | Rank |
|-------------------------------------|---------------------|-------------|
| Duty Cadet Non-Commissioned Officer | DCNCO | CCPL-CSGT |

| | |
|--------------------------------------|---|
| Role | Manage the operation of a nightly parade in accordance with the nightly program, making announcements as necessary. |
| Responsible to | CDTXO, CSQNWOFF, CI |
| Reports to | CDTXO, CSQNWOFF, CI |
| Duties & Responsibilities | <ul style="list-style-type: none"> – At the start of the night place the intake rolls and brassard in their respective rooms, dependant on the intake and their class for first period. – Ensure the CNCO roll is signed fully and correctly by all CNCOs in attendance, preferably having it completed prior to first period. – Ensuring that the squadron runs to the nightly timetable, including issuing 5 minute warnings as well as end of period or break messages. – Make announcements as advised by CDTXO, CSQNWOFF or other appointment holders as necessary. – Act as Parade Warrant Officer during one parade as advised by the CSQNWOFF. – Ensure duty flight and flight CNCOs are ready to do clean up. – Ensure that all classrooms and ablutions blocks have been secured and locked. Also to ensure that lights and all electrical appliances are switched off, all windows should be checked to ensure that they are locked. – Dismiss the Duty Flight including Flight CNCOs following clean up once all the rooms are adequately cleaned. – Complete duties as defined in the 412SQN Emergency Response Plan. – Be a role model for all members of the squadron and AAFC in general. |

**APPENDIX 23 TO
ANNEX B
412 SQUADRON STANDING INSTRUCTIONS
18 MAR 16**

POSITION DESCRIPTION – INTAKE DUTY CADET

| Title | Abbreviation | Rank |
|-------------------|--------------|-----------|
| Intake Duty Cadet | | Any cadet |

| | |
|--------------------------------------|--|
| Role | Manage their intake during classes by marking the roll and initiating the sit fast at the beginning and end of each instructional period. |
| Responsible to | DCNCO |
| Reports to | DCNCO, Instructors |
| Duties & Responsibilities | <ul style="list-style-type: none"> – Collect the duty cadet folder and brassard for their intake at the beginning of the night. Wear the brassard throughout the night. – At the beginning and end of each class initiate the sit-fast, or for a drill lesson ensure the flight is formed up on the edge of the parade ground. – Mark the intake roll at the beginning of each lesson: <ul style="list-style-type: none"> ○ Place the 18 MAR 16 in the box at the top of the first empty column. ○ If the cadet is <i>present</i> place a “P” in the column next to their name. ○ Let the instructor know if there are any cadets not in the classroom and where those cadets are (for example, meeting with a staff member in the Orderly Room). ○ At the end of the night, ensure that the column for that week is 18 MAR 16d and signed it to say that it has been checked. – Complete other duties as defined in the 412SQN Emergency Response Plan. For example, in an evacuation: <ul style="list-style-type: none"> ○ Ensure all cadets leave the classroom in an orderly manner ○ Ensure you bring the intake roll with you to the assembly area ○ Turn off the light, and shut the door when you leave – Return the intake duty cadet folder with the brassard clipped inside to the Orderly Room and place in the intake rolls tray. – Be a role model for all members of the squadron and AAFC in general. |

412 SQUADRON NIGHTLY TIMETABLE

| |
|---|
| OPENING PARADE CADETS TO BE FORMED UP PRIOR TO 1825 1825 – 1840 |
| PERIOD ONE 1840 – 1920 |
| FIRST BREAK 1920 – 1940 |
| PERIOD TWO 1940 – 2020 |
| SECOND BREAK 2020 – 2040 |
| PERIOD THREE 2040 – 2120 |
| ADMIN PERIOD 2120-2145 |
| FINAL PARADE 2145 – 2200 |

With effect from 09 Oct 15.



Australian Air Force Cadets

412 Squadron – Albury/Wodonga

412 SQUADRON AWARDS AND PRIZES

Awarded at the End of Year Parade

1. **Fieldcraft Award.** The cadet who displays good fieldcraft skills and knowledge, is enthusiastic with participation in fieldcraft activities, encourages other cadets in fieldcraft activities, and assists with participation and planning. They also participate, whenever possible, on the Advanced Party.
2. **Most Improved Cadet Award.** The cadet who exhibits, during the course of the year, a marked improvement in discipline, dedication, respect, enthusiasm, participation, and/or academic. Any, all, or part of the above criteria may be considered.
3. **RAAFA Special Achievement Award.** The cadet who has demonstrated continued dedication and commitment to cadets whilst experiencing personal challenges.
4. **LCDT George Sandford Memorial Award - Best Dressed Cadet Award.** Cadets (CDT and LCDT) assessed at parade each week under the direction of the CSQNWOFF on a 3, 2, 1 points basis. Points totalled at the end of the year, with cadet with highest aggregate selected as the winner. CCPLs and above are not eligible.
5. **Chief Instructor's Award.** The cadet instructor displaying dedication and commitment, providing mentoring to junior instructors, and consistently achieving good academic results from their students. The winner is selected by the Squadron Training Officer.
6. **NCOD's Award.** The cadet displaying high levels of drill and ceremonial ability, self-discipline and provides an excellent role model for other cadets. The winner is selected by the Squadron Executive Instructor.
7. **National Serviceman's Association Most Proficient Cadet NCO Award.** The cadet NCO displaying superior skills at their rank level, have the respect of their peers and subordinates, and showing the attributes for the next level of promotion.
8. **Fisher Perpetual Shield for Commitment and Consistency.** This award is open to CDT and LCDT ranks only. It is awarded as an encouragement for the cadet who may not excel in all areas of the cadet program, but has consistently demonstrated enthusiasm, cheerfulness and a willingness to participate. The cadet has also gained the respect of their peers. This award mirrors the enthusiasm and dedication displayed by former cadets CWOFF Peter Fisher and CUO Luke Fisher.
9. **Commanding Officer's Cup.** Awarded to the most outstanding senior cadet. This cadet is the role model for all cadets in the Squadron and displays outstanding dedication, commitment, self-discipline, presentation and leadership. The winner is selected by the Commanding Officer.

10. **Intake duxes of training stages.** Throughout the year the Training Officer is to keep a record of the cadet in each training stage who comes at the top of the graduation order. Where multiple cadets receive the same number of points, the TRGO and CO will determine whether to award two cadets the dux prize or determine the highest overall marks from individual subject assessments.

Awarded at the Dining In Night

11. **WGCDR David Crickmore Leadership Award.** A CDT or LCDT who has displayed the attributes of a leader without having had the benefit of promotion course training. Someone who encourages his/her peers to participate, is a reliable 'team player', always presents as a mature role model, and has displayed an ability to 'take charge' on occasion if required.

Awarded throughout the year as required

12. **Long Service Awards.** A glass presentation plaque is presented to cadets of the rank CSGT and above or cadets who have served a minimum of 5 years with the Squadron, who leave the Squadron.