

# No 40 (Howick) Squadron Air Training Corps



## Squadron Standing Orders

# No 40 (Howick) Squadron Air Training Corps



## Squadron Standing Orders

Published under the authority Cadet Force Order 3, Chapter 3, Section 2, paragraph 3.31.

20 June, 2017

**Matthew Jackson**  
Flying Officer, NZCF  
Acting Cadet Unit Commander  
No 40 (Howick) Squadron  
Air Training Corps

## Amendment List

1. The following is the amendment certificate of the Squadron Standing Orders of No 40 (Howick) Squadron, Air Training Corps.
2. All amendments are to be recorded here.

| <b>Amendment No.</b> | <b>Date of Issue</b> | <b>Pages</b> | <b>Order</b>                                    | <b>Signature</b> |
|----------------------|----------------------|--------------|---|------------------|
| Original             |                      |              |   |                  |
| 1                    | 20 JUN 17            | 5            | Order 1 – 1.5 Updated Distribution List         |                  |
| 2                    | 20 JUN 17            | 7            | Order 3 – 3.2 Added AHA & EEO                   |                  |
| 3                    | 20 JUN 17            | 8            | Order 3 – Annex A Updated Structure             |                  |
| 4                    | 20 JUN 17            | 36           | Order 18 – Rewrite to include CFO 1             |                  |
| 5                    | 20 JUN 17            | 37           | Order 19 – 19.3 Change SI to SS                 |                  |
| 6                    | 20 JUN 17            | 39           | Order 21 – 21.2 Change SI to SS                 |                  |
| 7                    | 20 JUN 17            | 40           | Order 22 – Rewrite to include Equal Opportunity |                  |
| 8                    | 20 JUN 17            | 44           | Order 26 - Rewrite to include CFO 6             |                  |
| 9                    | 20 JUN 17            | 48           | Order 29 – New Order                            |                  |
| 10                   | 20 JUN 17            | iii.         | Contents to reflect Order 29                    |                  |
| 11                   |                      |              |   |                  |
| 12                   |                      |              |   |                  |
| 13                   |                      |              |   |                  |
| 14                   |                      |              |   |                  |
| 15                   |                      |              |   |                  |
| 16                   |                      |              |   |                  |
| 17                   |                      |              |   |                  |
| 18                   |                      |              |   |                  |
| 19                   |                      |              |   |                  |
| 20                   |                      |              |   |                  |
| 21                   |                      |              |   |                  |
| 22                   |                      |              |   |                  |
| 23                   |                      |              |   |                  |
| 24                   |                      |              |   |                  |
| 25                   |                      |              |   |                  |

## Contents

|  |     |
|--|-----|
| Amendment List.....  | ii  |
| Contents .....   | iii |
| Glossary of Terms .....  | iv  |
| Order 1 – Introduction .....   | 5   |
| Order 2 – Title.....   | 6   |
| Order 3 – Squadron Organisation.....   | 7   |
| Order 3 Annex A – NZCF Command Structure .....   | 8   |
| Order 3 Annex B – Squadron Command Structure .....   | 9   |
| Order 3 Annex C – Executive Officer Directive .....  | 10  |
| Order 3 Annex D – Adjutant Directive .....   | 11  |
| Order 3 Annex E – Training Officer Directive .....   | 12  |
| Order 3 Annex F – Stores Officer Directive .....   | 13  |
| Order 3 Annex G – Basic Flight Commander Directive .....   | 14  |
| Order 3 Annex H – Proficiency Flight Commander Directive.....                                      | 15  |
| Order 3 Annex I – Advanced Flight Commander Directive.....   | 16  |
| Order 3 Annex J – Squadron Warrant Officer Directive.....  | 17  |
| Order 3 Annex K – Assistant Training Officer – Development Directive.....                          | 18  |
| Order 4 – Duty Officer.....  | 19  |
| Order 5 – Duty NCO .....   | 20  |
| Order 6 – Duty Corporal.....   | 21  |
| Order 7 – Acting Unit Commander.....   | 22  |
| Order 8 – Parade Timings.....  | 23  |
| Figure 8.5.1 - Normal Parade Night Timings .....   | 23  |
| Order 9 – Squadron Routine Orders.....   | 24  |
| Order 9 Annex A – Squadron Routine Orders.....   | 25  |
| Order 10 – Bounds .....  | 26  |
| Order 11 – Keys and Security.....  | 27  |
| Order 12 – Fire Orders.....  | 28  |
| Order 13 – Visitors.....   | 30  |
| Order 14 – Correspondence .....  | 31  |
| Order 15 – Squadron Fees .....   | 32  |
| Order 16 – Leave.....  | 33  |
| Order 16 Annex A – Leave of Absence Form.....  | 34  |
| Order 17 – Dress Instructions .....  | 35  |
| Order 18 – Discipline .....  | 36  |
| Order 19 – Compliments.....  | 37  |
| Order 20 – NZCF and NZCF Property .....  | 38  |
| Order 21 – Smoking, Alcohol, and Drugs.....  | 39  |
| Order 22 – Harassment, Bullying, Discrimination, Equal Opportunity, and Sexual<br>Harassment ..... | 40  |
| Order 23 – Health and Safety .....   | 41  |
| Order 24 – Firearms.....   | 42  |
| Order 25 – Conduct in Public.....  | 43  |
| Order 26 – Social Media Policy.....  | 44  |
| Order 27 – Complaints Procedure .....  | 45  |
| Order 28 – Definitions of Unit Support Organisations .....   | 46  |
| Order 29 – Parade Format.....  | 47  |

## Glossary of Terms

List of terms and abbreviations used in this document:

|             |   |
|-------------|---|
| AC (N)      | Area Co-ordinator Northern                            |
| ADJ         | Adjutant  |
| AGM         | Annual General Meeting                                |
| ASO         | Area Support Officer                                  |
| ATC         | Air Training Corps                                    |
| ATCA        | Air Training Corps Advisor                            |
| ATCANZ      | Air Training Corps Association of New Zealand Inc     |
| CFO         | Cadet Force Order                                     |
| COMDT       | Commandant (of New Zealand Cadet Forces)              |
| CUCDR       | Cadet Unit Commander                                  |
| DCPL        | Duty Corporal   |
| DNCO        | Duty Non-Commissioned Officer                         |
| DO          | Duty Officer  |
| FLT         | Flight  |
| H&S Officer | Unit Health & Safety Officer                          |
| HQ          | Headquarters  |
| IAW         | In accordance with                                    |
| JNCO        | Junior Non-Commissioned Officer                       |
| NA CFTSU    | Northern Area - Cadet Force Training and Support Unit |
| NCO's       | Non-Commissioned Officers                             |
| NZCF        | New Zealand Cadet Forces                              |
| NZDF        | New Zealand Defence Force                             |
| OIC         | Officer-in-Charge                                     |
| RNZAF       | Royal New Zealand Air Force                           |
| SNCO        | Senior Non-Commissioned Officer                       |
| SQN         | Squadron  |
| SRO's       | Squadron Routine Orders                               |
| SSO's       | Squadron Standing Orders                              |
| SWO         | Squadron Warrant Officer                              |
| TO          | Training Officer                                      |
| USC         | Unit Support Committee (ATCANZ Branch)                |
| XO          | Executive Officer                                     |

## Order 1 – Introduction

- 1.1 These orders apply to all personnel serving or visiting No 40 (Howick) Squadron, Air Training Corps.
- 1.2 Ignorance of these orders will not be accepted as an excuse for any action taken in contravention of these orders.
- 1.3 Orders cannot be expected to be all-embracing, nor to cover the unforeseen. Therefore the use of common sense must always be the guiding principle in the absence of written orders.
- 1.4 Amendments to these orders are **not** to be made except with the written permission of the Cadet Unit Commander.
- 1.5 Distribution of Standing Orders:
  - i. Cadet Unit Commander (Master Copy)
  - ii. Support Committee (e-Copy)
  - iii. Main Notice Board
  - iv. Basic Flight Commander
  - v. Proficiency Flight Commander
  - vi. Advanced Flight Commander

## **Order 2 – Title**

2.1 The official title of the Squadron is:

**No 40 (Howick) Squadron  
Air Training Corps  
New Zealand Cadet Forces**

2.2 The Squadron's abbreviated title for inter-NZCF communication and reference is:

**No 40 (Howick) Sqn ATC**

2.3 The Squadron's short title for internal reference and social media is:

**40 SQN ATC**

## Order 3 – Squadron Organisation

- 3.1 For the operation of the Squadron to be successful, there are two formal command structures.
- i. NZCF Command Structure (Annex A)
  - ii. Squadron Command Structure (Annex B)

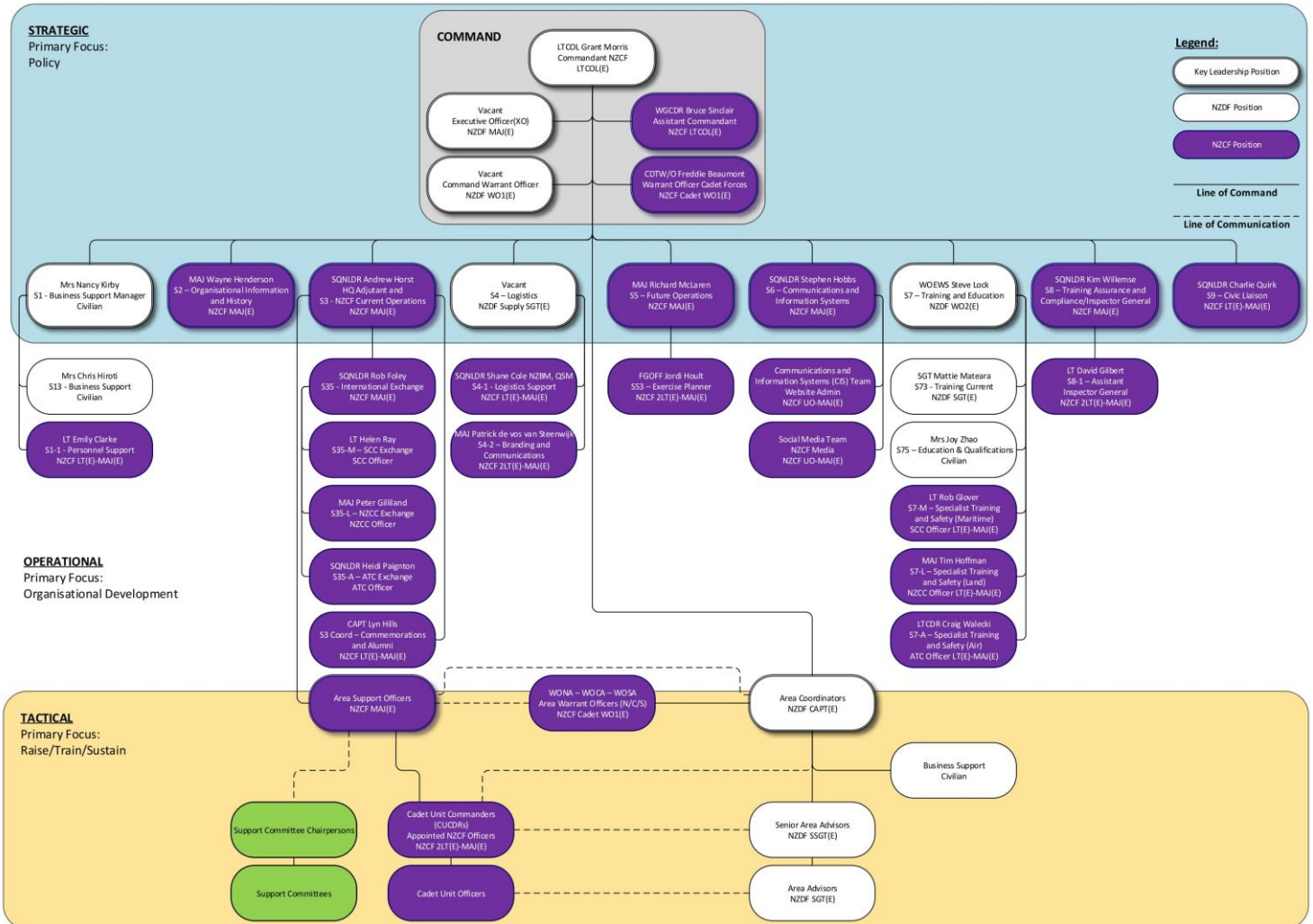
- 3.2 Specific areas of responsibility within the Squadron are listed as below:

| <b>Function</b>  | <b>Officer-In-Charge</b>                  | <b>Staff</b>                              |
|------------------|---|---|
| Command          | Cadet Unit Commander                      | Executive Officer                         |
| Discipline       | Executive Officer                         | Squadron Warrant Officer                  |
| Administration   | Adjutant                                  |   |
| Training         | Training Officer                          | Flight Commanders                         |
| Equipment        | Stores Officer                            | Assistant Stores Officer                  |
| Recruiting       | Assistant Training Officer<br>Development | Basic Flight Commander                    |
| Equal Employment | Cadet Unit Commander                      | Executive Officer                         |
| Anti-Harassment  | Cadet Unit Commander                      | Executive Officer                         |
| USC Liaison      | Cadet Unit Commander                      |   |
| Publicity        | Cadet Unit Commander                      | Adjutant                                  |
| Morale           | Cadet Unit Commander                      | Unit Officers<br>Squadron Warrant Officer |

- 3.3 Flight Commanders will be responsible for the implementation of their respective flight training programme and activities as detailed in their directives
- 3.4 Directives to the Officer-In-Charge (OIC) of the above functions are issued and are annexed as a part of this order (Annexes C – J). The OIC must in turn issue their own instructions to their respective staff detailing the delegated aspects of the tasks to be undertaken unless they have already been issued by these orders. The CUCDR must approve such instructions prior to promulgation.



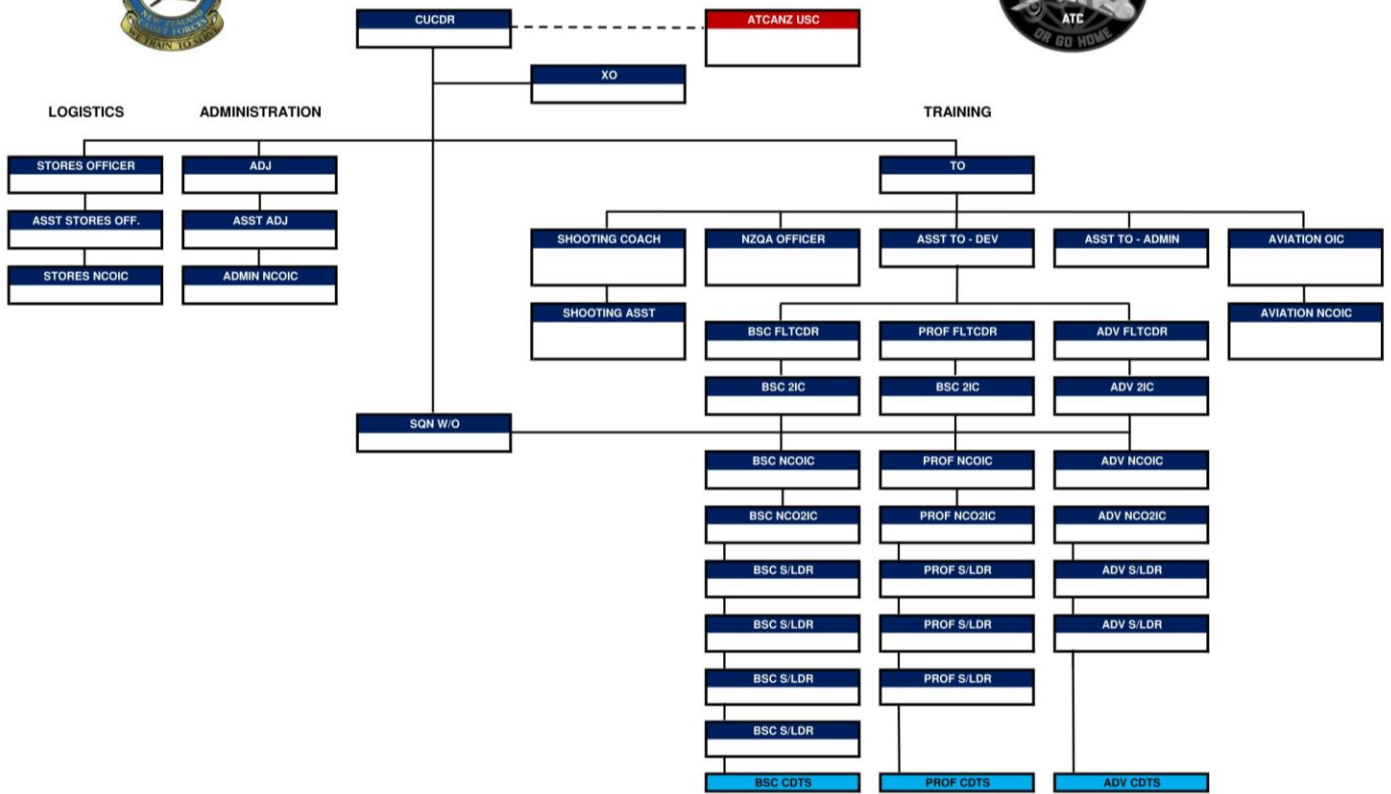
# Order 3 Annex A – NZCF Command Structure



# Order 3 Annex B – Squadron Command Structure



## No 40 (Howick) Squadron Air Training Corps Command Structure



### **Order 3 Annex C – Executive Officer Directive**

1. The following is the directive for the post of Executive Officer (XO):
2. As XO you are responsible to me for:
  - i. Organisation and welfare of all Squadron personnel.
  - ii. Control of the Unit in my absence in a manner aligned with my Command Philosophy and leadership intentions.
  - iii. Representing the Unit at functions and events that I am unable to attend.
  - iv. Monitoring the security of the Squadron, both in relation to its physical assets and its reputation.
  - v. Mentoring of Junior Officers and Supplementary Staff in leadership and the delivery of their duties.
  - vi. Overseeing relevant Health & Safety programmes as per the Squadron Standing Orders.
  - vii. The overall appearance and cleanliness of the establishment.
  - viii. Conducting special projects of an internal or external nature as required.
  - ix. Giving Lessons on parade nights and camps/activities.
  - x. Maintaining your personal dress, bearing, discipline and professionalism at the highest standard they can be.
  - xi. The demonstration of high standards of enthusiasm and morale and ensuring that this enthusiasm is transferred onto the cadets.
  - xii. Promoting the aims of the New Zealand Cadet Forces in all activities and training.
  - xiii. Any other tasks as required by myself from time to time.
3. Do not hesitate to approach myself or the Unit Commander with any problems that you may encounter.

### **Order 3 Annex D – Adjutant Directive**

1. The following is the directive for the post of Adjutant (ADJ):
2. As ADJ you are responsible to me for:
  - i. The maintenance of good order and discipline within the Unit.
  - ii. Ensuring that Squadron and Cadet records are regularly and accurately updated.
  - iii. The accurate upkeep of the Squadron rolls and the follow-up of absences.
  - iv. Promulgating orders and routines.
  - v. Ensuring that inward and outward correspondence is up to date.
  - vi. The distribution of non-training related communications.
  - vii. Producing and submitting reporting for Area and National Headquarters within required time parameters.
  - viii. Overseeing the duties of the Duty Officer, Duty NCO and Duty Corporal.
  - ix. Overall maintenance and security of the Squadron network and file storage system.
  - x. Control and technical maintenance of the Squadron's web and social media presence.
  - xi. Promulgating in advance the agenda for all Staff Meetings and taking and distributing the minutes from the meeting.
  - xii. Regularly recording and updating the Squadron history to reflect key activities and occurrences.
  - xiii. Maintaining the shared Administration Office in a clean and orderly state.
  - xiv. Acting in the role of Activity Coordinator for scheduled unit activities as required.
  - xv. The command and control of your staff. This includes the delegation of duties and tasks to and the monitoring of the performance of these personnel.
  - xvi. Maintaining your personal dress, bearing, discipline and professionalism at the highest standard they can be.
  - xvii. The demonstration of high standards of enthusiasm and morale and ensuring that this enthusiasm is transferred onto the cadets.
  - xviii. Any other tasks as required by myself from time to time.
3. Do not hesitate to approach me with any problems that you may encounter.

### **Order 3 Annex E – Training Officer Directive**

1. The following is the directive for the post of Training Officer (TO):
2. As TO you are responsible to me for:
  - i. The overall delivery of training within the Unit in order to meet NZCF requirements, including those of the NZQA framework.
  - ii. Timely promulgation of the Unit Training Programme, training notices and similar.
  - iii. Control of and accounting for all training resources and equipment.
  - iv. Maintaining the Training Office in a clean and orderly state.
  - v. The oversight of Flight Commanders in their delegated duties, incorporating the tasks below.
  - vi. Maintaining records of Cadet achievement and training attendance at individual and Flight level.
  - vii. Monitoring the quality of training delivered and recording the results observed.
  - viii. Assignment of Staff to act in the role of Activity Coordinator for scheduled Unit activities and to fulfill this role yourself as required.
  - ix. Ensuring accurate and comprehensive completion of activity documentation, with submission for my review a minimum of 21 working days in advance of the activity.
  - x. Storing training documentation for future reference/audit.
  - xi. The command and control of your staff. This includes the delegation of duties and tasks to and the monitoring of the performance of these personnel.
  - xii. The ongoing training and development of your staff, ensuring that they become ready to progress to higher roles within the unit.
  - xiii. Maintaining your personal dress, bearing, discipline and professionalism at the highest standard they can be.
  - xiv. The demonstration of high standards of enthusiasm and morale and ensuring that this enthusiasm is transferred onto the cadets.
  - xv. Any other tasks as required by myself from time to time.
  - xvi. You are to keep in mind the aims of the New Zealand Cadet Forces for all activities and training.
3. Do not hesitate to approach me with any problems that you may encounter.

### **Order 3 Annex F – Stores Officer Directive**

1. The following is the directive for the post of Stores Officer:
2. As Stores Officer you are responsible to me for:
  - i. Keeping a full and proper accounting system of all stores in a digital format.
  - ii. Producing a written report on the state of stores by the last parade of each term.
  - iii. Conducting auditable stock-takes as required and on request.
  - iv. Maintenance and care of Squadron equipment through use of a Maintenance Plan.
  - v. Keeping adequate stocks of consumable Squadron stores and advising the Unit Commander when these require replenishment.
  - vi. Accounting for all permanent inward and outward transactions.
  - vii. The keeping of Temporary Loan Register when any stores are drawn out/returned.
  - viii. Ensuring the Stores areas are consistently in a clean and orderly state.
  - ix. Acting in the role of Activity Coordinator for scheduled unit activities as required.
  - x. The command and control of your staff. This includes the delegation of duties and tasks to and the monitoring of the performance of these personnel.
  - xi. The demonstration of high standards of enthusiasm and morale and ensuring that this enthusiasm is transferred onto the cadets.
  - xii. Maintaining your personal dress, bearing, discipline and professionalism at the highest standard they can be.
  - xiii. Any other tasks as required by myself or the Unit Commander from time to time.
3. Do not hesitate to approach myself or the Unit Commander with any problems that you may encounter.

## **Order 3 Annex G – Basic Flight Commander Directive**

1. The following is the directive for the post of Basic Flight Commander:
2. As Basic Flight Commander you are responsible to me for:
  - i. Designing the Basic Flight Training Program and integrating in major Unit activities.
  - ii. The organisation of Flight activities outside of major Unit activities, for the purposes of building the Flight into a team.
  - iii. The running of Basic Flight on a day-to-day basis.
  - iv. The command and control of your staff. This includes the delegation of duties and tasks to and the monitoring of the performance of these personnel.
  - v. Ensuring NCO attendance / following up and reporting absent NCOs.
  - vi. Monitoring the attendance of Cadets and maintaining the highest retention levels possible.
  - vii. Completion of the Flight Training Progression Chart.
  - viii. Giving Lessons on parade nights and camps/activities.
  - ix. Critiquing lessons given to Basic Flight by NCOs.
  - x. Maintaining your personal dress, bearing, discipline and professionalism at the highest standard they can be.
  - xi. Ensuring a high level of NCO and Cadet dress and bearing.
  - xii. The demonstration of high standards of enthusiasm and morale and ensuring that this enthusiasm is transferred onto the cadets.
  - xiii. Ensuring that any phone around that you have been delegated or have requested is completed when required and that the results are reported back.
  - xiv. The ongoing training and development of your staff, ensuring that they become ready to progress to higher roles within the unit.
  - xv. Acting in the role of Activity Coordinator for scheduled Unit activities as required.
  - xvi. Any other tasks as required by the Training Officer or myself from time to time.
  - xvii. You are to keep in mind the aims of the New Zealand Cadet Forces for all activities and training.
3. Do not hesitate to approach the Training Officer or myself with any problems that you may encounter.

## **Order 3 Annex H – Proficiency Flight Commander Directive**

1. The following is the directive for the post of Proficiency Flight Commander:
2. As Proficiency Flight Commander you are responsible to me for:
  - i. Designing the Proficiency Flight Training Program and integrating in major Unit activities.
  - ii. The organisation of Flight activities outside of major Unit activities, for the purposes of building the Flight into a team.
  - iii. The running of Proficiency Flight on a day-to-day basis.
  - iv. The command and control of your staff. This includes the delegation of duties and tasks to and the monitoring of the performance of these personnel.
  - v. Ensuring NCO attendance / following up and reporting absent NCOs.
  - vi. Monitoring the attendance of Cadets and maintaining the highest retention levels possible.
  - vii. Completion of the Flight Training Progression Chart.
  - viii. Giving Lessons on parade nights and camps/activities.
  - ix. Critiquing lessons given to Proficiency Flight by NCOs.
  - x. Maintaining your personal dress, bearing, discipline and professionalism at the highest standard they can be.
  - xi. Ensuring a high level of NCO and Cadet dress and bearing.
  - xii. The demonstration of high standards of enthusiasm and morale and ensuring that this enthusiasm is transferred onto the cadets.
  - xiii. Ensuring that any phone around that you have been delegated or have requested is completed when required and that the results are reported back.
  - xiv. The ongoing training and development of your staff, ensuring that they become ready to progress to higher roles within the unit.
  - xv. Acting in the role of Activity Coordinator for scheduled Unit activities as required.
  - xvi. Any other tasks as required by the Training Officer or myself from time to time.
  - xvii. You are to keep in mind the aims of the New Zealand Cadet Forces for all activities and training.
3. Do not hesitate to approach the Training Officer or myself with any problems that you may encounter.



## **Order 3 Annex I – Advanced Flight Commander Directive**

1. The following is the directive for the post of Advanced Flight Commander:
2. As Advanced Flight Commander you are responsible to me for:
  - i. Designing the Advanced Flight Training Program and integrating in major Unit activities.
  - ii. The organisation of Flight activities outside of major Unit activities, for the purposes of building the Flight into a team.
  - iii. The running of Advanced Flight on a day-to-day basis.
  - iv. The command and control of your staff. This includes the delegation of duties and tasks to and the monitoring of the performance of these personnel.
  - v. Ensuring NCO attendance / following up and reporting absent NCOs.
  - vi. Monitoring the attendance of Cadets and maintaining the highest retention levels possible.
  - vii. Completion of the Flight Training Progression Chart.
  - viii. Giving Lessons on parade nights and camps/activities.
  - ix. Critiquing lessons given to Advanced Flight by NCOs.
  - x. Maintaining your personal dress, bearing, discipline and professionalism at the highest standard they can be.
  - xi. Ensuring a high level of NCO and Cadet dress and bearing.
  - xii. The demonstration of high standards of enthusiasm and morale and ensuring that this enthusiasm is transferred onto the cadets.
  - xiii. Ensuring that any phone around that you have been delegated or have requested is completed when required and that the results are reported back.
  - xiv. The ongoing training and development of your staff, ensuring that they become ready to progress to higher roles within the unit.
  - xv. Acting in the role of Activity Coordinator for scheduled Unit activities as required.
  - xvi. Any other tasks as required by the Training Officer or myself from time to time.
  - xvii. You are to keep in mind the aims of the New Zealand Cadet Forces for all activities and training.
3. Do not hesitate to approach the Training Officer or myself with any problems that you may encounter.

### **Order 3 Annex J – Squadron Warrant Officer Directive**

1. The following is the directive for the post of Squadron Warrant Officer (SWO) for 2016;
2. As SWO you are responsible to me for:
  - i. Maintaining Cadet dress, behaviour and discipline at the highest standard.
  - ii. Mentoring of Squadron Non-Commissioned Officers (NCOs) in leadership and the delivery of their duties.
  - iii. Assisting in the ongoing training design and development of Squadron NCOs, ensuring that they become ready to progress to higher roles within the unit.
  - iv. Ensuring NCO attendance / following up and reporting absent NCOs, in conjunction with their respective Commanders and the Adjutant.
  - v. Ensuring a high level of NCO dress and bearing.
  - vi. Giving Lessons on parade nights and camps/activities.
  - vii. Providing direct insight into Cadet welfare, discipline, morale and other trending matters.
  - viii. Ensuring that any phone around organised is completed when requested and that the results are reported back.
  - ix. Maintaining your personal dress, bearing, discipline and professionalism at the highest standard they can be.
  - x. The demonstration of high standards of enthusiasm and morale and ensuring that this enthusiasm is transferred onto the cadets.
  - xi. Any other tasks as required by me from time to time.
  - xii. Promoting the aims of the New Zealand Cadet Forces in all activities and training.
3. Do not hesitate to approach me with any problems that you may encounter.

### **Order 3 Annex K – Assistant Training Officer – Development Directive**

1. The following is the directive for the post of Assistant Training Officer – Development (ASST TO - DEV):
2. As ASST TO - DEV you are responsible to me for:
  - i. Mentoring and guiding Flight Commanders in their delegated duties
  - ii. Monitoring the quality of training delivered and recording the results observed.
  - iii. The ongoing training and development of Flight Commanders, ensuring that they become ready to progress to higher roles within the unit.
  - iv. The development, resourcing, and implementation of the 2017-18 recruiting strategy.
  - v. Maintaining your personal dress, bearing, discipline and professionalism at the highest standard they can be.
  - vi. The demonstration of high standards of enthusiasm and morale and ensuring that this enthusiasm is transferred onto the cadets.
  - vii. Any other tasks as required by myself from time to time.
  - viii. You are to keep in mind the aims of the New Zealand Cadet Forces for all activities and training.
3. Do not hesitate to approach me with any problems that you may encounter.

## Order 4 – Duty Officer

- 4.1 The Duty Officer (DO) is responsible, when appointed, to the CUCDR through the Adjutant for the performance of the following duties.
- i. Ensuring the discipline and morale standards are maintained at a high level during the evenings training.
  - ii. Ensuring that parade timings are strictly adhered to.
  - iii. Ensuring that all lecture areas are ready for instruction.
  - iv. Ensuring that the Duty NCO carries out all their duties for the night as per the DNCO Directive in this section.
  - v. Ensuring that a security check of all buildings has been carried out at the completion of the evening's training and reporting to the CUCDR the status of security.
  - vi. Ensuring that adequate liaison is conducted with the CUDR to allow them to have a sound knowledge of Squadron procedures, progress and problems of the evening training.
  - vii. In the event of a fire, carry out an evacuation and account for Squadron personnel as laid down in the Fire Orders.
  - viii. Complete the Daily Check of Arms.
  - ix. Any other duties allocated by the CUCDR from time to time.
- 4.2 The assigned DO is to advise the ADJ in the first instance if he/she cannot perform their duties that night.

## Order 5 – Duty NCO

- 5.1 The Duty NCO (DNCO) is responsible to the DO for the performance of the following duties:
- i. Ensuring that cones are placed at the beginning of each parade night as required and collected at the conclusion of the evening.
  - ii. Calling the Roll and returning the Roll Books to the ADJ before Parade starts.
  - iii. Announcing the Squadron Routine Orders after the Parade.
  - iv. Ensuring the Classrooms are open and set up as per the instructors' directions.
  - v. Ensuring that timings are adhered to throughout the evening and provide instructors with 'Ten-Minute' and 'End of Period' warnings.
  - vi. The supervision of Cadets during Break.
  - vii. Ensuring that Briefing(s) are on time and set up as required.
  - viii. Supervising the clean-up of The Depot and assisting the DO with lock-up.
  - ix. Providing direction as required to the Duty Corporal.
  - x. Any other duties allocated by the DO from time to time.
- 5.2 The assigned DNCO is to advise the Adjutant in the first instance if he/she cannot perform their duties that night.

## **Order 6 – Duty Corporal**

- 6.1 The Duty Corporal (DCPL) is responsible to the DNCO, and ultimately the DO, for the performance of the following duties:
- i. Positioning themselves at the Main Entrance to welcome all Staff, Cadets, and Visitors.
  - ii. Raising and lowering the Ensign on Parade.
  - iii. Acting as Scribe during Squadron Briefings
  - iv. Ensuring that timings are adhered to throughout the evening and provide instructors with 'Ten-Minute' and 'End of Period' warnings.
  - v. Any other duties allocated by the DNCO or DO from time to time.
- 6.2 The assigned DCPL is to advise the Adjutant in the first instance if he/she cannot perform their duties that night.

## Order 7 – Acting Unit Commander

- 7.1 Where the CUCDR will be absent from a series of parades an Acting Cadet Unit Commander (A/CUCDR) will be appointed. This will normally be the XO where he/she is available to deputise. The appointee is authorised to act with full command delegation under the following provisos:
- i. Squadron Standing Orders are not be altered, nor are the Squadron Routine Orders to be written to over-ride or contravene any clause in the Squadron Standing Orders.
  - ii. The intent of Orders and instructions are to be in keeping with routine of the Squadron.
  - iii. Any investigations into the Code of Conduct matters are to be fully documented and retrospectively reported to the CUCDR Commander on return to duty. No punishments are to be issued.
  - iv. The CUCDR is to be fully briefed on all relevant matters during the A/CUCDR's period of command.
  - v. Acting Command does not imply responsibility as appointed by the Commandant, nor financial authority. Only critical financial applications are to be made to the Support Committee.

## Order 8 – Parade Timings

- 8.1 The normal parade for the Squadron is to be held at weekly intervals in Tuesday evenings, excluding school holidays and statutory holidays unless otherwise advised in the Squadron Routine Orders.
- 8.2 Normal hours of operation for the Squadron are between 1830 hrs for all personnel and 2130 hrs for Cadets, 2145 hrs for NCOs and no later than 2230 hrs for Staff.
- 8.3 Any changes to these dates or times will be advised in Squadron Routine Orders
- 8.4 Full Squadron briefings will be conducted at intervals set out in the Squadron Training Program.
- 8.5 The Normal Parade Night Timings for the Squadron are as below in figure 8.5.1.

**Figure 8.5.1 - Normal Parade Night Timings**

| <b>Time (hrs)</b> | <b>Activity</b>   | <b>Responsible</b> |
|-------------------|---|--------------------|
| <b>1815</b>       | Staff Arrival   | DO                 |
| <b>1830</b>       | Cadet Arrival<br>Cadet Administration and inspection in FLT Rooms | FLT NCOs           |
| <b>1845</b>       | Roll Call   | DNCO               |
| <b>1850</b>       | Cadets March On   | SQN W/O            |
| <b>1855</b>       | Officers March On   | DO                 |
| <b>1900</b>       | Ensign Raised   | DO                 |
| <b>1910</b>       | Period One  | DO/DNCO            |
| <b>1950</b>       | Break   | DNCO               |
| <b>2010</b>       | Period Two  | DO/DNCO            |
| <b>2050</b>       | Flight Briefings/Unit Briefing                                    | FLTCDRs            |
| <b>2110</b>       | Unit Pack Up/Fatigues<br>Team Meetings                            | DNCOs<br>Team OICs |
| <b>2120</b>       | Final Parade/Ensign Lowered                                       | DO                 |
| <b>2130</b>       | Cadet Dismissal   | DNCO               |
| <b>2145</b>       | NCO Dismissal<br>CUCDR's 5  | SQN W/O<br>CUCDR   |
| <b>2150</b>       | Staff Dismissal   | CUCDR              |



## **Order 9 – Squadron Routine Orders**

- 9.1 Squadron Routine Orders (SRO) are to be promulgated each parade night before the commencement of the first training period. They are to be posted on the Main Notice board and are published by the Adjutant on behalf of the Cadet Unit Commander.
- 9.2 Items that are to appear on the SRO are:
- i. The duty roster for Duty Officer, Duty NCO, and Duty CPL.
  - ii. The scheduled training as outlined in the Squadron Training Programme or amended by the authority of the Training Officer of Cadet Unit Commander.
  - iii. Enlistments, Resignations, Discharges, Transfers, Promotions, Appointments and Restructuring.
  - iv. Advance warning of activities, course acceptances, Squadron administrative announcements, and
  - v. Advice of changes in procedures.
- 9.3 The SRO format for the Squadron are attached at Annex A to this order.

## Order 9 Annex A – Squadron Routine Orders



# SQUADRON ROUTINE ORDERS

**ORDER No 1: PARADE**

No 40 (Howick) Squadron ATC will parade at its HQ at 1830hrs \_\_\_\_\_

**ORDER No 2: TRAINING**

| PERIOD 1                |         |     |            | PERIOD 2 |         |     |            |
|-------------------------|---------|-----|------------|----------|---------|-----|------------|
| Flight                  | Subject | Loc | Instructor | Flight   | Subject | Loc | Instructor |
| BSC                     |         |     |            | BSC      |         |     |            |
| PROF                    |         |     |            | PROF     |         |     |            |
| ADV                     |         |     |            | ADV      |         |     |            |
|                         |         |     |            |          |         |     |            |
| NEXT PARADE (DD MMM YY) |         |     |            |          |         |     |            |
| PERIOD 1                |         |     |            | PERIOD 2 |         |     |            |
| Flight                  | Subject | Loc | Instructor | Flight   | Subject | Loc | Instructor |
| BSC                     |         |     |            | BSC      |         |     |            |
| PROF                    |         |     |            | PROF     |         |     |            |
| ADV                     |         |     |            | ADV      |         |     |            |
|                         |         |     |            |          |         |     |            |

**ORDER No 3: ACTIVITY WARNING**

(2 Weeks in advance only)

| Date | Activity | Flight | Point of Contact |
|------|----------|--------|------------------|
|      |          |        |                  |
|      |          |        |                  |
|      |          |        |                  |

**ORDER No 4: DUTIES**

|              | This Week | Next Week |
|--------------|-----------|-----------|
| Duty Officer |           |           |
| Duty NCO     |           |           |
| Duty CPL     |           |           |

**ORDER No 5: NOTICES FOR PARADE**


---



---



---



---

\_\_\_\_\_  
 Adjutant  
 No 40 (Howick) Squadron  
 Air Training Corps

## **Order 10 – Bounds**

- 10.1 All offices are out of bounds to Cadets unless they are under the command and/or supervision of an Officer, Under Officer, NCO or an authorised Instructor.
- 10.2 During parade hours, all areas outside the Depot Compound are out of bounds, except when under the orders and/or supervision of a staff member.
- 10.3 All personnel when entering and exiting the Depot Compound are to where possible do so by vehicle. If required to enter by foot personnel should enter by staying as far to the right as possible and then alight the footpath. The reverse is to be carried out when exiting the Depot Compound.
- 10.4 The DO is authorised to access all areas of the Depot utilised by the Squadron in the performance of their duties.
- 10.5 During working hours the Squadron Stores are out of bounds to all personnel except those on authorised business.
- 10.6 Bounds for authorised or recognised activities will be established by the OIC of the activity, as the situation demands.

## **Order 11 – Keys and Security**

- 11.1 Building keys are issued on behalf of Auckland Council through the Depot Manager. Issue of keys is to be co-ordinated by the CUCDR.
- 11.2 All Commissioned Officers and the Chairperson of the USC are to have signed out a key to the Squadron key press, which is located in Training Office.
- 11.3 The Adjutant is to maintain a record of all keys permanently issued to Commissioned Staff using the NZCF 52 Unit Key Register.
- 11.4 All keys within the key press are to be accounted for each parade night or activity and secured by the DO or OIC.
- 11.5 Upon discharge from the Squadron all keys are to be returned to the CUCDR.
- 11.6 It is the responsibility of the DO for the security of The Depot during parade nights and OIC for weekend activities.
- 11.7 All guests or visitors are to report to the Adjutant's Office in the first instance in order to sign in.

## Order 12 – Fire Orders

### Fire Precautions

- 12.1 All guests or visitors are to report to the Adjutant's Office in the first instance in order to sign in.
- 12.2 Smoking is prohibited in all buildings. Electric heaters and non-essential electric equipment are to be switched off when offices are vacated at the conclusion of parades. All personnel are to take every possible precaution against the threat of fire.

### Action on Discovery of Fire

- 12.3 Any person discovering a fire should firstly shout "**FIRE! – FIRE! – FIRE!**" followed by the location of the fire. For example, if the fire is in the No.2 Classroom, the call would be as follows:

**"FIRE! – FIRE! – FIRE!"** (pause) **"FIRE IN NO.2"**

- 12.4 Only endeavour to fight the fire if circumstances and safety permit the use of any available fire extinguishers or hose reels.

### Action on the Sounding of the Alarm

- 12.5 All personnel are to **immediately evacuate** the buildings via the **most direct available exit**, closing doors behind them, in an orderly manner and **form up** in their normal flight formations **at the far end of the carpark** so as not to hinder Fire Crews. The DO to ensure that the Fire Department has been called either by:
- i. Operating the nearest fire alarm
  - ii. Dialling 111 and informing the Emergency Services personnel of the location of the fire and other relevant details.
- 12.6 NCOs are to form up in a flight beside the formation with the exception of the DNCO and DCPL
- 12.7 Officers, Other Staff, Visitors are to form up in a flight beside the formation except for the Senior Officer present and the DO.
- 12.8 The DNCO will get the Staff/Visitor Register and the Roll Books and give them to the NCOICs
- 12.9 The NCOICs will call the roll for their flight and report any personnel unaccounted for to Senior Officer present.
- 12.10 The DO and the DCPL will check the building to ensure that all personnel have been evacuated and are to take any reasonable action to prevent the fire from spreading prior to evacuating themselves.

12.11 The Senior Officer present will take command of all personnel until the arrival of the Emergency Services. At this time they will place themselves and their staff under the direction of the Emergency Services Officer in Charge

### **Salvage**

12.12 Only where possible and without taking hazardous risks, should stores or equipment be removed from the building. The Senior Officer present is to detail guard over any salvaged stores.

### **Fire Fighting Equipment and Exits**

12.13 All personnel are to be fully aware of the location, type and function of the fire-fighting equipment available in the building. Defective or Test date expired equipment is to be reported to the DO immediately. This information is to be communicated to the Depot Manager by the CUCDR.

12.14 Knowledge of all exits and alternative escape routes is essential by all personnel

### **Bounds – Fire Area**

12.15 All personnel are to observe a total restriction on vehicle movement with the compound area when there is a fire appliance operating at a fire scene.

12.16 Personnel are not to enter any area designated as the “Fire Ground” without the permission of the Fire Master or their deputy.

### **Clearance**

12.17 Occupants may only return to the building(s) when cleared to by the Fire Master or the Officer in Charge of the Emergency Services response.

### **Trial Evacuations**

12.18 A trial evacuation is to be conducted each term and the DO will compile a report to the CUCDR detailing effectiveness, as the DO will not be required to fight the fire.

12.19 Any Trial evacuation is to have the words “**FOR TRAINING**” included in the announcement. An example of this is as follows:

“**FOR TRAINING**” (pause) “**FIRE! – FIRE! – FIRE!**” (pause) “**FIRE IN NO. 2**”

**Order 13 – Visitors**

- 13.1 All visitors to the Squadron, regardless of who they may be, are to report to the ADJ on their arrival.
- 13.2 Once the visit has been approved, the CUCDR must be informed as to who has arrived.
- 13.3 Protocol and etiquette dictates that the visitor is introduced to the CUCDR, where practicable.
- 13.4 All visitors are subject to the standard set out in the 'Code of Behaviour' as promulgated by the NZCF. If this is not agreed to by the visitor, the visit does not proceed.
- 13.5 Cadets are not permitted as visitors unless prior permission has been made through the ADJ, and sanctioned by their respective CUCDR.
- 13.6 Any suspicious person(s) are to be reported to DO or ADJ immediately.

## Order 14 – Correspondence

14.1 All mail for the Squadron is to be addressed as follows:

**The Cadet Unit Commander  
No 40 (Howick) Squadron  
Air Training Corps  
PO Box 82317  
Highland Park  
Auckland 2143**

14.2 The Squadron's telephone number is:

**(09) 534 5298**

14.3 The Squadron Website is located at the following internet address:

**<http://www.40squadron.org.nz>**

14.4 General enquiries to the Squadron by email are to be directed to:

**[cucdr.40sqn@cadetforces.org.nz](mailto:cucdr.40sqn@cadetforces.org.nz)**

14.5 Any mail marked 'Staff in Confidence' is only to be opened by the person it is addressed to.

14.6 The mail is to be cleared prior to each parade night by the CUCDR or the USC

14.7 The ADJ is to manage an 'Inwards/Outwards Mail Register' to record and file all correspondence.

14.8 The ADJ is to monitor and manage a contact register to ensure all correspondence is sent to the correct addresses, and to amend them accordingly as required.

14.9 Where email communication is deemed to be official it is to be forwarded to the CUCDR and ADJ for recording in the Mail Register.



## Order 15 – Squadron Fees

- 15.1 Squadron fees are compulsory to all personnel from the rank W/O to the rank of Cadet.
- 15.2 Squadron fees are set and/or amended by the USC prior to the end of the training year for the following year as required.
- 15.3 Squadron fees are set to reflect the current economic climate, including inflation, and where possible will remain as affordable as possible for the Squadron personnel.
- 15.4 Squadron fees required to be paid will reflect the training level of the Cadets as set out below:
  - i. Basic Cadets – \$250.00 + \$50 for SQN T-Shirt and ATC Baseball Cap
  - ii. Proficiency Cadets & Advanced Cadets – \$250
  - iii. Post-Advanced Cadets & NCOs – \$200
  - iv. A 33% discount will be applied to each families with multiple paying sibling parading in the Squadron
- 15.5 Squadron Fees can either be paid in full at the commencement of the year, or in instalments over the period of Term 1 to Term 3 by arrangement with the USC. No Squadron fees are to be outstanding in Term 4.
- 15.6 Any Cadet experiencing financial difficulty may approach the USC through the CUCDR for assistance and will be considered on a case by case basis.
- 15.7 All personal information held within the unit will not be released or used for any other purpose as originally stated unless it falls under the provisions of Principle 11 of the Privacy Act 1993.

## Order 16 – Leave

- 16.1 Cadets who wish to obtain Leave of Absence from parades and activities must fill in the correct form, obtainable from the Adjutants Office. This request must be approved by the FLTCDR and then passed to the ADJ prior to administrative action. An “L” is to be recorded in the roll book.
- 16.2 If circumstances do not permit otherwise, telephoned requests for leave will be accepted the prior evening to the parade night by leaving a message on the Squadron’s answer phone. A “P” is to be recorded in the roll books.
- 16.3 Alternatively, cadets may submit on the night, Leave of Absence form through the U-Drive/Application Centre on the Squadron’s website. A “P” is to be recorded in the roll books.
- 16.4 When a cadet fails to attend **THREE** consecutive parade nights, or fails to parade regularly, he /she may be automatically discharged from the Squadron at the CUCDR’s discretion. A letter to this effect will be sent to his /her parents or guardian.
- 16.5 Similarly, resignations from personnel must be in writing or in person, addressed to the CUCDR. Personnel requesting to be discharged will not be released from duty until all administrative processing has been completed, outstanding fees owing paid, and items on loan returned.
- 16.6 The Leave of Absence form is attached at Annex A to this order.

Order 16 Annex A – Leave of Absence Form



**LEAVE OF ABSENCE  
REQUEST**



|              |  |
|--------------|--|
| Details      |  |
| <b>To:</b>   | <b>Unit Commander, No 40 (Howick) Sqn ATC</b>  |
| <b>From:</b> |  |
|              | Rank                      Surname    Initial (if required) |
| <b>Date:</b> |  |

I request permission to be absent on leave from Squadron Parade(s) and Activities on the following dates for the reason(s) specified below:

| Date | Parade/Activity | Reason |
|------|-----------------|--------|
|      |                 |        |
|      |                 |        |
|      |                 |        |
|      |                 |        |
|      |                 |        |

Signature of Cadet: \_\_\_\_\_

Authorised by: \_\_\_\_\_  
(FLTCDR)                      Rank                      Name    Date

\_\_\_\_\_  
Signature

Adjutant: PLTOFF C. Wilson, NZCF \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Order 17 – Dress Instructions

- 17.1 The dress for members of the NZCF at Cadet Unit parades will be as determined by the CUCDR.
- 17.2 When wearing uniform personnel are to be neat and well presented. Uniform and hair will conform to the service standards laid down in:
  - i. NZAP 207 Dress Instructions
  - ii. CFO 4, Chapter 3
- 17.3 No jewellery is to be worn with NZCF uniform except:
  - i. A watch.
  - ii. A wedding, engagement or plain signet ring.
  - iii. Trinkets, necklaces and chains if not visible.
  - iv. Females may wear one plain earring stud in each earlobe. Males are not permitted to wear any earrings or studs.
- 17.4 Service uniform is to be worn on official occasions only when on NZCF Duty. No individual items may be worn at any time and no combination of Service and Civilian attire is permitted. This also includes any issued uniform from the Squadron.
- 17.5 In the situation where a Cadet's uniform is unserviceable or where a part no longer fits the individual, school uniform or civilian attire equivalent to the ATC uniform is to be worn. Sneakers and loose fit civilian attire is not acceptable.
- 17.6 Record of service books (NZCF 3822) must be carried by all Cadet Personnel when on duty, irrespective of uniform being worn or not.
- 17.7 DPM type clothing (No. 8 Field Service Dress) may be worn at Static Camps Only at the cost of the cadet. All tramping will be done in civilian clothing and no DPMs are to be worn. When DPM is worn at the Depot Compound it must be worn with rank slides and either F/S or the ATC Baseball Cap.
- 17.8 Until such time as uniform is issued, recruits will wear school uniform (or equivalent civilian standard) until such time as they have joined the Squadron and have completed all relevant recruit paper work and have paid fees. They are to be issued with a Squadron T-shirt and an ATC Baseball Cap.
- 17.9 All uniform issued by the Squadron to a cadet will be dry-cleaned upon when it is returned to the Stores.
- 17.10 A Squadron T-Shirt is also available for purchase to wear at Sports days, on camps and at other relevant occasions as detailed in orders.

## Order 18 – Discipline

- 18.1 All personnel are to remember that discipline is one of the founding principles of the NZCF, and is one of the unique features of this organisation.
- 18.2 The NZCF Code of Conduct as set out in CFO 1, Chapter 4 Section 2 is to be adhered to at all times by all personnel.
- 18.3 Breaches of the NZCF Code of Conduct will be subject to a Code of Conduct Investigation and subsequent disciplinary action as required.
- 18.4 Cases of Serious Misconduct as defined by the NZCF Code of Conduct can result in the discharge of that person(s) from the Squadron.
- 18.5 Any order given by an NCO, UO, or Officer must be a lawful order meeting the following criteria:
  - i. It is expressed in mandatory language.
  - ii. It does not contravene the law.
  - iii. It is given by a superior officer.
  - iv. It is physically capable of being carried out by the person receiving it.
  - v. It is for a purpose consistent with proper NZCF activities.
- 18.6 The CUCDR is the only officer in the Squadron who may impose a formal penalty for a breach of the Code of Conduct not covered under civil law. Breaches of the Code of Conduct are to be reported to the CUCDR through the Squadron's chain of command.
- 18.7 If an alleged breach of the NZCF Code of Conduct is reported to the CUCDR, they may either:
  - i. Decide not to deal with the allegation if the allegation is not well founded or is too trivial to be dealt with under the Code of Conduct. In this case it is to be viewed as a Performance Short Fall.
  - ii. Conduct a Code of Conduct Investigation, appointing an Investigation Team comprised up of any members of the NZCF, NZDF or USC as deemed appropriate, unless any one of these is the complainant or subject of the complaint IAW CFO 1, Chapter 4 Section 4.
- 18.8 The COMDT NZCF is the only officer who may impose a penalty for a breach of the Code of Conduct by a NZCF Officer or member of the supplementary staff. Breaches of the Code of Conduct are to be reported to the COMDT NZCF through the AC CFTSU.

## Order 19 – Compliments

- 19.1 When referring to individual Officers and Under Officers all Cadets and NCOs are to state the Officer's Rank and Surname. When referring to individual NCOs all Cadets are to use their Rank and Surname.
- 19.2 Supplementary Staff are to be referred to as Mr/Mrs/Miss and Surname; NCOs and Cadets are to address them as "Sir/Ma-am". Military Instructors are to be referred to by their Rank and Surname.
- 19.3 Subordinates are to stand at attention when addressing or being addressed by their superior in rank. Prior to executing an order, subordinates are to acknowledge the Command as follows:
  - i. To or Amongst NCOs – "Yes Corporal/Sergeant/Flight"
  - ii. To W/O, UO or Supplementary Staff – "Yes Sir/Ma-am"
  - iii. To Officers – "Yes Sir/Ma-am" – followed by a Salute
- 19.4 All personnel of this Squadron shall pay compliments to NCO's, SS's & UO's by bracing up, and to all Commissioned Officers by saluting (when the subordinate is wearing head dress) or bracing up (when not wearing head dress) on every occasion.
- 19.5 Paying of compliments is detailed in the NZAP 818 Manual of Drill and Ceremonial.

## **Order 20 – NZCF and NZCF Property**

- 20.1 It is an offence for Squadron personnel to have in their possession any government or Squadron property, whether serviceable or not, other than that has been issued in the correct manner.
- 20.2 Government or Squadron property is not to be removed from its normal position without prior authority.
- 20.3 On discharge from the Squadron, personnel are to return all articles of clothing and equipment issued to them on loan. Failure to do so will result in recovery/reimbursement action being carried out. This will be at the scale of charges supplied by the RNZAF and/or the Squadron Stores Officer, as authorised by the CUCDR.
- 20.4 Squadron personnel are to report promptly to the Stores Officer any cases of loss or damage to Service, Squadron and private equipment. Failure to do so irrespective of cause or fault may result in personal or collective payment and/or disciplinary action.
- 20.5 All items issued on loan are to be kept in good repair and when returned all items are to be in good condition, with fair wear and tear accepted.
- 20.6 Equipment and clothing may only be issued by the Stores Officer or his/her authorised deputy, in accordance with good accounting and stock control procedures.
- 20.7 All trophies awarded through the Squadron may be held by the recipient for a three terms. They remain the property of the Squadron and must be returned when requested in an acceptable condition.
- 20.8 It is both a Military and Civil offence to remove any items from a rifle range. The Range Safety Officer may authorise the removal of targets only from the range at the conclusion of the exercise.
- 20.9 Whilst on field exercises effective equipment control practises are to be maintained by all personnel. NCOs may be held accountable for the actions of their subordinates whether good or bad. As a general principle, personnel should not be released from duty until all the equipment has been accounted for and returned to stores.

## **Order 21 – Smoking, Alcohol, and Drugs**

### **Smoking**

- 21.1 Under no circumstances are Cadets permitted to smoke when on duty. Duty is defined as any time transiting to / from activities, whilst engaged in ATC activities. This may be whilst wearing the ATC uniform or in civilian clothes.
- 21.2 Commissioned Officers and Supplementary Staff may smoke under the following conditions when on duty:
- i. Smoking is prohibited in offices and is to be confined to areas 'out of sight' of all personnel (other than fellow staff also smoking), Regular Force Personnel and Civilians.
  - ii. Officers and Supplementary Staff may smoke during break periods, outside normal working hours, during official smoke breaks on activities or at ceremonial functions where etiquette deems appropriate.
  - iii. The OIC of an activity has the authority to ban all smoking.

### **Alcohol**

- 21.3 NZCF personnel are not permitted to partake of any alcoholic beverage when on duty.

### **Drugs**

- 21.4 The use of drugs, except when prescribed by a doctor, is prohibited at all times regardless of when on duty or not. Details of the use of prescription drugs are to be advised to the CUCDR or the OIC of the activity.
- 21.5 Purposeful inhalation of glue or other hallucinogenic / narcotic substances is also prohibited at all times.
- 21.6 Any personnel found in contravention of this order will face Investigation and the possible removal from the Squadron.



## **Order 22 – Harassment, Bullying, Discrimination, Equal Opportunity, and Sexual Harassment**

### **Harassment, Bullying, Discrimination, and Equal Opportunity**

- 22.1 Any form of harassment, bullying and discrimination is not welcome within the Squadron.
- 22.2 The Squadron is a safe and welcome place for all members.
- 22.3 For further advice if you feel you have been subjected to any Harassing, Bullying or Discriminatory kind of behaviour, regardless of the persons rank or position in the Squadron or NZCF, you may discuss your concerns with a trusted Officer within the Squadron with the view of having a discussion with the CUCDR.
- 22.4 The CFO 1, Chapter 5 outlines Operation Respect and describes in detail about the prevention of harassment, bullying and discrimination and the process for identifying if you have been or think you have been subject to this kind of behaviour.

### **Sexual Harassment**

- 22.5 No member of the Squadron is to subject any other person with whom he or she is involved within an NZCF activity, to any form of sexual harassment.
- 22.6 The definition of sexual harassment is the verbal or physical conduct of a sexual nature which is unwelcome, offensive, or persistent.
- 22.7 The types of behaviour that constitute sexual harassment and which may result in disciplinary action are:
- i. The use of authority or rank to demand sexual favours (sexual intercourse, sexual contact, or other forms of sexual activity).
  - ii. The implicit or overt promise of preferential treatment in the progression of a member of the NZCF, if the sexual favours are denied.
  - iii. The direct or indirect subjection of a member of the NZCF to sexual comments or behaviour which is unwelcome or offensive to the member to the member of the NZCF, which is either repeated or of such significance, that it has a detrimental effect on the individual's performance or willingness to serve.
- 22.8 Sexual harassment most often develops from a situation where an individual has authority over another, or others, and abuses that authority.
- 22.9 Any report of sexual harassment will be handled in confidence, with sensitivity and care, as these cases can be stressful to both the complainant and the alleged offender.
- 22.10 Any incident must be reported by the individual complainant directly to the CUCDR. The CUCDR will report cases involving sexual violation to the New Zealand Police.

## **Order 23 – Health and Safety**

23.1 The main reference for Health and Safety in the NZCF is CFO 8 Chapter 1.

23.2 Health and Safety responsibilities and duties are detailed as below.

23.3 CUCDR:

- i. Set the Squadrons health and safety vision.
- ii. In conjunction with the H&S Officer arrange Hazard Assessments.
- iii. Appointment of XO an H&S Officer.

23.4 Unit Health & Safety Officer (XO):

- i. Conduct routine and non-routine Hazard Assessments.
- ii. Arrange and conduct Fire or Emergency Evacuation drills.
- iii. Maintain a Hazard Assessment Register and an Accident and Illness Register.

23.5 NZCF Officers and Staff:

- i. Ensure that all activities involving Cadets has obtained approval from the CUCDR and procedures have been followed in accordance with the CFO 8 Chapters 1 & 3.
- ii. Maintain responsibility for the control, welfare and safety of Cadets for the duration of any activity.
- iii. When undertaking the planning of an activity that all staff involved holds the required qualifications necessary to supervise and conduct the activity.

23.6 All Personnel:

- i. Compliance and understanding of this order.
- ii. Reporting any hazard identified to the H&S Officer through the chain of command.
- iii. Taking all practicable steps to ensure their own safety and that of other people.

## **Order 24 – Firearms**

- 24.1 The main reference for the Storage of Firearms in the NZCF is CFO 3 Chapter 3.
- 24.2 At no time shall there be firearms present at the Squadron or on Squadron Activities without prior permission of the Cadet Unit Commander. The exception to this will be service issue weapons.
- 24.3 No knives or other such weapons are to be brought to the Squadron or Squadron Activities. The exception to this is when on a Bushcraft camp, where a survival knife may be brought by Cadets. It must be sheathed and stay in a pack until required.
- 24.4 Any person found in possession of any unauthorised weapon will face Investigation and the possible removal from the Squadron.
- 24.5 Procedures for Storing and Drawing Weapons from the Squadron Armoury are not included in these orders for security reasons. They are to be published separately and distributed to authorised personnel.

## **Order 25 – Conduct in Public**

- 25.1 This order relates to all Squadron personnel who visit/participate any activity whilst representing the Squadron.
- 25.2 Participants of any activity will be under the direct Command of the Senior Ranking person present or the appointed OIC. The CUCDR is to be made aware of all such personnel by the OIC prior to the activity.
- 25.3 Attendance by non-participant personnel on any activity is subject to the express permission of the CUCDR and/or the OIC of that activity. Where this involves attending an activity under the command of another Squadron or Organisation, the express permission of both CUCDRs is required.
- 25.4 Personnel are reminded that at all times whilst in public during an Authorised or Recognised activity they are representing not only the Squadron, but also the NZCF and the wider NZDF.
- 25.5 Any incidents that occur in public during an activity which may adversely impact the Squadron's, NZCF's, or NZDF's reputation are to be reported to the CUCDR without delay.

## Order 26 – Social Media Policy

- 26.1 The main reference for Social Media in the NZCF is CFO 6, Chapter 3.
- 26.2 The above reference applies to all personnel in the NZCF and to all Social Media sites where one might interact with cadets, or have the opportunity to represent ATC in any way.
- 26.3 The official, Squadron managed Website is:
- [www.40squadron.org.nz](http://www.40squadron.org.nz)**
- 26.4 The official, Squadron managed Facebook Page is:
- [www.facebook.com/40SquadronATC](http://www.facebook.com/40SquadronATC)**
- 26.5 NZCF members are not to engage in the following behaviour on social media:
- i. Regularly text with other members of NZCF for purposes other than those directly related to an NZCF activity, and such interactions should be kept to a minimum.
  - ii. Post any objectionable material on any public or private forum online or shared groups where the NZCF or NZDF is represented, or could be construed as being represented.
  - iii. Post or share videos, photos, sound bites or comments that are negative, derogatory, threatening, insulting, provocative, abusive, slanderous or reflect poorly on the NZCF or the NZDF on any public or private forum online.
  - iv. Engage in Cyber Bullying where there is harassment, bullying, intimidation or sexual harassment concerning other members of the NZCF in any public or private forum online or via SMS and MMS messaging.
  - v. Post negative, derogatory, threatening, insulting, provocative, abusive or slanderous comments concerning other members of the NZCF in any public or private forum online including the NZCF Admin website.
  - vi. Make any claims or comments on behalf of the NZCF or NZDF in any public or private forum online unless you are authorised to do so.
  - vii. Make any comment on any Government, NZDF or NZCF policy on any public or private forum online if it could be construed in any way or form that the comment is being made in an official capacity on behalf of the NZCF or NZDF.
- 26.6 The above list is not exhaustive and should act as guidelines for NZCF personnel.
- 26.7 Any of the above actions can be considered sufficient to initiate disciplinary action IAW CFO 1, Chapter 4.

## **Order 27 – Complaints Procedure**

- 27.1 The main reference for the Complaints Procedure in the NZCF is CFO 0 Chapter 3.
- 27.2 All complaints must be in writing where possible and passed directly to the CUCDR through the ADJ in a sealed envelope. Where this is deemed by a complainant to be an unacceptable course of action an appointment should be made to see the CUCDR.
- 27.3 The CUCDR will receive Cadets for interview as necessary. All requests for interviews are to be on matters that cannot be dealt with at any appropriate lower level and are to be made through the ADJ in the first instance.
- 27.4 All Officers, UOs and the SWO have direct access to the CUCDR for the purpose of interview
- 27.5 Except for those personnel covered in Order 27.3, all requests for interview are to be submitted in writing where possible, outlining details for the interview.
- 27.6 Any Flight Commanders or OICs who conduct interviews with subordinate personnel are to advise the CUCDR of the nature and outcome of such interviews as soon as practical.

## **Order 28 – Definitions of Unit Support Organisations**

### **No 40 (Howick) Squadron Branch ATCANZ (USC)**

- 28.1 The role of the USC is to provide the support and funding necessary to maintain and further the interests of the Squadron, Air Training Corps, and the New Zealand Cadet Forces, as per the ATC Branch Manual found on the ATCANZ website.
- 28.2 The USC consists of the Chairman, Secretary, Treasurer and committee members as voted at the annual AGM. Members of the committee are usually made up from parents of cadets and other like-minded members of the community.
- 28.3 The USC meet monthly to discuss support and fundraising required, set annual subs, pass accounts for payment etc.
- 28.4 The USC operate a 00 Cheque account, on behalf of the Trust, for the collection of annual subs, fees and payments as a working account. All payments out of the 00 account must be minuted in the monthly committee meetings.
- 28.5 The Treasurer and other appointed persons have signing authority on all Trust accounts, but are not allowed to access the Savings account unless authorised by the Trustees of the Trust.

### **No 40 (Howick) Squadron ATC Trust**

- 28.6 The Trust was established to work hand in hand with the USC, with the same goals and principles as the USC, but to provide over-arching control of the finances generated and held for the Unit.
- 28.7 The Trust is a registered Charitable Trust with the companies office & also has Charity Commission registration.
- 28.8 Trustees have been appointed to the Trust and conduct their own meetings to discuss ways to help finance the USC and support the Unit. The USC Chairman and Secretary are usually invited to attend these meetings as well (If not appointed as Trustees).
- 28.9 Trustees attend USC monthly meetings & the AGM to support the committee. All bank accounts held by the Unit are controlled by the Trust, in the Trust's name.
- 28.10 The Trust has allocated the 00 cheque account as the working account for the USC. The Trust retains control over all accounts but will allocate funds from the Savings account to the 00 cheque account as & when requested by the USC (if warranted).
- 28.11 The Trust is also tasked with applying for funding grants from various organisations. Any funds received are to be deposited into the Savings account and allocated to the cheque account for the specific purpose the funding request was granted for, when asked by the USC.

## **Order 29 – Parade Format**

- 29.1 The main reference for all drill conducted on parade is the NZAP 818 Manual of Drill and Ceremonial.
- 29.2 The parade format for a routine parade night is as per the NZCF 166 Chapter 5 Lesson 4 – ATC Parade With and Without DPTAs.
- 29.3 The location of the parade is to be decided by the Duty Officer based on the weather conditions of the evening.
- 29.4 The available locations are:
  - i. Depot Carpark, centred on the flag pole and marked using large road cones
  - ii. Depot Hall.
- 29.5 An abridged form of the format in the NZCF 166 is to be used when available space restricts Cadets' ability to safely march on and off parade.
- 29.6 Officers and Under Officers with Flight appointments are expected to march on for routine parades.
- 29.7 The first parade night of the month is a Unit Commander's Parade where all Officers and Under Officers are expected to parade.