

---

*No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces*



*UNIT STANDING ORDERS*

---



---

***INTENTIONALLY BLANK***

---



## ***Introduction:***

1. These Orders apply to all personnel serving in No 49 (District of Kāpiti) Squadron as well as any person assisting the Unit in any capacity.
2. Ignorance of these orders will not be accepted as an excuse for any action taken in contravention of these orders.
3. Orders cannot be expected to be all embracing, or to cover the unforeseen. Therefore the use of common sense must always be the guiding principle in the absence of written orders.
4. Amendments to these orders are not to be made except with the written permission of the Cadet Unit Commander.

---

Phil Baker  
Flight Lieutenant, NZCF  
Cadet Unit Commander

***INTENTIONALLY BLANK***

# Table of Contents:

INTRODUCTION:	1
TABLE OF CONTENTS:	1
TABLE OF FIGURES:	2
LIST OF TABLES:	2
ALCOHOL, SOLVENTS OR DRUGS:	5
COMMAND AND FUNCTIONAL UNIT STRUCTURE:	5
COMPLAINTS:	6
COMPLIMENTS:	6
DISCIPLINE:	7
DRESS AND BEARING:	8
DUTY CADETS:	8
DUTY NCO:	9
FIRE ORDERS:	9
GROOMING:	10
INTERVIEW WITH UNIT COMMANDER:	10
INTRODUCTION TO UNIT:	11
INVESTIGATION OF CHARGES:	11
JEWELLERY:	11
LEAVE:	12
LIAISON WITH NZCF UNITS, RF UNITS & OTHER ORGANISATIONS:	12
MAIL INWARDS:	12
MAIL OUTWARDS:	13
ORDERLY OFFICER:	13
OUT OF BOUNDS AREAS:	13
PARADE NIGHT ROUTINE:	14
PYROTECHNICS AND PROJECTILES:	14
SECURITY:	14
SERVICE PROPERTY:	15
SMOKING:	15
TELEPHONE NUMBER:	15
VEHICLES:	16
WEARING OF HEADRESS:	16
APPENDIX A:	17
ORDERLY OFFICER	17
APPENDIX B:	18
DUTY NCO	18
APPENDIX C:	19
DUTY NCO CHECK LIST	19
APPENDIX D:	20
DIRECTIVE	20
TO: The Training Officer FROM: The Unit Commander	20
APPENDIX E:	22
DIRECTIVE	22
TO: The Adjutant FROM: The Unit Commander	22
APPENDIX F:	24
DIRECTIVE	24
TO: The Executive Officer FROM: The Unit Commander	24
APPENDIX G:	25
DIRECTIVE	25
TO: The Stores Officer FROM: The Unit Commander	25
APPENDIX H:	26
DIRECTIVE	26
TO: All Unit Officers FROM: The Unit Commander	26
APPENDIX I:	27
DIRECTIVE	27
TO: All Unit Under Officers FROM: The Unit Commander	27
APPENDIX J:	28
DIRECTIVE	28
TO: The Unit Warrant Officer FROM: The Unit Commander	28
APPENDIX K:	29
DIRECTIVE	29
TO: The Assistant Training Officer FROM: The Unit Training Officer	29

APPENDIX L .....	30
DIRECTIVE .....	30
TO: <i>The Training NCO FROM: The Unit Training Officer</i> .....	30
APPENDIX M .....	31
DIRECTIVE .....	31
TO: <i>The Administration NCO FROM: The Adjutant</i> .....	31
APPENDIX N .....	32
DIRECTIVE .....	32
TO: <i>The Stores NCO FROM: The Unit Stores Officer</i> .....	32
APPENDIX O .....	33
DIRECTIVE .....	33
TO: <i>The Special Projects Officer FROM: The Unit Commander</i> .....	33
APPENDIX P.....	34
LEAVE FORM .....	34
APPENDIX Q .....	35
DIRECTIVE .....	35
TO: <i>All Unit Junior NCOs FROM: The Unit Commander</i> .....	35
APPENDIX R .....	36
DIRECTIVE .....	36
TO: <i>All Unit Senior NCOs FROM: The Unit Commander</i> .....	36

## ***Table of Figures:***

FIGURE 1: CHAIN OF COMMAND STRUCTURE CHART.....	5
FIGURE 2: UNIT FUNCTIONAL OPERATION CHART. ....	6

## ***List of Tables:***

TABLE 1: MALE CIVILIAN DRESS CODE.....	8
TABLE 2: FEMALE CIVILIAN DRESS CODE. ....	8



## Alcohol, Solvents or Drugs:

1. In accordance with the New Zealand Cadet Force Orders, Volume 1, Chapter 5, Paragraph 1.58

Possession, consumption, and/or being under the influence of alcohol, solvents, or drugs on New Zealand Defence Force, New Zealand Cadet Forces, or cadet unit premises and at any cadet activity in the presence of cadets is an instance of serious misconduct.

2. If any person is found to be in violation of this order then they are liable for any one, or a combination, of the following disciplinary actions to be taken against them:
  - a. Reduction in Rank, and/or
  - b. Formal Apology, and/or
  - c. Compensation, and/or
  - d. Discharge from Cadet Forces.

## Command and Functional Unit Structure:

1. The Chain of Command for No 49 (District of Kāpiti) Squadron is depicted in the following diagram:

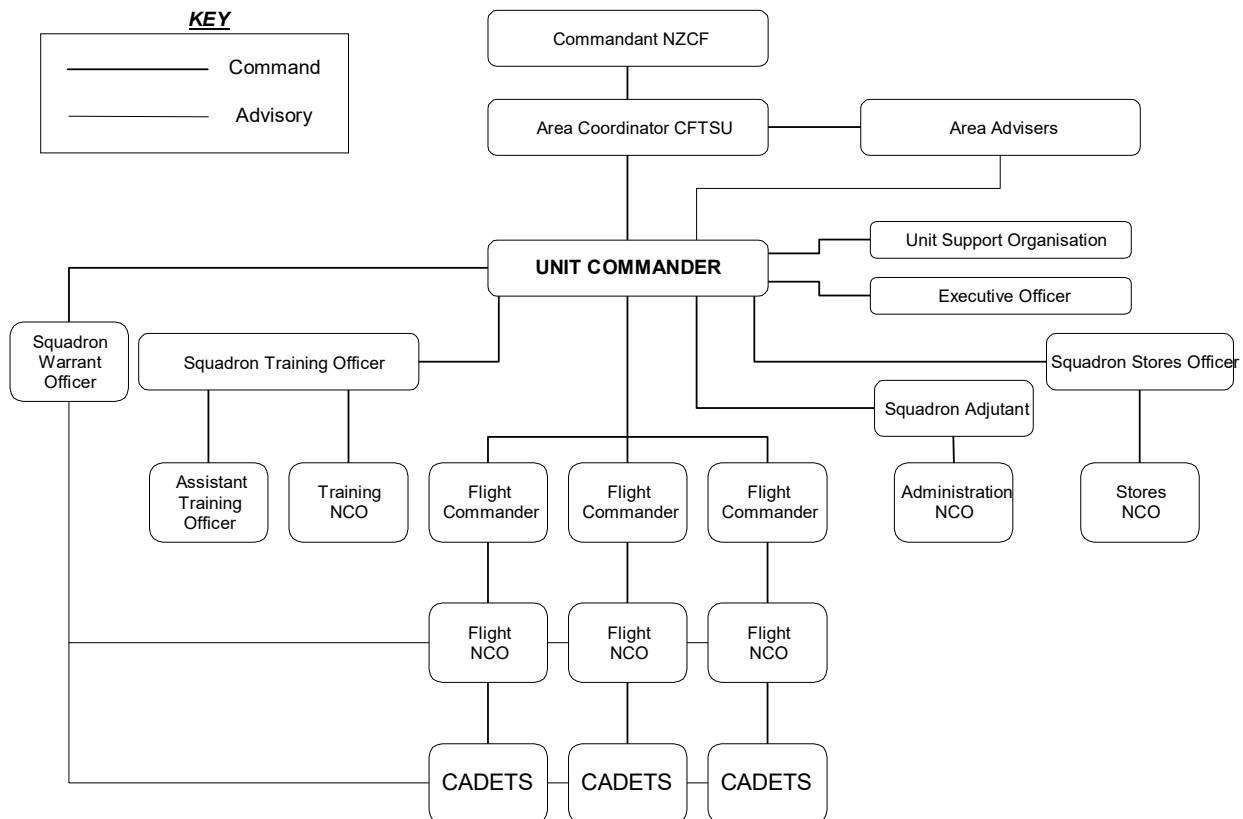


FIGURE 1: CHAIN OF COMMAND STRUCTURE CHART.

## **Command and Functional Unit Structure (continued):**

- The Functional Structure for No 49 (District of Kāpiti) Squadron is depicted in the following diagram:

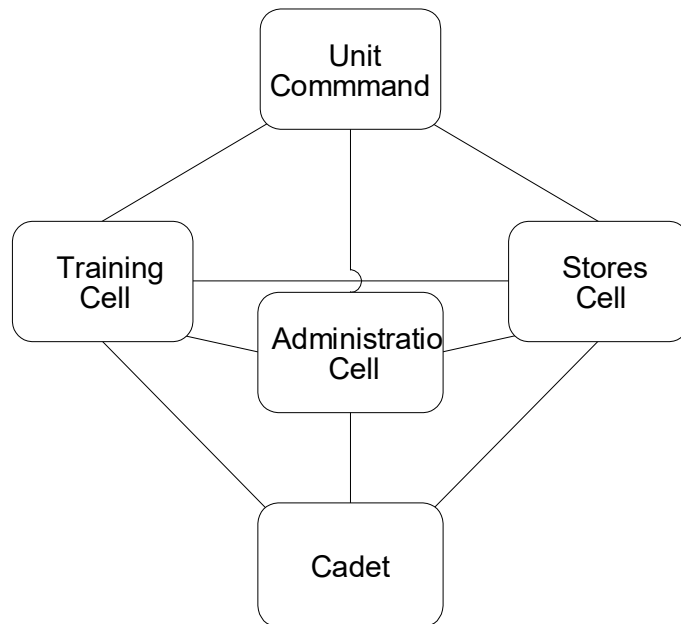


FIGURE 2: UNIT FUNCTIONAL OPERATION CHART.

### **Complaints:**

- Notwithstanding the normal Chain of Command, any person believing they have a legitimate complaint, may approach any Unit Officer, including the Unit Commander, to have their complaint heard and action taken if warranted.

### **Compliments:**

- Compliments are to be paid at all times when due.
- Cadets are to salute all commissioned Officers on sight when they (the Cadets) are wearing their headdress and they are to refer to them by their rank or by calling them Sir or Ma'am as appropriate.
- Junior commissioned Officers are to salute all senior commissioned Officers on sight when they (the Junior Officers) are wearing their head dress and they are to refer to them by their rank or by calling them Sir or Ma'am as appropriate.
- If a commissioned Officer is without their headdress then they are saluted then they are to either stand or sit to attention as appropriate and acknowledge the salute.

---

## ***Compliments (continued):***

5. If a Cadet is without their headdress and therefore unable to salute an Officer, they are to come to attention and acknowledge the Officer by calling them by their rank, Sir or Ma'am as appropriate.
6. If a Junior commissioned Officer is without their headdress and therefore unable to salute a Senior commissioned Officer, they are to come to attention and acknowledge the Officer by calling them by their rank, Sir or Ma'am as appropriate.
7. Cadets are to refer to the NCOs and Warrant Officer using their rank at all times.
8. Cadets are to refer to Under Officers and commissioned Officers, their rank, Sir or Ma'am as appropriate.
9. NCOs are to refer to everyone by their rank, or in the case of the Under Officers or commissioned Officers, their rank, Sir or Ma'am as appropriate.
10. Under Officers and commissioned Officers are to refer to everyone by their rank, Sir or Ma'am as appropriate.
11. Under Officers are Cadets and are therefore not entitled to receive salutes from Cadets or NCOs.
12. All Civilian Instructors are to be addressed as Sir or Ma'am.

## ***Discipline:***

1. Discipline may be defined as a personal responsibility.
2. The Service style of discipline is used in the Unit and right throughout the New Zealand Cadet Forces so that we can operate as a well-run organisation.
3. Breaches of discipline will be dealt with in accordance with the New Zealand Cadet Force Orders, Volume 1, Chapter 4.
4. It is therefore a requirement that all Unit Officers and Under Officers are to read the New Zealand Cadet Force Orders, Chapter 4 and become familiar with the policies and procedures as they are laid out.

## ***Dress and Bearing:***

1. You will at all times while in the uniform of the New Zealand Cadet Forces, or attending any Cadet Force activity, comply with the dress regulations as per the New Zealand Cadet Force Orders, Volume 10, Guide 6.
2. Cadets are to remember at all times, that the Corps may be judged by individual behaviour and bearing of its members when in public.
3. Service uniform is to be worn on official occasions only. No individual items of uniform are to be worn at any time.
4. All Cadets are to wear the appropriate insignia and badges of rank.
5. Long sleeve shirt and tie after 1830 hrs is compulsory. Any amendment to this rule within the Unit will be at the Unit Commander's discretion.
6. Any Cadet who attends a Cadet Force activity that would normally require the wearing of service uniform, but is unable to, will wear their school uniform. If any cadet does not have a school uniform, i.e. seventh form or left school, they will comply with the dress standards in the following tables.

Males:	⇒ Dress Trousers	To be ironed, jeans are not acceptable.
	⇒ Collared Shirt	To be ironed to the same standards required for the service uniform shirt.
	⇒ Dress Shoes	Cleaned.
	⇒ Tie	To be worn in the approved service manner.

TABLE 1: MALE CIVILIAN DRESS CODE.

Females:	⇒ Skirt or Dress Trousers	To be ironed, length to be below the knee. To be ironed, jeans are not acceptable.
	⇒ Blouse	To be ironed to the same standards required for the service uniform blouse.
	⇒ Dress Shoes	Cleaned.
	⇒ Hair	May be worn down.

TABLE 2: FEMALE CIVILIAN DRESS CODE.

## ***Duty Cadets:***

1. Duty Cadets are to complete all their assigned tasks under the supervision of the Duty NCO and the Orderly Officer.

## ***Duty NCO:***

1. The Duty NCO is to complete all the assigned tasks as per the Duty NCO Directive, attached as Appendix B of these orders (reference Page 18).
2. The Duty NCO is to complete the Duty NCO Check List as per the Duty NCO Directive, attached as Appendix C of these orders (reference Page 19).
3. You are to ensure that the building is secure before departing. Reference Page 14, Security, 2.

## ***Fire Orders:***

1. On discovering a fire you are to raise the alarm by shouting

**" FIRE FIRE FIRE "**

2. You are then to move immediately outside to the Parade Ground and form up in an orderly fashion.
3. The person in charge of any lesson is to ensure that all windows and doors are shut before leaving and that those persons in the lesson move as quickly, quietly and safely as possible to the Parade Ground via the most direct route.
4. The Roll Books and the Visitors Book are to be uplifted and a roll call completed as soon as possible. The roll call is to include all Staff as well as any visitors, to ensure that everyone is accounted for.
5. The Unit Warrant Officer or NCO in charge is to report to the Unit Commander in the first instance or if the Unit Commander is not present the Orderly Officer as soon as possible on the Unit status.

## ***Grooming:***

1. The following rules regarding grooming will apply, following the RNZAF NZAP 207, Chapter 1, Section 3:
  - a. Males: Providing hair is neatly kept, acceptability of a style will depend on the following:
    - i. Hair is to be shaped and tapered and must not extend below 15 mm above the collar when buttoned. This does not demand 'short back and sides' but does preclude hair styling which is ragged, excessive in bulk or length, overlaps the eyes and ears when combed, touches the collar or interferes with the normal wearing of Service headgear. Exaggerated hairstyles are not to be worn.
    - ii. Hairpieces may be worn while attending Cadet Force activities to cover any disfigurement or baldness but not as a cosmetic aid.
    - iii. Sideburns, if worn, are to be neatly trimmed and not increase in width towards the bottom; e.g. they may not connect to the upper lip. The bottom of the sideburns must be clear cut in a horizontal line and not extend below the bottom of the ear lobe.
    - iv. Except in the Sea Cadet Corps when a beard is grown in accordance with the Naval rules, the face is to be clean-. Moustaches are permitted for Air Training Corps personnel. When worn, they are to be kept neatly trimmed and of a moderate length - the ends may not fall below a line level with the bottom of the lower lip.
  - b. Females: While in uniform, hair is not to show on the forehead under the Service cap and should generally remain clear of the collar. If a comb, slide or hair net or worn, it is to be of plain design and of similar colour to the hair. If the hair is not short, it is to be worn in a bun so that it rests no lower than 2 cm from the collar. Exaggerated hairstyles are not to be worn. A moderate amount of make-up may be worn and only clear or neutral nail polish.

## ***Interview with Unit Commander:***

1. The Unit Commander will receive Cadets for interviews as necessary.
2. All requests are to be made through the Unit Adjutant in the first instance.

## ***Introduction to Unit:***

1. This order applies to personnel other than casual visitors.
2. When a person is to be at the unit for other than a casual visit, they are to be fully briefed on the following items:
  - a. Fire Orders, what their responsibilities and actions are to be in the event of a fire.
  - b. Layout of the Unit and the location of such things as emergency exits, toilets etc.
  - c. Key appointments within the Unit.
  - d. Dress Standards within the Unit.
  - e. Compliments, Discipline and methods of address will at an NZCF activity.
  - f. Any other items that may be pertinent to the situation.
3. The person responsible for briefing these personnel will be in the majority of cases the Squadron Adjutant; however, if it is a visiting instructor then it is the responsibility of the Training Officer.

## ***Investigation of Charges:***

1. All investigations of charges are to be conducted in accordance with the New Zealand Cadet Force Orders, Volume 1, Chapter 4, Section 4.
2. It is therefore a requirement that all Unit Officers and Under Officers are to read the New Zealand Cadet Force Orders, Chapter 4 and become familiar with the policies and procedures as they are laid out.

## ***Jewellery:***

1. Wristwatches, rings and Medic-Alert Bracelets may be worn with uniform unless safety dictates otherwise. Wedding, engagement and plain signet rings may be worn, and only on one finger of one hand.
2. Males are not to wear trinkets, necklets or earrings either in uniform or when attending a Cadet Force activity in plain clothes.
3. Females in uniform may wear one pair of matching plain gold or silver sleepers or small stud earrings. Females may not wear any other visible trinkets or necklets when in uniform.

## **Leave:**

1. Cadets who wish to obtain a Leave of Absence from Parades and activities must fill in the correct form supplied by the Unit Adjutant, or write a letter requesting the same. A copy of the Leave Form is attached as Appendix P of these orders (reference Page 34).
2. Telephoned requests for a Leave of Absence will be accepted at the Unit, however, the telephone is not to be used as a means of obtaining leave for periods of more than one parade night. A Leave of Absence for a night will be accepted providing that the Unit is contacted prior to 1900 hrs. After 1900 hrs a Cadet will be deemed as absent even if they do contact the Unit.
3. When a Cadet fails to attend four (4) consecutive weekly parades without having obtained a Leave of Absence, s/he can be automatically discharged from the Unit at the Unit Commander's discretion.
4. With an automatic discharge, a letter will be sent to the parent(s)/guardian(s) outlining the reasons for the discharge, and where there is Unit Stores and/or Equipment still outstanding, a proposed arrangement for having it returned to the Unit forthwith.
5. When Unit activities are planned for Cadets at times other than the normal parade night, then the same provisions for leave also apply, in that, personnel must apply for a Leave of Absence prior to the activity.

## ***Liaison with NZCF Units, RF Units & Other Organisations:***

1. Any contact with other New Zealand Cadet Forces Units, Regular Force Units or any other outside organisation must have the **prior** approval of the Unit Commander.

## ***Mail Inwards:***

1. The correct mailing address for this Unit is as follows:

The Unit Commander,  
No 49 (District of Kāpiti) Squadron  
PO Box 297  
Paraparaumu  
Kapiti Coast, 6450

2. All mail addressed in the above manner will be handled immediately by the Unit Adjutant.
3. If mail is of a personnel nature then it should be addressed directly to the person concerned or marked as 'Staff In Confidence' for the Unit Commander.



## ***Mail Outwards:***

1. **All** outwards mail must be authorised by the Unit Commander before it is sent.
2. The following are the steps that are to be taken with Outwards Mail.
  - a. Outward mail is to be taken to the Unit Commander for signature or authorisation.
  - b. Adjutant is to enter it into the Outwards Mail Register.
  - c. The duplicate is to be filed.
  - d. The original is to be posted.

## ***Orderly Officer:***

1. The Orderly Officer is to complete all the assigned tasks as per the Orderly Officer Directive, attached as Appendix A of these orders (reference Page 17).
2. The Orderly Officer is to supervise the Duty NCO while they are completing the DUTY NCO CHECK LIST (reference Page 19).
3. You are to ensure that the building is secure before departing. Reference Page 14, Security, 2.

## ***Out of Bounds Areas:***

1. The following areas are out of bounds to all Cadets at all times unless AUTHORISED:
  - a. The Unit Commanders Office.
  - b. The Administration and Training Office.
  - c. The Unit Stores and Equipment Room.
  - d. Out of the immediate area of the Building during parade hours (1845 hrs - 2100 hrs) unless you have permission from an Officer or you are required outside for a lesson.

## ***Parade Night Routine:***

1. The normal Parade for this Unit is to be held on Wednesday evenings.
2. The Unit will commence parades on the first Wednesday of the first school term each year and continue throughout the year until the last Wednesday of the last school term of the year.
3. The Unit will not parade during school holidays.
4. The Nightly Parade Routine is as follows:

Unit Fall-in, Roll Call and First Parade .....	1845 - 1915 hrs
First Period .....	1915 - 1955 hrs
Break and Canteen.....	1955 - 2010 hrs
Second Period .....	2010 - 2050 hrs
Final Parade or Nightly Briefing .....	2050 - 2100 hrs
Duty Personnel Clean Up .....	2100 - 2115 hrs
Staff Meeting (As Required) .....	2115 hrs

5. All Cadets are to have vacated the premises by 2115 hrs.
6. Any changes to this routine will be promulgated in Unit Routine Orders.

## ***Pyrotechnics and Projectiles:***

1. Being in the possession of or using pyrotechnics or projectiles whilst on New Zealand Defence Force, New Zealand Cadet Forces, or cadet unit premises or at any cadet activity is an instance of serious misconduct without the express permission of the Unit Commander or the officer in charge.

## ***Security:***

1. The security of the building and all the Unit Equipment is everyone's responsibility.
2. If you are rostered as Duty Cadet, Duty NCO or Orderly Officer, you are to ensure that all windows are shut and locked and that all doors are secure at the end of each parade night.
3. A copy of the Orderly Officers Duties is attached for reference as Appendix A of these Standing Orders on page 17.
4. A copy of the Duty NCOs Duties is attached for reference as Appendix B of these Standing Orders on page 18.
5. A copy of the Duty NCO Check List is attached for reference as Appendix C of these Standing Orders on page 19.

## ***Service Property:***

1. It is an offence for Unit Personnel to have in their possession any Government equipment whether serviceable or not, other than that which has been issued in the correct manner.
2. Government equipment is not to be removed from its normal position without proper authority.
3. On discharge from No 49 (District of Kāpiti) Squadron, personnel are to return all articles of clothing and equipment that have been issued to them.
4. Unit personnel are to report promptly to the Adjutant or Air Training Corps instructor any cases of loss or damage to Service equipment or private property. Failure to do so, irrespective of cause, may involve personal or collective payment.

## ***Smoking:***

1. In accordance with the New Zealand Cadet Force Orders, Volume 7, Chapter 1, Section 7:  
  
7.78 NZCF Officers and staff are not to smoke cigarettes, pipes, cigars, or any other tobacco plant or substance in front of cadets during ANY NZCF activity; this also includes E cigarettes, or any form of vaping.  
7.79 NZCF Cadets are not to smoke cigarettes, pipes, cigars, or any other tobacco plant or substance during ANY NZCF activity; this also includes E cigarettes, or any form of vaping.  
7.80 All personnel are further reminded that NZDF Policy also states that smoking of any type is not permitted in any NZDF / NZCF vehicles.
2. If any person is found to be in violation of this order then they are liable for any one, or a combination, of the following disciplinary actions to be taken against them:
  - a. Reduction in Rank, and/or
  - b. Loss of Privileges, and/or
  - c. Extra Duties, and/or
  - d. Reprimand.

## ***Email Address:***

1. The Unit's email address is [49sqn@cadetforces.org.nz](mailto:49sqn@cadetforces.org.nz) .

## ***Vehicles:***

1. Any Cadet who brings a vehicle to the Unit is to park it in the car parking area adjacent to the Air2There terminal in such a manner that it will not block other vehicles. You will be allowed to return to the vehicle at the conclusion of the Unit activity.
2. If you have cause to return to the vehicle during the course of an activity, then you must seek approval from the Unit Warrant Officer or the Orderly Officer.
3. When private vehicles are used for the transportation of Unit Personnel they are to be driven in accordance with the law by an appropriately licensed driver.

## ***Wearing of Headdress:***

1. Generally speaking headdress (FS Caps and SD Hats) are not to be worn inside the premises except when you enter any of the following Unit offices:
  - a. The Unit Commander's Office.
  - b. The Administration and Training Office.
  - c. The Stores Office.
2. You are to ensure that you are wearing your headdress at all times when in uniform outside the physical building.
3. The only exception to rule 2 above is when there are aircraft operating in the vicinity of the Squadron premises. Your headdress may be blown off your head and sucked up by an aircraft potentially causing damage to blades, engines etc. At these times common sense is to be your guide and you are to remove your headdress and secure it until such time as it is deemed safe to replace it on your head.

## ***ORDERLY OFFICER***

As Orderly Officer you are to ensure that the following duties are carried out during the normal course of a parade night.

1. Be on the premises no later than 1830 hours on a normal parade evening or not less than 15 minutes prior to the commencement of other organised activities.
2. Supervise the issue and return of keys, Ensign and Roll Books.
3. Ensure that any visitors are taken care of and that they sign the Visitor's Book.
4. Make sure that the Duty NCO and Duty Cadets have completed the Check List to a satisfactory standard and then sign and return it.
5. Complete a security check of the armoury and sign the Arms Register reporting on the status of the weapons. This task must be performed by a commissioned officer; therefore, if you are not a commissioned Officer you must have a commissioned Officer perform the check.
6. Remain at the Unit until the last cadet has left or been uplifted.

---

Phil Baker  
Flying Officer, NZCF  
Cadet Unit Commander

## ***DUTY NCO.***

As Duty NCO you are to ensure that the following duties are carried out during the course of the normal parade night.

1. Be on the premises no later than 1830 hours on a normal parade evening or not less than 15 minutes prior to the commencement of other organised activities.
2. Report to the Orderly Officer.
3. Collect keys and unlock the classrooms etc.
4. Ensure information TV in foyer is turned on and operational.
5. Uplift the Roll Books and Ensign from the Orderly Officer and issue them to the appropriate people.
6. Maintain a watch by the front door for visitors' etc and then take them to meet the Squadron Adjutant.
7. Raising and lowering the Ensign during normal weekly parades.
8. Take the names of any latecomers.
9. Ensure that cadets are not wandering around outside the building, especially during Break.
10. Be ready to assist the Unit Warrant Officer at all times.
11. Informing Instructors 5 minutes prior to the end of each lesson and at the conclusion of each lesson.
12. When not taking or preparing a lesson you are to assist the Unit Adjutant with filing and/or taking the mail around to be read and signed by the Unit Officers.
13. Collect the Roll Books and the Ensign and return them to the Orderly Officer.
14. Uplift the Duty NCO Check List and complete it with the Duty Cadets to assist.
15. Lock all classrooms and other offices as required and return all keys to the Orderly Officer.
16. Report to the Orderly Officer on completion of your duties.

---

Phil Baker  
Flying Officer, NZCF  
Cadet Unit Commander

***DUTY NCO CHECK LIST***

DUTY NCO: \_\_\_\_\_

DATE: \_\_\_\_\_

ORDERLY OFFICER: \_\_\_\_\_

SERIAL: \_\_\_\_\_

The Duty NCO is to ensure that the following rooms and areas are clean and tidy, which includes emptying the rubbish tins.

The Duty NCO is also to ensure that each room is correctly laid out and that all windows are shut, lights are turned off and curtains are drawn.

The Duty Cadets are to assist the Duty NCO. They should be prepared to undertake some of these tasks themselves.

	CHECKED	COMMENTS
Squadron Store swept, bin emptied and secured		
No 3 Lecture Room swept, chairs straightened, PCs shut down correctly, bin emptied and secured.		
Ensign has been secured and returned to the Orderly Officer.		
Outside Spotlight turned off.		
Front Door closed and secured.		
No 2 Lecture Room swept, chairs straightened, bin emptied and secured.		
No 1 Lecture Room swept, chairs straightened, bin emptied and secured.		
Armoury checked and all secure. Arms Register signed by commissioned Officer.		
Unit Commander's Office swept, chairs straightened, bin emptied and secured.		
Administration and Training Office swept/vacuumed, chairs straightened, bin emptied and secured.		
Aviation Museum Toilet tidied, checked and secured.		
Information TV located in foyer turned off.		

All of the above has been checked and completed correctly. (Comment on exceptions)

Signed:

DUTY NCO: \_\_\_\_\_

ORDERLY OFFICER: \_\_\_\_\_

***DIRECTIVE***

TO: The Training Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

FROM: The Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

As the Unit Training Officer you should endeavour to make the training program as attractive and practical as possible.

You are responsible to me for: -

1. Planning and preparation of the year's training program in accordance with the Corps Training Manual, the New Zealand Cadet Force Orders the Unit Training Syllabus and the Unit Standing Orders.
2. Oversee the training of Cadets on weekly parade nights.
3. The written briefing of instructors no later than four weeks in advance of the intended lesson date, and arranging an alternative program/instructor if this becomes necessary.
4. Arranging outside lecturers to cover specialist topics as required.
5. Liaison with outside organisations that may be able to assist with the training in any way.
6. Planning of Unit camps and oversee the training of Cadets at these camps.
7. Planning of range shoots for the cadets and ensuring that they meet the required standard and currency requirements before firing commences. This must be done in conjunction with a qualified Range Safety Officer.
8. The availability and serviceability of suitable training aids to assist instructors and the preparation of additional training aids where necessary.
9. Preparation and maintenance of training records and syllabus progression for the year.
10. Examination of Cadets on the completion of the various stages of training, including the preparation of test papers and the recording of the test results.
11. Control and supervision of all instructors. (Assistance can be obtained from the flight commanders, training, administration or stores personnel as required).
12. The initial selection and recommendation of Cadets for the various courses.
13. You should have knowledge of the Duke of Edinburgh Award Scheme and supervise any Cadets who wish to achieve the award.
14. Planning and supervision of NCO Continuation Training.
15. Preparation of an annual budget for upcoming Training requirements. It is to be prepared and delivered to me no later than the 10<sup>th</sup> of February each year.



- 16. When you have an Under Officer assigned to the Training section you are to ensure that they receive the fullest possible training in that section. This means that you are to actively supply the knowledge that they require in order to fulfil the position that you hold.
- 17. Such other mutually agreed tasks as may be required by me from time to time.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Training Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

\_\_\_\_\_  
Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

***DIRECTIVE***

TO: The Adjutant  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

FROM: The Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

As the Unit Adjutant you are responsible to me for:

1. All general administrative matters in accordance with the New Zealand Cadet Force Orders and the Unit Standing Orders.
2. Preparation of an annual budget for upcoming Administration requirements. It is to be prepared and delivered to me no later than the 10th of February each year.
3. Preparation of Duty Officer, Duty NCO and Duty Cadet rosters.
4. The organisation and efficient running of the Orderly Office and supervision of the Orderly Office staff.
5. Checking on absent Cadets.
6. The supervision of the Officers Attendance Register.
7. The uplifting of all the Unit mail twice a week from the Post Office box. It must be cleared on a parade night and during the weekend. Anything urgent is to be notified to me as soon as practicable.
8. The care and maintenance of the Unit filing system.
9. The compilation of the weekly Unit Routine Orders in conjunction with the Unit Training Officer.
10. Preparation of the Unit Monthly Returns (NZCF 20) within one week of the end of each month.
11. The maintenance of all Cadets' records (other than Training or Stores related records).
12. Supervision of Unit funds including receipting all inward monies that is not carried out by the Unit Support Committee, and maintain accurate records for it.
13. Liaison with the Unit Training Officer for any training duties that may be required.
14. Supervision of Canteen and/or Mess arrangements.
15. The maintenance of the Unit Organisational charts.
16. Amendment of the New Zealand Cadet Forces Order, the Air Training Corps Training Manual 1986 and other publications as required.

17. Complete a security check of the armoury each parade night and sign the Arms Register to confirm the status of the weapons. This task must be performed by a commissioned officer ONLY. Arrangements must also be made to ensure that this check is carried out during holiday periods as well.
18. When you have an Under Officer assigned to the Administration section you are to ensure that they receive the fullest possible training in that section. This means that you are to actively supply the knowledge that they require in order to fulfil the position that you hold.
19. The update and maintenance of the Unit History. It is to include details of the unit's activities, photographs, newspaper clippings, and to state names, dates, time and places. Photographs should have these details recorded on the back, as they may become detached.
20. Such other mutually agreed tasks as may be required by me from time to time.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Adjutant  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

\_\_\_\_\_  
Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

***DIRECTIVE***

TO: The Executive Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

FROM: The Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

As the Unit Executive Officer, you are responsible to me for: -

1. Overseeing the arrangements of Unit extra-ordinary activities.
2. Attending to correspondence as directed by me.
3. Assisting the Unit Adjutant.
4. Liaison with the Unit Training Officer for any training duties that may be required.
5. Such other mutually agreed tasks as may be required by me from time to time.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Executive Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

\_\_\_\_\_  
Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

***DIRECTIVE***

TO: The Stores Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

FROM: The Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

As Unit Stores Officer you are responsible to me for: -

1. All general stores related matters in accordance with the Cadet Forces Orders, NZAP 207 RNZAF Dress Instructions, and the Unit Standing Orders.
2. Preparation of an annual budget for upcoming Stores requirements. It is to be prepared and delivered to me no later than the 10<sup>th</sup> of February each year.
3. Preparation and maintenance of all equipment, stores and uniform records. This is to include a quarterly inventory stock take.
4. Performing a monthly check of all weapons and bolts for cleanliness and serviceability. You are also to check both weapon and bolt serial numbers against the list of weapons and bolts we have issued to the unit.
5. Supervising the issue and return of all uniform and equipment items.
6. You should have knowledge of all standard Cadet Force stores and book keeping procedures as well as a good knowledge of all stores forms along with requisition and disposal procedures.
7. The organisation and efficient running of the Stores Section and supervision of all Stores staff.
8. Liaison with the Unit Training Officer for any training duties that may be required.
9. When you have an Under Officer assigned to the Stores section you are to ensure that they receive the fullest possible training in that section. This means that you are to actively supply the knowledge that they require in order to fulfil the position that you hold.
10. Such other mutually agreed tasks as may be required by me from time to time.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Stores Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

\_\_\_\_\_  
Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

***DIRECTIVE***

TO: All Unit Officers  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

FROM: The Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

As a Unit Officer you are responsible to me for:

1. The observance of policies as set out in the Cadet Force Orders.
2. Understudying all Unit appointments so as to gain knowledge and experience in the various tasked areas.
3. Assisting with as much of the Unit training as possible so as to gain valuable instructional experience (under the guidance of the Unit Commander and the Training Officer).
4. Completing the task of Duty Officer when rostered by the Adjutant.
5. Liaison with the Unit Training Officer for any training duties that may be required.
6. Such other mutually agreed tasks as may be required by me from time to time.

_____	_____	Date: _____
_____	_____	Date: _____
_____	_____	Date: _____
_____	_____	Date: _____
_____	_____	Date: _____
_____	_____	Date: _____
_____	_____	Date: _____

\_\_\_\_\_  
All Unit Officers  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

\_\_\_\_\_  
Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

***DIRECTIVE***

TO: All Unit Under Officers  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

FROM: The Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

As a Unit Under Officer you are responsible to me for: -

1. Assisting the Unit Adjutant, Training Officer or the Unit Stores Officer as required.
2. While working under the guidance and supervision of the Officer in charge of your assigned section (Administration, Training or Stores) you will carry out all agreed tasks set by them.
3. You will understudy the Officer in charge of your assigned section and be ready to take over in the event that they are absent. This means that you are to actively seek the knowledge required to fulfil their position.
4. To successfully achieve the above task, you must be fully aware of the contents and meaning of the Directive for the Officer in charge of your assigned section.
5. Completing the task of Duty Officer when rostered by the Adjutant.
6. Liaison with the Unit Training Officer for any training duties that may be required.
7. Such other mutually agreed tasks as may be required by me from time to time.

_____	_____	Date: _____
_____	_____	Date: _____
_____	_____	Date: _____
_____	_____	Date: _____
_____	_____	Date: _____
_____	_____	Date: _____
_____	_____	Date: _____
_____	_____	Date: _____
All Unit Under Officers No 49 (District of Kāpiti) Squadron New Zealand Cadet Forces	Unit Commander No 49 (District of Kāpiti) Squadron New Zealand Cadet Forces	

***DIRECTIVE***

TO: The Unit Warrant Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

FROM: The Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

As the Unit Warrant Officer you are responsible to me for:

1. Ensuring that all the NCOs are up to the required standards as laid down in the manual of Dress Regulations, as they pertain to the Air Training Corps, before they parade in front of Cadets. It goes without saying that your own personal dress standards must be of the highest standard as you are the role model for the NCOs.
2. Note any latecomers to parade. This duty may be delegated to the Duty NCO.
3. Ensuring that all cadets are on parade and ready for roll call no later than 1900 hours on a parade night.
4. Informing the Officers that parade is ready no later than 1900 hours.
5. Accompanying the inspecting Officer during inspections unless there is a VIP doing the inspection in which case you remain in your position.
6. Ensuring that you and the NCOs are prepared to take notes during the inspection of the Unit and their Flights. I.e. In possession of a notebook and pen.
7. Making sure that Cadets are in their lessons on time so as not to hold up the instructors. Also that they remain in the lesson throughout unless they are required elsewhere.
8. Ensuring that the NCOs are trained to carry out their assigned duties as detailed in the Unit Standing Orders such as Duty NCO.
9. Chairing the monthly NCO meeting (subject to them not being required more often). You are then to present any ideas, suggestions or grievances as may arise from the meetings directly to me for discussion, and if required, actioning.
10. Liaison with the Unit Training Officer for any training duties that may be required.
11. Such mutually agreed other tasks as may be required by me from time to time.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Warrant Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

\_\_\_\_\_  
Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces



***DIRECTIVE***

TO: The Assistant Training Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

FROM: The Unit Training Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

As Assistant Training Officer, you are responsible to me for:

1. Assisting with the planning and preparation of the year's training program in accordance with the Corps Training Manual, the New Zealand Cadet Force Orders, the Unit Training Syllabus and the Unit Standing Orders.
2. Assisting with the training of Cadets on weekly parade nights.
3. Assisting with the written briefing of instructors no later than four weeks in advance of the intended lesson date, and arranging an alternative program/instructor if this becomes necessary.
4. Assist with the planning of Unit Deployments and Range Shoots and the training of Cadets at these camps and activities.
5. Assisting with the availability and serviceability of suitable training aids to assist instructors and the preparation of additional training aids where necessary.
6. Assisting with preparation and maintenance of training records and syllabus progression for the year.
7. Assisting with the examination of Cadets on the completion of the various stages of training, including the preparation of test papers and the recording of the test results.
8. Assisting with the planning and supervision of NCO Continuation Training.
9. Such other mutually agreed tasks as may be required by me from time to time.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Assistant Training Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

\_\_\_\_\_  
Training Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

***DIRECTIVE***

TO: The Training NCO  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

FROM: The Unit Training Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

As the Training NCO you are responsible to me for:

1. Assisting with the planning and preparation of the year's training program in accordance with the Corps Training Manual, the New Zealand Cadet Force Orders, the Unit Training Syllabus and the Unit Standing Orders.
2. Assisting with the training of Cadets on weekly parade nights.
3. Assisting with the written briefing of instructors no later than four weeks in advance of the intended lesson date, and arranging an alternative program/instructor if this becomes necessary.
4. Assisting with the planning of Unit Deployments and Range Shoots and the training of Cadets at these camps and activities.
5. Assisting with the availability and serviceability of suitable training aids to assist instructors and the preparation of additional training aids where necessary.
6. Assisting with the preparation and maintenance of training records and syllabus progression for the year.
7. Assisting with the examination of Cadets on the completion of the various stages of training, including the preparation of test papers and the recording of the test results.
8. Assisting with the planning and supervision of NCO Continuation Training.
9. Such other mutually agreed tasks as may be required by me from time to time.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Training NCO  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

\_\_\_\_\_  
Training Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

***DIRECTIVE***

TO: The Administration NCO  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

FROM: The Adjutant  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

As Administration NCO, you are responsible to me for:

1. Assisting with all general administrative matters in accordance with the New Zealand Cadet Force Orders and the Unit Standing Orders.
2. Assisting with the preparation of Duty Officer, Duty NCO and Duty Cadet rosters.
3. Assisting with the efficient running of the Administration Office.
4. Assisting with the checking on absent Cadets.
5. Assisting with the care and maintenance of the Unit filing system excluding personal files, staff in confidence mail and unit personnel's personal mail.
6. Assisting with the compilation of the weekly Unit Routine Orders.
7. Assisting with the preparation of the Unit Monthly Returns (NZCF 20).
8. Assisting with the maintenance of the Unit Organisational charts.
9. Assisting with the amendment of the New Zealand Cadet Force Orders, the Air Training Corps Training Manual 1986 and other publications.
10. Assisting with the update and maintenance of the Unit History.
11. Such other mutually agreed tasks as may be required by me from time to time.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Administration NCO  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

\_\_\_\_\_  
Adjutant  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

***DIRECTIVE***

TO: The Stores NCO  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

FROM: The Unit Stores Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

As Stores NCO you are responsible to me for:

1. Assisting with all general stores related matters in accordance with the New Zealand Cadet Force Orders, NZAP 207 RNZAF Dress Instructions, and the Unit Standing Orders.
2. Assisting with the preparation and maintenance of all equipment, stores and uniform records.
3. Assisting with the issue and return of all uniform and equipment items.
4. Assisting with the efficient running of the stores section.
5. Once a month you are to clean all of the firing weapons kept in the armoury.
6. Such other mutually agreed tasks as may be required by me from time to time.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Stores NCO  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

\_\_\_\_\_  
Stores Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

***DIRECTIVE***

TO: The Special Projects Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

FROM: The Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

As the Special Projects Officer you are responsible to me for:

1. Completing all the projects that are assigned to you within the mutually agreed time frame.
2. You are to keep me fully informed as to your progress and highlight to me immediately if you are falling behind in any task's time line.
3. You have been initially tasked with:
  - a. Delivering a compiled Unit History starting from the Unit's initial inception to present day in accordance with the RNZAF Manual of Administration and Organisation.
  - b. Compiling Risk Management Assessments for all our Squadron Activities such as:
    - i. Classroom lessons
    - ii. Drill lessons
    - iii. Weapon training
    - iv. Camps and Tramps etc.
  - c. You are to take into consideration such things as:
    - i. Weather conditions.
    - ii. Location of activity.
    - iii. Level of cadets being instructed to.
    - iv. Minimum qualifications required for the Officers and Supplementary Staff instructing the activity.
4. Such other mutually agreed tasks as may be required by me from time to time.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Special Projects Officer  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

\_\_\_\_\_  
Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

**LEAVE FORM**  
**No 49 (District of Kāpiti) Squadron**

File: \_\_\_\_\_

This form is to be completed by all Squadron personnel when they wish to be away from the Squadron for more than one parade night or if they are not available for a Squadron Recognised Activity that has been planned for them (i.e. Camps, Flying, Tramps etc.).

Complete this form and pass to the Squadron Adjutant for actioning.

Leave request from \_\_\_\_\_  
(Rank, Initials & Surname)

Period of Leave \_\_\_\_\_ Weeks/Months  
(Number) (Delete One)

First Parade Night Away: \_\_\_\_\_  
(Date)

Last Parade Night Away: \_\_\_\_\_  
(Date)

Reason for Leave \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed

***DIRECTIVE***

**TO:** All Unit Junior NCOs  
 No 49 (District of Kāpiti) Squadron  
 New Zealand Cadet Forces

**FROM:** The Unit Commander  
 No 49 (District of Kāpiti) Squadron  
 New Zealand Cadet Forces

As a Unit Junior NCO you are responsible to me for:-

1. The health and welfare of all the Cadets in your charge.
2. Ensuring that all the Cadets in your charge are up to the required standards as laid down in the manual of Dress Regulations, as they pertain to the Air Training Corps, before they parade. It goes without saying that your own personal dress standards must be of the highest standard as you are the role models for the Cadets.
3. Assisting all the Cadets in your charge with any problems they may have. For example, if you are in the field, ensuring that you deal with the cadets first before you sort out your own tasks ie. help them erect their tent before you sort out your own etc.
4. Researching and compiling lessons assigned to you by the Unit Training Officer and submitting them for review and approval to the Unit Training Officer at least two weeks prior to the lesson being delivered.
5. Delivering lessons assigned to you by the Unit Training Officer in a professional manner using the methods and procedures as taught on the Junior NCO Course.
6. Performing the duties of the Duty NCO when rostered.
7. Acting as the Marker or Flight Senior NCO when required to do so. This implies that you must be familiar with the Squadron Parade and all the commands used during it.
8. Ensuring that you are prepared to take notes during the inspection if directed to do so by the inspecting Officer. ie. In possession of a notebook and pen.
9. Such other mutually agreed tasks as may be required by me or the Unit Warrant Officer from time to time.

<b>JUNIOR NCO</b>	<b>UNIT COMMANDER</b>	<b>Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***DIRECTIVE***

**TO:** All Unit Senior NCOs  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

**FROM:** The Unit Commander  
No 49 (District of Kāpiti) Squadron  
New Zealand Cadet Forces

As a Unit Senior NCO you are responsible to me for:

1. The health and welfare of all the Cadets and Junior NCOs in your charge.
2. Ensuring that all the Cadets and Junior NCOs in your charge are up to the required standards as laid down in the manual of Dress Regulations, as they pertain to the Air Training Corps, before they parade. It goes without saying that your own personal dress standards must be of the highest standard as you are the role models for the Cadets and Junior NCOs.
3. Assisting all the Cadets and Junior NCOs in your charge with any problems they may have.
4. Researching and compiling lessons assigned to you by the Unit Training Officer and submitting them for review and approval to the Unit Training Officer at least two weeks prior to the lesson being delivered.
5. Delivering lessons assigned to you by the Unit Training Officer in a professional manner using the methods and procedures as taught on the Junior and Senior NCO Courses.
6. Performing the duties of the Duty NCO when rostered.
7. Acting as the Flight Senior NCO or Unit Warrant Officer when required to do so. This implies that you must be familiar with the Squadron Parade and all the commands used during it.
8. Ensuring that you are prepared to take notes during the inspection if directed to do so by the inspecting Officer. ie. In possession of a notebook and pen.
9. Such other mutually agreed tasks as may be required by me or the Unit Warrant Officer from time to time.

<b>SENIOR NCO</b>	<b>UNIT COMMANDER</b>	<b>Date</b>