



Australian Air Force Cadets
No 305 (City of Pittwater) Squadron **Joining Instruction**

305SQNA AFC JI 07/18

JOINING INSTRUCTION FOR FTE RANGE DAY 1/18 (C1#45884)

ACTIVITY TITLE	FTE Range Day 1/18
ACTIVITY LOCATION/ DETACHMENT ADDRESS	RAAF Base Richmond Dight Street, Richmond NSW 2753
ACTIVITY COMMENCEMENT	0830 h 18 Mar 18 RAAF Richmond
ACTIVITY CONCLUSION	1700 h 18 Mar 18 Dee Why MUD
TRAVEL REQUIREMENTS	Private Transport for cadets not attending Training Weekend 1/18 to the activity. Squadron transport provided for return trip.
UNIFORM REQUIREMENTS	AAFC Disruptive Pattern Uniform (DPU)
ACTIVITY OFFICER-IN-CHARGE (OIC)	FLTLT(AAFC) A Green fltcd.343flt@airforcecadets.gov.au 0419 200 568
ACTIVITY COORDINATOR/ EMERGENCY CONTACTS (In order of preference)	CFSGT H Hagans hedy.hagans@airforcecadets.gov.au 0477 429 351
ATTENDANCE REQUIREMENTS	Completion of FTE theory training and assessment is mandatory prior to attending this range shoot.

INTRODUCTION

1. This instruction has been issued to assist you in your preparation to attend the FTE Range Day 1/18. This is a live fire exercise involving the shooting of a minimum of 65 rounds using .22LR rifles. For the duration of the activity you will be under the command of the Activity OIC.

2. This Joining Instruction is an authoritative document; you are to read and comply with its contents. Speak to senior cadets at your Squadron who have attended activities like this in the past. They will prove an invaluable source of information regarding what to expect.

ADMINISTRATIVE DETAILS

3. **Forms and documentation.** You must ensure that you bring your Australian Air Force Cadets Identification (AAFC ID) Card

4. You must complete TWO copies of the TR66 'Consent Form - AAFC Activity' stating clearly your MEDICARE NUMBER and the EXPIRY date. **It must be signed and initialled in Sections 3 & 4 by your parent or legal guardian.** Please also ensure that the Witness signs and dates on the same day as your parent or legal guardian. If you are over 18 you may sign it yourself, but you still need to complete all the information areas. Have this document to present to staff, for checking, on arrival. Once checked the second copy is to be kept in your front right hand pants/shorts pocket at all times. Section 1 must include all known medical conditions, allergies etc. even if temporary. **This must be the correct version 4.5 dated Jun 16.** This form can be sourced via 'My Activities' in CadetOne (C1), which will also populate many of the required fields for you.

5. Should you be unable to access C1 then the correct version can be sourced via the 305SQN website by clicking on the link below.

http://305sqn.aafc.org.au/e107_files/downloads/parental_consent_jun16_tr66_v4.5.pdf

6. The completed TR66 Consent Forms are to be brought on the day of the activity, one TR66 is to be handed into the Duty Sergeant and one TR66 is to be kept on your person.

7. **Medical conditions, allergies and dietary requirements.** It is important that you inform the First Aid Officer or staff of 305SQN AAFC as soon as possible if you have any medical conditions, allergies or special dietary requirements, as well as stating them clearly on your TR66 'Consent Form - AAFC Activity'. This will ensure that your needs are taken into account when attending the activity. **Cadets should also arrive on the activity with copies of any required medical management plan.**

8. The Australian Defence Force (ADF) is unable to provide a severe food allergy free environment (such as from peanuts) in relation to the consumption of food during cadet activities. Such a risk may be life threatening for people who suffer from a severe food allergy. Parents may consider it is in their child's best interest not to allow participation of their child in the proposed activity. In the event that the child is allowed to attend a catered cadet activity, the parents may choose to provide, at their own expense, sufficient food to cover the duration of the activity.

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

10. **Activity related costs.** This activity is included in Term Contributions.

11. **Contact information.** During the activity, the OIC or activity coordinator may be contact in the case of an emergency. Please note, only contact the OIC in the case of an emergency, cadets will have access to mobile phones during stand-down in order to contact home.

12. **Nominal roll.** The nominal roll for this activity is contained in C1 and will be locked off when the activity commences.

13. **Withdrawal from activity.** Should you wish withdraw from the activity **prior to the close of nominations in C1**, cancel your nomination on C1.

14. Should you wish to withdraw from the activity **after the close of nominations in C1**, you are required to contact the Activity Coordinator and your Commanding Officer.

15. **Leave.** Leave during the activity will not normally be granted. However, any requests should be made to the Activity Coordinator.

ADDITIONAL ACTIVITY REQUIREMENTS

16. Cadets must have completed Firearms Training Elective (FTE) theory component, including the firearms training test, within the last two years.

17. If you have any specific dietary requirements such as allergies or food preferences, you must notify the staff immediately.

TRAVEL, ACCOMMODATION AND MESSING

18. **Travel.** Travel to and from this activity will be by own means. A map, indicating the location of the venue and specific meeting point is included in Annex A. Cadets are to contact the Activity Coordinator by phone if they are running late. Cadets travelling via public transport are to wear civilian attire and bring their uniform in a bag (preferably concealed) to change into upon arrival at the activity.

19. Cadets are to meet at **RAAF Base Richmond**, Dight Street, Richmond NSW 2753, NLT **0830 hours** on Sunday 18 Mar 2018. Cadets will be available for collection from **Dee Why MUD**, 40 South Creek Rd, Dee Why NSW 2099, at **1700 hours** on Sunday 18 Mar 2018.

20. **Driver Authority Forms.** If you intend to self-drive or carpool you must adhere to 305SQN SI(ADMIN) 2-1. Detail can be found [HERE](#).

21. **Accommodation.** Accommodation is not required.

22. **Messing.** Lunch will be provided at the range by the Airmen's Mess.

23. **Food handling requirement.** Nil food handling requirements for this activity.

UNIFORM AND EQUIPMENT

24. Dress for this activity will be AAFC Disruptive Pattern Uniform (DPU).
25. All uniforms are to be worn, and personal appearance is to be, IAW AAFC Manual of Dress.
26. You are to ensure that you have a regulation haircut prior to your arrival at the activity. Males of shaving age are to ensure they have shaved prior to arrival at the activity.
27. **Personal equipment.** A detailed list of personal equipment that you will require is contained in Annex B.
28. Lack of foot care and correct preparation of the feet is the most common cause of medical problems on cadet activities. Some detailed information regarding foot care is contained [HERE](#).
29. ALL items brought to the activity are the responsibility of the owner of the item. The AAFC will accept no responsibility for any loss or damage to items brought on the activity. All personal items (including clothing) are to be clearly labelled with the OWNER'S NAME and CADET NUMBER.
30. **Prohibited items.** The following items are prohibited on this activity:
 - a. weapons, including pocket, sheath or flick knives or similar items;
 - b. fireworks, ammunition or pyrotechnics of any description;
 - c. smoking material of any description, including matches and lighters;
 - d. alcohol or drugs in any form (authorised medications are to be logged with activity staff upon arrival);
 - e. electronic entertainment devices; and
 - f. pornography or any offensive material.

CONDUCT AND BEHAVIOUR

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

32. Breaches of personal or general hygiene will not be tolerated. The activity area will be regularly inspected to ensure the maintenance of appropriate standards in this regard.

33. **Equity & diversity and inappropriate behaviour.** The OIC will conduct a briefing on these matters when you arrive at this activity. However, all members are reminded of the instructions on unacceptable sexual behaviour as outlined in Volume 2, Part 1, Chapter 10 of the AAFC Manual of Management and the AAFC Code of Conduct, and are required to observe the standards outlined. Members are also reminded that any investigation into allegations of sexual harassment, equity & diversity breaches or fraternisation will be thorough. Involvement in such matters may result in your removal from camp, potentially at the expense of your parent or guardian.

34. **Mobile phones.** Mobile phones may be carried by cadets on the condition that they remain switched off during the activity. Mobile phone communication (voice calls, SMS, MMS etc.) will only be permitted during the stand down periods (personal time). During stand down periods, cadets may access social media for the purpose of viewing content and may use apps such as messenger to communicate with family and friends outside of the activity. At no time are cadets to make public posts or comment on other posts.

35. Parents/guardians who need to contact their child in the case of an emergency should use the phone numbers provided at the head of this Joining Instruction.

36. **Photography.** Photography of Cadets during this activity may only occur with their consent and as recorded on the Cadet's TR66 'Consent Form - AAFC Activity'. Photography and videography on ADF Establishments is strictly controlled and is prohibited by cadets, including during stand-down in cadet accommodation. Any photography by cadets will be considered as a security breach and will result in disciplinary action, possibly including removal from the Detachment. Authorised photographs will be provided by Detachment Staff. It is your responsibility to ensure the security of personal equipment including cameras and associated equipment.

SECURITY

37. Any unwarranted conduct or approaches by members of the public are to be ignored and reported up the chain of command as soon as practicable.

38. Cadets are reminded that they must have their AAFC Identification (ID) Card on them at all times. Cadets will not be allowed to attend this activity if they do not adhere to this requirement.

39. As a result of the increased SAFEBASE level at all Defence establishments members are reminded that a valid ID must be visible and above the waist when on Defence premises. AAFC ID Cards **must not** be displayed outside of Defence premises.

QUESTIONS

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



H Hagans

Cadet Flight Sergeant
Activity Coordinator

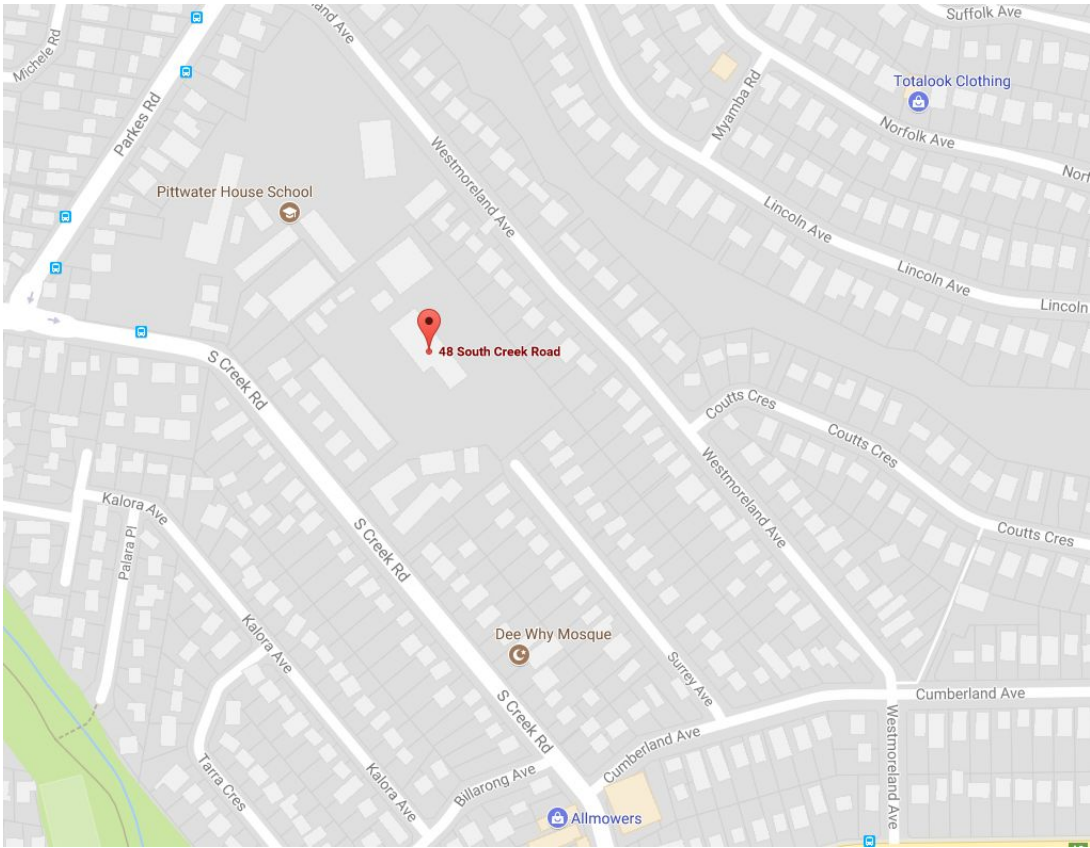
0477 429 351

hedy.hagans@airforcecadets.gov.au

19 Feb 18

Annexes:

- A. Location Information
- B. Equipment List
- C. Training Program



Pick up location.

Activity Location at RAAF Base Richmond



EQUIPMENT LIST

UNIFORM

Disruptive Pattern Uniform
Approved SQN Cap

OTHER

Water
Notebook and pens
Sunscreen
Medication (if required)

ID Card

2 x TR66 'Consent Form - AAFC Activity'
Any required medication (clearly labelled)

ALL ITEMS MUST BE CLEARLY IDENTIFIED
AAFC will accept no responsibility for any lost/stolen item.

TRAINING PROGRAM

18 Mar 18

Time	Activity
0830	Arrive at RAAF Base Richmond Range either from Mess (under activity 45883) or private transport to front gate and transported by SQN staff.
0900	Range Brief
0930 - 1200	Shooting
1200-1300	Lunch
1300-1500	Shooting
1500	Pack up and debrief
1530-1700	Transport to Dee Why MUD (under activity 45883)
1700	Dismissal from Dee Why MUD