
CADET FORCE ORDERS

VOLUME 2 – Security, Organisational Information and History

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Primary Point of Conduct: S2- Organisational Information and History
Annual Review Period: Quarter 2 NLT 30 Jun

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CHAPTER 1 - Security

SECTION 1 – General Policy

Introduction

- 2.1 Reserved
- 2.2 Reserved
- 2.3 Reserved
- 2.4 Reserved
- 2.5 Reserved

SECTION 2 – Information Security

Security of Information

- 2.6 Members of the Armed Forces who are conducting Authorised Activities may make official Defence information available to members of the NZCF on a 'need to know' basis, sufficient for NZCF training needs only.
- 2.7 Any information about matters of Defence is not to be communicated by any NZCF Officer to anyone other than for official purposes.

Privacy Markings

- 2.8 Privacy markings are used to indicate the need for special protection or special handling of documents. They are documents which by their nature (e.g. reports on staff, medical reports, or commercial information) are sensitive and could cause personal or corporate embarrassment if published without some form of protection.
- 2.9 A privacy marking must be given where document meets the designated criteria.
- 2.10 The following privacy markings commonly used by NZCF:
 - a. 1235. General, personal and private matters, knowledge of which originators consider should be limited to those with an essential 'need to know'.
 - b. Commercial-1235. Subject matter of actual or potential commercial value, the disclosure of which would prejudice a commercial interest.
 - c. Control (or DS)-1235. Exercise papers for use only by control or directing staff.
 - d. Honours-1235. Matters concerning military or civilian honours and awards.
 - e. Medical-1235. Medical matters concerning individuals including reports and records.

- f. Staff-1235. Matters concerning the administration (e.g. personnel reports such as performance review documentation), discipline, security status and service of personnel.
- g. Police-1235. For Service policing matters.

Document Security

2.11 Where a document has been given a privacy marking, appropriate steps must be taken to ensure unintended disclosure of that information does not occur.

2.12 This may include one or more of the following actions:

- a. Storing documents in secure areas, such as locked filing cabinets or drawers.
- b. Storing electronic documents in secure, auditable file locations, such as restricted drives.
- c. Transporting documents using secure methods, such as double enveloping.
- d. Disposing of documents in a secure manner, such as shredding or using approved document destruction services.

SECTION 3 – Property Security

Security of Material

2.13 It is the responsibility of all NZCF Officers to be conscious of the need for the proper and secure handling of stores. All NZCF Officers are responsible to their CUCDR for taking immediate action to prevent the likely misuse, loss or damage to stores and equipment and to report the matter at the earliest opportunity.

2.14 All CUCDRs are responsible for the custody and care of the stores and equipment on issue to the Cadet Unit.

2.15 During courses and camps the custody and care of stores and equipment being used whether NZCF or NZDF items, is the responsibility of the NZCF OIC. It is the responsibility of all NZCF Officers attending the activity for taking action to prevent any likelihood of misuse, losses or damage occurring and for reporting matters to the NZCF OIC.

2.16 All firearms which have been rendered unserviceable and are for drill purposes only or have been issued for firing purposes, are to be secured in approved firearms storage rooms or security containers which are secured against removal. Detailed information on the security of firearms is contained in Chapter 3 of this Volume.

SECTION 4 – Personal Security

Privacy

2.17 The principles of the Privacy Act 1993 apply to NZCF collection and use of personal information. These principles cover:

- a. Collection of personal information
- b. Storage and security of personal information
- c. Requests for access to and correction of personal information
- d. Accuracy of personal information
- e. Retention of personal information
- f. Use and disclosure of personal information

2.18 Where a document has a security marking, appropriate levels of protection, as per DFO(51) must be adhered to.

Protection of Personal Particulars (Privacy Act)

2.19 As the Privacy Act 1993 applies to voluntary organisations, the provisions of The Act apply to all personal information obtained and held regarding members of the NZCF. Personal information is defined as information about any identifiable individual.

2.20 CUCDRs are responsible for ensuring that the following conditions are followed in regards to personal information collected, stored, and used by their Cadet Unit:

- a. **Collection:**
 - (1) Personal information may only be collected by a Cadet Unit if it is collected for a lawful purpose connected with the functioning/activities of the Cadet Unit and is necessary for that purpose.
 - (2) Personal information must be collected from the individual concerned, or from the public domain.
 - (3) When personal information is collected from an individual they are to be made aware of:
 - (a) the fact that the information is being collected;
 - (b) the purpose for which the information is being collected;
 - (c) the intended recipients of the information;
 - (d) the name and address of the agency collecting and holding the information;
 - (e) the consequences of not providing the information; and

(f) the rights of access to and correction of the information.

b. **Storage and Security:**

- (1) Cadet Units must take reasonable security safeguards against unauthorised use or disclosure of the information.
- (2) Personal information must be stored so that it can only be accessed by personnel authorised to do so.
- (3) Personal information is only to be kept for as long as it is required for the purposes for which it may lawfully be used.

c. **Use and Disclosure:**

- (1) Individuals have a right to access information held about themselves and ask to have it corrected if it is wrong.
- (2) Before information is used Cadet Units are to take reasonable steps to ensure that the information is accurate, up to date, complete, relevant and not misleading.
- (3) Information collected for one purpose may not be used for any other purpose without the prior authorisation of the individual concerned.
- (4) Information must not be disclosed to anyone for purposes other than for which it was collected, unless the prior authorisation of the individual concerned is gained.

CHAPTER 2 - Identity Cards

SECTION 1 – General Policy

Issue of the NZDF Identity Card (Cadet Forces)

2.21 The NZDF Identity Card (Cadet Forces) (MD58) is issued to NZCF Officers as an aid to quick and easy identification and confirmation that the holder is an NZCF Officer. This is particularly important when NZCF duties require an NZCF Officer to have access on to an NZDF Establishment or Defence Area.

2.22 NZCF Cadets and UOs are not to be issued with an NZDF ID Card (Cadet Forces) and are to carry their Cadet Record of Service booklet as identification when attending all NZCF activities, visiting NZDF Establishments and travelling in Service transport.

2.23 The overall control of the NZDF Identity Card (Cadet Forces) is vested in the COMDT NZCF who is to comply with the provisions of DFO 3, Part 14, Chapter 1.

Use of the NZDF Identity Card (Cadet Forces)

2.24 The NZDF ID Card (Cadet Forces) issued to NZCF Officers:

- a. does not give the bearer right of entry into any Restricted Areas of any Defence Area;
- b. is to be kept secure at all times; and
- c. is issued to facilitate access to Defence Areas but does not automatically entitle access to a Defence Area.

Security

2.25 The NZDF ID Card (Cadet Forces) is a numbered document. They are to be treated as confidential documents in the blank or incomplete state and are to be transmitted as confidential material. Losses of blank cards are to be reported and dealt with as for the loss of confidential material. Blank cards, if sent through the NZ Post are to be sent by registered mail.

Application for an NZDF Identity Card (Cadet Forces)

2.26 HQNZCF will on receipt of a NZCF Officers' Commissioning Course nominal roll initiate ID card action.

2.27 A proforma (NZCF 509) acknowledging receipt and acceptance of the rules associated with the issue of an NZDF ID Card (Cadet Forces) is to be signed by the recipient at the time of issue and held on P/F by their CFTSU and HQNZCF.

Issue, Withdrawal or Replacement of Identity Cards

2.28 **Occasions.** NZDF ID Cards (Cadet Forces) are to be issued or replaced on:

- a. enlistment;
- b. change in rank;

- c. change of name;
- d. change of appearance, if the photograph is no longer a true likeness of the holder;
- e. loss;
- f. mutilation; or
- g. five years from date of issue.

2.29 The NZDF ID Card (Cadet Forces) is to be withdrawn or cancelled

- a. on suspension, retirement or release from the Cadet Forces; and
- b. on death during service.

2.30 **Withdrawal.** Identity cards are to be withdrawn from a member as he or she completes his or her final clearance procedures prior to discharge.

2.31 **Cancellation.** All identity documents are to be cancelled when withdrawn by cutting off the corner of the document that features the crest. All cancelled identity documents are to be forwarded to HQNZCF (C/- S1) and if not accompanied by a NZCF 204 showing replacement action, are to be annotated with the reason for cancellation

Recording

2.32 The issue, cancellation and withdrawal of the NZDF ID Card (Cadet Forces) is to be recorded on the HQ NZCF Database, ID Card Table.

2.33 At least one month before an ID Card is due to expire HQNZCF will take action to initiate the issue of a new NZDF ID Card (Cadet Forces).

Carriage of ID Cards

2.34 NZCF Officers are to carry their NZDF ID Card (Cadet Forces) at all times when in uniform or on NZCF activities, except when attending Physical Training or participating in activities that make it impractical to do so. When on an NZDF establishment the ID Card is to be carried at all times.

2.35 NZCF Officers are to produce the ID Card on demand when on NZDF Establishments, or at other times when requested to do so by other members of the Armed Forces, or members of the New Zealand Police.

2.36 NZCF Officers are not to surrender their ID Card to merchants in lieu of cash, or as a security.

2.37 NZCF Officers are not to allow their ID Card to be copied; including photocopied, or allow the details of the ID Card to be recorded as part of a data base, other than authorised NZDF systems.

Care and Custody of NZCF Identity Cards

2.38 An NZCF Officer is responsible for:

- a. ensuring that his/her card does not fall into the hands of any unauthorised person through loss, neglect or misuse;
- b. keeping his/her card in a reasonable condition; and
- c. reporting the loss or damage of his/her card to his/her AC CFTSU without delay.

2.39 Every loss of, misuse or damage to an ID Card:

- a. is to be investigated by the AC CFTSU who is to forward a report to the COMDT NZCF setting out the following details:
 - (1) rank and name of holder.
 - (2) serial number of lost card.
 - (3) circumstances of the loss, including any other property lost at the same time.
 - (4) action taken to effect recovery and results.
 - (5) recommendations, including measures needed to prevent a recurrence and the issue of a replacement card.
- b. may be treated as an act of misuse or negligence unbecoming of an NZCF member and may be subject to disciplinary action under the Code of Conduct.

Cancellation and Withdrawal of NZDF ID Cards (Cadet Forces)

2.40 Identity documents that are spoiled during processing are to be similarly treated.

Loss/Mutilation of Identity Cards

2.41 An NZCF Officer who loses his or her identity card or whose identity card is mutilated is to report the matter to his or her CUCDR in writing. The report is to contain details of the document, circumstances of the loss or mutilation and action taken to effect recovery. All such reports are to be investigated and COMDT NZCF advised via AC CFTSU. Withdrawn cards are to be forwarded to the COMDT NZCF for cancellation.

Retention, Storage and Disposal of Information

2.42 NZCF Officers from whom information, including photographs, is obtained in order to produce and issue their NZDF ID Card (Cadet Forces) are to be advised that the information so obtained will be held in confidence for administrative and security purposes in accordance with the Privacy Act 1993.

2.43 NZCF Officers are also to be advised that the information, apart from signature blocks, may be used to produce or supplement official documents, including, but not limited to:

- a. press releases and public announcements relating to the individual;

- b. annual or special performance reports, appraisals or personal submissions; and
- c. other identification purposes.

2.44 The NZDF ID Card (Cadet Forces) information supplied by NZCF Service members forms part of their official NZCF Personal records and is to be retained by the NZDF after the NZCF Officer's release or discharge in accordance with the Archives, Culture and Heritage Reform Act 2000.

2.45 Information retained on the ID Card register is part of the NZDF's official records and is to be retained and or disposed of, in accordance with the Public Records Act 2005. The information is only to be used for official purposes.

CHAPTER 3 – Firearms

SECTION 1 - Custody and Accounting of Firearms and Ammunition

General

2.46 Military firearms, particularly combat automatic firearms, have very little relevance to the NZCF as a youth organisation. However Marlin XT.22 calibre single shot rifle, Norinco Ceremonial Rifle, .303 Mk4 and the wooden Drill Purpose Training Aid (DPTA) firearms may be provided on loan to Cadet Units for the following purposes:

- a. to teach firearms safety;
- b. for target shooting; and
- c. for training and use in ceremonial drill.

2.47 NZDF firearms on loan to Cadet Units **remain the property of the NZDF**. The AC CFTSU of each Area is to maintain an Arms Register of all firearms and their location within the Area. The COMDT NZCF is to maintain a Master Arms Register to provide a control and independent record.

2.48 The firearms and training aids provided to Cadet Units for shooting and drill are the NZDF issued:

- a. live firing .22 rifles;
- b. Norinco Ceremonial rifle;
- c. .303 Mk4s; and
- d. Drill Purpose Training Aids (DPTA).

2.49 There may be occasions where other firearms are donated or gifted to a Cadet Unit. Where this occurs, the designated USC has ownership and the same safety, storage and accounting as for NZDF firearms must occur.

2.50 Members of the NZCF may occasionally be given familiarisation presentations with other NZDF small arms (small arms is a general term for small calibre, 20 mm or less).

2.51 Such familiarisation presentations may only occur on Defence Areas under the direct supervision of qualified members of the NZDF and in accordance with Single Service Policy and Instructions, appropriate for members of the NZCF.

2.52 At no time are such firearms to pass out of the direct control of members of the NZDF.

2.53 Bayonets, swords or cutlasses are not to be made available to the NZCF cadets or officers under any circumstances.

2.54 Only ACs may approve the use of firearms during Recognised Activities. This includes ceremonial parades such as Anzac Day and Remembrance Day.

Responsibility of the AC CFTSU

2.55 The loan of firearms to Cadet Units is to be arranged through ACs who are responsible for:

- a. ensuring that Cadet Unit's allocated with firearms, administer and maintain NZDF approved firearms storage facilities in accordance with Section 2 of this Chapter. Alternatively, the AC may arrange for firearms for a Cadet Unit to be kept in a convenient Service establishment's armoury;
- b. ensuring advisors carry out, bi-annually, a **100%** firearms check, by **rifle serial number** of unit firearms and annotate this on the NZCF 39, Bi-annual Firearms Security Inspection checklist and to also ensure that;
 - (1) Cadet Unit NZCF 37, Arms Registers are being maintained.
 - (2) Cadet Unit NZCF 38, Cadet Unit Weekly Firearms Security Checks are being maintained.
- c. conduct a **monthly** rifle serial number check for all firearms on the Cadet Unit NZCF 20 against the NZCF Master Arms Register;
- d. conduct a **monthly** rifle serial number check of all Area CFTSU live firing Marlin Model-XT and innocuous Norinco Ceremonial rifles held against the NZCF Master Arms Register that are held in NZDF Base and Camp Armouries;
- e. notifying the COMDT NZCF of firearm transfers and receipts to enable Master Arms Register action to be taken; and
- f. approve the use of the innocuous Norinco Ceremonial rifles during Cadet Unit Recognised Activities.

Responsibility of Cadet Unit Commanders (CUCDRs)

2.56 CUCDRs of Cadet Units issued with firearms are responsible for:

- a. carrying out the firearms security checks as detailed in paragraphs 13.15a-c and 13.16;
- b. the provision of firearms storage facilities of the standard required in NZDF orders for the storage of such firearms (refer Section 2 to this Chapter);
- c. the cleaning of Norinco Ceremonial rifles. Unserviceable Norinco Ceremonial rifles are to be returned to ACs for disposal;
- d. ensuring that weekly cleaning of all live firing and norinco firearms are conducted in conjunction with the weekly arms checks. Unserviceable live firing rifles are to be returned to ACs for servicing by the appropriate Service establishment;
- e. the safe custody of all firearms on loan to the Cadet Unit in accordance with Section 2 to this Chapter;

- f. maintaining a Unit Arms Register in accordance with paragraph 13.11;
- g. submitting reports on defective rifles using the form NZCF 35, Rifle Transfer Advice and Defect Recording Form, without delay to their AC;
- h. obtaining the prior approval of the AC before any firearms are used on Recognised Activities; and
- i. advising by phone immediately and supplying a written report within 24 hours to the AC of any incident involving firearms, which results in injury, damage, or the safety of others (refer paragraph 13.94 for Report format).

Loans and Accounting of Firearms

2.57 All issues and receipts into the Cadet Unit firearms storage facility, whether the firearms are leaving the premises or not, are to be recorded in the NZCF 37, Unit Arms Register which is to show:

- a. date of issue;
- b. serial number of the firearm(s);
- c. purpose;
- d. name of the borrower;
- e. signature of the borrower;
- f. date of return; and
- g. signature of person receiving firearm(s) back into custody.

2.58 At the discretion of the CUCDR, a single signature may be used to acknowledge the issue and receipt of a bulk issue of firearms (up to six); e.g., for range practices the RCO may sign once for all firearms and any accessories.

2.59 For issues longer than eight hours duration each firearm is to be signed for individually. Issues for periods in excess of 24 hours are not to be made except under the authorisation of the CUCDR. Firearms are not to be issued overnight unless prior arrangements have been made for the firearms to be secured in an NZDF approved armoury or arms cabinet.

2.60 Norinco Ceremonial rifles (also classified as firearms) or DPTAs are to be used for drill practice/parade rehearsals and they are not to be removed from the Cadet Unit premises unless approval has been given by the AC. Under no other circumstances are firearms to be issued to Cadets.

2.61 Donated or gifted firearms that are being used for recognised training purposes are only to be used within the confines of the Cadet Unit premises.

SECTION 2 - Firearms Security Checks

2.62 CUCDRs **are to** ensure that firearms security checks are carried out as follows:

- a. conduct a physical **100%** on occurrence **barrel count** of all firearms, every time the NZCF firearms storage is opened and closed. This security check is to be conducted whether the firearms were used or not. This check can be conducted by any unit officer delegated the task by the CUCDR; and
- b. conduct a physical **100%** weekly **barrel count** of all firearms, which is to be recorded on the NZCF 38, Cadet Weekly Firearms Security Check. This security check is to be conducted whether the firearms were used or not. This check can be conducted by any unit officer delegated the task by the CUCDR; and
- c. conduct a physical **100%** monthly security check by **rifle serial number** of all firearms. This check can be conducted by any unit officer delegated the task by the CUCDR. The rifle serial numbers **are to be** annotated in Section 7 of the NZCF 20, Cadet Unit Monthly Return.

2.63 Individual CUCDRs are responsible for the firearms that have been issued to their unit. CUCDR's are to check their **own** firearms regardless if they share the same unit facilities, i.e. Firearms Storage Room or individual Firearms Security Containers. CUCDRs are **not** to divulge their combination lock settings to other CUCDRs or officers.

2.64 AC CFTSUs **are to** ensure that firearms security checks are carried out as follows:

- a. conduct a **monthly** rifle serial number verification check of all firearms on the NZCF unit NZCF 20's against the NZCF Master Arms Register; and
- b. conduct a physical **monthly** rifle serial number security check of both live firing Marlin Model-XT and innocuous Norinco Ceremonial rifles that are held in Base and Camp Armouries against the CFTSU's using the form Report of Unit Holdings in the NZCF Master Arms Register; and
- c. conduct a physical **100% bi-annual** firearms security check by **rifle serial number** of all NZCF unit firearms both live firing Marlin Model-XT, innocuous Norinco Ceremonial, .303 Mk4 and DP SLR rifles. The rifle serial numbers are to be annotated on the NZCF 39, Bi-annual Firearms Security Inspection Checklist.

2.65 The above monthly firearms security checks are also to be carried out for firearms that are stored in local Police stations or NZDF armouries. The rifle serial numbers are to be reported in the same manner as para's 13.15c and 13.17b above. The checks may be conducted by any unit officer delegated the task by the CUCDR or NZCF RF staff member with prior agreement.

Custody and Transportation of Firearms and Ammunition

2.66 Section 3(2)(a)(i) of the Arms Act 1983 exempts members of the NZCF from the requirements of that Act in relation to the carriage or use of firearms in the course of those members' NZCF duties. In particular, a member of the NZCF does not require a firearms licence to carry and use a NZCF firearm in connection with an Authorised Course or Recognised NZCF Activity, including ceremonial events.

2.67 This privilege has been accorded the NZCF by Parliament on the basis of the stringent controls over the carriage and use of firearms, which have been exercised by the NZCF over many years.

2.68 If an NZCF officer is required to uplift ammunition from the Area CFTSU during working hours, then they are not required to wear uniform for the purpose of convenience. Ideally the ammunition is to be uplifted on the same day as the unit parade night. If this is not possible, then the ammunition is to be delivered and stored in the unit storage container at the earliest opportunity. Ammunition is not to be stored at an officer's private residential address.

2.69 During a unit recognised activity, i.e. unit range shoot etc, the unit RCO is to be in uniform and is to be accompanied by another NZCF person (16 years of age or older) when uplifting firearms or ammunition from an NZDF establishment and whilst transporting firearms or ammunition to and from a Cadet Unit range shoot.

2.70 Live firing firearms can only be issued to a Cadet Unit that has an NZDF approved firearms storage facility in accordance with Section 2 of this Chapter, and the Cadet Unit has an NZCF Officer who holds a current NZCF 40, Range Conducting Officers Certificate.

2.71 When live firing firearms are in use, an NZCF Officer who holds a current NZCF 40, Range Conducting Officers Certificate is to be in attendance.

2.72 When the Norinco Ceremonial rifles are in use, an NZCF Officer is to be in attendance. The NZCF Officer does not have to hold an NZCF 40; however he/she is to be in uniform.

2.73 When live firing or Norinco Ceremonial rifles are in use they are to be in the custody of individuals at all times or under the guard of an individual. Under no circumstance are firearms to be left unattended.

Custody of Ammunition

2.74 An annual allocation of Sub Sonic Solid Nose .22 inch ammunition is made to Cadet Units in accordance with table 13-1 below.

2.75 Ammunition is to be requested from the Cadet Unit's AC using form NZCF 34, Unit Ammunition Request and will only be issued to those Units who have live firing NZDF firearms on loan and who have approved ammunition storage facilities. Cadet Units are not to hold more than 4000 rounds of ammunition at any one time.

2.76 Ammunition expenditure returns are to be forwarded to the AC within 7 days after each shoot using form NZCF 201, Firing Point Register. CUCDRs are to conduct a physical count of their remaining ammunition stock holdings and annotate this in Section 7 of the NZCF 20, Cadet Unit Monthly Return.

Ammunition and RCO Registers

2.77 ACs **are to** maintain an Ammunition and Range Conducting Officer Register. The ammunition register is to record ammunition issues and expenditures by Cadet Units. The RCO Register is used to keep a record of the number of shoots conducted by each unit RCO for NZCF 40 currency purposes.

Cadet Unit Ammunition Allocation

2.78 The Cadet Unit ammunition scale entitlement is based on 120 rounds per Cadet according to the Cadet Unit's grading. Refer Table 13-1 below.

2.79 The ammunition is to be allocated by the CUCDR in the following priority order:

- a. initial training of first year Cadets;
- b. continuation training of senior Cadets;
- c. shooting team practices; and
- d. competition shoots.

Cadet Unit Annual Allocation of Ammunition

Cadet Unit Grade	Unit Scale Entitlement
Grade 1	3600 rounds
Grade 2	5400 rounds
Grade 3	7200 rounds
Grade 4	9000 rounds
Grade 5	10800 rounds

Table 13-1

2.80 Cadet Units that maintain an active shooting programme may purchase, using Cadet Unit funds through their AC, more ammunition once their scale allocation has been expended using form NZCF 34, Unit Ammunition Request. Cadet Units and ACs are to ensure the Cadet Units total ammunition balance does not exceed the 4000 round storage limit as stated in paragraph

2.81 AC's have the discretion to allocate additional ammunition over the scale which is left over from other Cadet Units under expending their entitlement.

2.82 Cadet Units are not authorised to purchase any ammunition through their local firearms store. Units can only purchase extra ammunition through their ACs.

Loss of Firearms and/or Ammunition

2.83 CUCDRs on discovering the loss of firearms or ammunition, including attempted thefts and break-ins to firearms or ammunition storage facilities, are to report such losses, attempted thefts or break-ins, immediately by telephone to the NZ Police and to their AC. This initial report is to include the following:

- a. the date and place of the loss, attempted theft or break-in;

- b. the type and serial numbers of lost firearms;
- c. the quantity of ammunition lost; and
- d. the circumstances of the loss, such as theft or break in.

2.84 CUCDRs are then to follow up the initial report with a written report to their AC within 24 hours. Specifics of the format for the report are as follows:

- a. Originator (Cadet Unit losing / recovering or reporting break-in)
- b. Loss/recovery/attempted break-in *
- c. Description, type, calibre and make
- d. Registered serial numbers of firearms
- e. Batch / Lot numbers of ammunition (if known)
- f. Place (and GR when applicable)
- g. Date time group, i.e. 121730 June 20XX
- h. Brief outline of circumstances
- i. Action taken by Cadet Unit

Note: * Delete as applicable

2.85 ACs, on receipt of an initial report detailing the loss of firearms or ammunition, attempted theft or break-in, are to take reporting action in accordance with DFO 51(1), Chapter 4, Annex A. Specifics of the format are:

- a. Precedence
- b. Originator
- c. Action Addressees
- d. Information Addressees
- e. SIC
- f. Security Classification
- g. Text

2.86 Recovery of lost firearms or ammunition is also to be similarly reported by CUCDRs and ACs.

Firearms Maintenance

2.87 Cadet units are to maintain their firearms in accordance with the NZCF 151, Firearms Training Manual. Cadet units are also **not** to carry out any **modifications** to any part or parts of the rifle(s). Any rifles that have any defects, i.e. breakages etc are to be returned to the AC CFTSU for repair by qualified Base Armourers.

SECTION 3 – Minimum Security Standards for Storage

2.88 Firearms, ammunition, magazines and bolts must be stored in accordance with the following paragraphs.

Firearms Storage

2.89 All Live Firing firearms and Norinco Ceremonial rifles with the exception of the wooden DPTAs, must be stored in either a Firearms Security Container (FSC) or a Firearms Storage Room (FSR) that meets the **minimum** standards as detailed in the following paragraphs:

2.90 **Firearms Security Containers.** Firearms Security Containers must:

- a. be a DDS approved gun safe as detailed in DFO 51(1) using the Arms Regulations 1992, Section 19 which states in part: firearms are to be stored in a lockable cabinet, container, or receptacle of stout construction or in a lockable steel and concrete strong room. The gun safe **is to be** fitted with an NZDF approved combination lock;
- b. **not** be located against any walls that are shared with another building not occupied by NZCF or any outside walls;
- c. **must** be securely bolted to the building structure from inside the container;
- d. **must** be located inside a locked room; and
- e. for securing of firearms **only**.

2.91 **Firearms Storage Room (FSR).** The construction standards for a firearms storage room are as follows:

- a. **Floors, Ceilings and Walls.** If not constructed of concrete the floors, ceilings and walls are to be lined with a layer of 18mm thick construction ply.
- b. **Door.** There is to be only one door into the room. This door **must** be:
 - (1) of solid core timber construction, no less than 44mm thick;
 - (2) outward opening;
 - (3) hung on heavy duty fixed pin hinges;
 - (4) fitted with two security hinge bolts. Hinge bolts must be fitted between the hinges, one third and two thirds of the way down the door; and
 - (5) fitted with two approved security Mortice locks or padlocks fitted one third and two thirds of the way down the door opposite the hinge bolts.
- c. **Security Grills.** Where windows (internal or external), or any openings larger than 300mm x 300mm exist, they **must** be protected by security grilles. The grille **must** comply with the following minimum standards:

- (1) the grille frame must be fully welded together and constructed from no less than 50mm x 6mm mild steel flat bar;
- (2) the grille frame must be securely bolted to the building structure on the inner side of the opening;
- (3) bolts securing the grille frame to the building structure must be tamper type bolts (i.e. not easily removed) and must be fully welded to the grille frame;
- (4) bolts must be installed at 400mm centres with no less than two bolts per side of frame;
- (5) vertical bars must be constructed from no less than 16mm round mild steel bar and spaced at no greater than 150mm centres within the frame. Vertical bars must be fully welded to the grille frame;
- (6) horizontal spreader bars must be constructed from no less than 40mm x 6mm mild steel flat bar. Horizontal spreader bars must be fully welded to the grille frame and vertical bars at 500mm centres; and
- (7) spot welding is not acceptable.

2.92 All firearms stored in a FSR are to be secured in rifle racks which are in turn secured against removal from the firearms storage room. The firearms are to be secured to the rifle racks with either a close fitting bar or chain which is then to be locked with an NZDF approved security padlock.

2.93 Under no circumstances are signs designating a firearms storage room to be displayed.

2.94 Under no circumstances are NZDF issued firearms or ammunition to be secured at an NZCF Officers' or Cadet Unit Support Committee Members' private residence regardless of firearms licence type, endorsement type held or type of security arrangements they may have.

2.95 Under no circumstances are Pistols, automatic, self-loading or any privately owned firearms to be secured in Cadet Unit firearms security containers or firearms storage rooms.

Ammunition Storage

2.96 Ammunition must be stored in a manner that meets the following **minimum** standards as detailed below:

- a. ammunition must be stored in an approved security container fitted with an NZDF approved lock;
- b. the ammunition storage container **is to be** securely bolted to the building structure from the inside;
- c. the ammunition storage container **must** be located inside a locked room; and

- d. ammunition **is not** to be stored in the same containers as firearms or magazines and bolts.

Magazine and Bolt Storage

2.97 Magazines and bolts **must** be stored in a manner that meets the following **minimum** standards as detailed below:

- a. magazines and bolts can be stored in the same container;
- b. the magazine and bolt storage container **must** be securely bolted to the building structure from the inside and fitted with an NZDF approved lock;
- c. the magazine and bolt storage container **must** be located inside a locked room; and
- d. magazines and bolts **must not** be stored in the same containers as firearms or ammunition.

Inspection of Firearms Storage, Ammunition Containers, Magazine and Bolt Containers

2.98 Area Advisors **are to** inspect Unit firearms, ammunition, magazine and bolt storage containers in accordance with the paragraph 2.97 above. The inspection check sheet NZCF 39, Bi-annual Firearms Security Inspection Checklist is to be used to ensure the **minimum** security standards are being maintained.

Control of Keys

2.99 Keys for firearms storage containers, firearms storage rooms, ammunition storage containers and bolt and magazine storage containers **must** be controlled in a manner that meets the following **minimum** standards:

- a. only **one key** is to be cut and in circulation at any one time. Extra or spare keys **must not** be cut unless circumstances require this;
- b. all keys **must** be physically checked every six months and a record of checks kept using form NZCF 52, Unit Key Register;
- c. restricted key profiles **must** be used to prevent duplication of keys; and
- d. keys **must not** be stored at the Cadet Unit overnight.

Control of Combination Lock Settings

2.100 In cases where combination locks have been approved for securing firearms storage containers, firearms storage rooms or ammunition or bolt and magazine storage containers the combination lock settings must:

- a. only be given out to authorised persons (under no circumstances are combination settings to be disclosed to cadets);
- b. not be written down except where held on file at the Area CFTSU; and

- c. be changed every six months, on occurrence of change of staff or immediately on compromise of the combination lock setting.

Storage of the Drill Purpose Training Aids (DPTAs)

2.101 Cadet Units who have an approved firearms storage container or firearms storage room are to when able, store the wooden DPTAs with the other firearms on loan to the unit in the approved facilities.

2.102 Cadet Units who do not have approved firearms storage facilities or who are unable due to space constraints may still be issued with the DPTAs provided they are stored in a manner that meets the following **minimum** standards:

- a. DPTAs must be stored out of sight in a container such as a box or cupboard; and
- b. the storage container must be secured within a locked room.

Approved Containers and Locks

2.103 For additional information regarding firearms storage requirements and details of the specific containers and locks that have been approved for use CUCDR's **are to** contact the Training Cell at HQNZCF who will liaise with the Directorate of Defence Security (DDS) as required.

Procedures for the Construction of Firearms Storage Facilities

2.104 Cadet Units that want to store NZDF .22 live firing firearms or Norinco Ceremonial Rifles on their unit premises and who currently do not have the required storage facilities should first decide on what type of storage facility they require, i.e. Firearms Security Container (FSC) or Firearms Storage Room (FSR). Once decided units are to follow the following procedural steps:

a. **Firearms Storage Room:**

- (1) The unit draws up a set of detailed plans for the firearms storage room ensuring they follow the minimum requirements found in paragraph 2.100 of this Section;
- (2) Cadet Unit submits the final plans to HQ NZCF via their AC CFTSU;
- (3) HQ NZCF will submit the plans to DDS for approval;
- (4) DDS either approves or does not approve the plans and informs HQ NZCF;
- (5) HQ NZCF returns the plans to the Cadet Unit via their AC CFTSU; and
- (6) If the plans are approved by DDS, the Unit constructs their firearms storage room as per the plans. It is important that the unit **does not** deviate from the approved plans during construction.

b. **Firearms Security Container:**

- (1) Units that wish to use a Firearms Security Container are to adhere to the requirements of paragraph 2.90 of this Section.

2.105 Once Units have constructed their FSR or installed their FSC, HQ NZCF will liaise with DDS to conduct a final inspection of the Unit's storage facility **before** any firearms are issued to or stored in the unit.

2.106 If Unit's have any doubts about the requirements or procedures, they **are to** contact the Training Cell HQ NZCF without delay.

Summary of Firearms, Ammunition and Bolt Storage Requirements

....If the firearms are stored inthenand ammunition and bolts are stored
..an approved Firearms Storage Room (FSR)	..they may be locked in an approved firearms rack that is securely fixed to the FSR inner wall and the rack locked using approved padlock and chain.	..in an approved security container that is secured elsewhere in a separate facility and NOT within the FSR.
.. a locked room that does not meet the physical security standards of a FSR	..they must be stored in an approved Security Container that is located within the locked office	..in an approved Security Container that is secured elsewhere in a separate facility and NOT within the locked office.

CHAPTER 3 - Honours, Awards and Commendations

SECTION 1 - Honours and Awards

The Wearing of Decorations and Medals

2.107 Service and civilian decorations and medals are to be worn in accordance with the Dress Regulations for Service uniform as laid down in RNZN, NZ Army or RNZAF Orders. ACs are to be consulted when any doubt exists as to the legality of the wearing of a decoration or medal.

The Cadet Forces Medal



Fig 1: Cadet Forces Medal

2.108 **Eligibility.** The Cadet Forces Medal may be awarded to those NZCF Officers who have rendered long service within the SCC, NZCC or the ATC; although service with other New Zealand and Commonwealth Forces may be considered.

2.109 **Qualifications.** The qualifications for the award are set out in full in the New Zealand Cadet Forces Medal Regulations 1989. The following detail is a brief outline of these regulations:

- a. An applicant must have served satisfactorily in the SCC, NZCC or the ATC on or after 3rd September 1939;
- b. The NZCF Officer must have given not less than 12 years **continuous** service with Cadet Units of the SCC, NZCC or the ATC; and
- c. Where qualifying service has been interrupted by time spent on the Supernumerary List, the mandatory continuous service requirement shall be deemed to have been broken except where the Minister of Defence exercises his discretion under Regulation 7(2) of the New Zealand Cadet Forces Medal Regulations 1989 in the following circumstances:
 - (1) **Local.** In the case of any break not exceeding three years in qualifying service with the Cadet Forces of New Zealand where the officer:

- (a) was, although residing in NZ, unable to continue service because of any change in place of residence or circumstances of civilian employment; but
 - (b) remained on the strength of a Cadet Unit, or, if posted off, applied within one month to be posted to a Cadet Unit; or
- (2) **Overseas.** In the case of any break not exceeding three years in qualifying service with the NZCF where the officer:
- (a) was required by civilian employment to work outside NZ; but
 - (b) remained on the strength of a Cadet Unit or, if posted off, applied to be posted to a Cadet Unit within one month after resuming residence in NZ.
 - (c) In the case of any break in qualifying service not exceeding three years where the NZCF Officer.
 - (d) was, immediately before the break, serving with a Cadet Forces organisation of a state or dependency of the Commonwealth of Nations of which the monarch is the sovereign head of State; and
 - (e) having taken up residence in NZ, applied within one month to be posted to a Cadet Unit;
- (3) Service in the following may also count towards the qualifying total as stated in paragraph 15.2 but only where it has interrupted continuous service in the NZCF.
- (a) **In War or Peacetime.** The Commonwealth Navies, Armies or Air Forces.
 - (b) **In Wartime Only.** The Merchant Navy.
 - (c) **In Peacetime.** Reserve Forces (involving regular periodic training).
- (4) The following may not count as qualifying service:
- (a) service as a Cadet under the age of 18 years;
 - (b) service recognised by any other long service decoration or medal; and
 - (c) time spent on the NZCF Supernumerary List.
 - (d) time spent on Leave of Absence (LoA). Where qualifying service has been interrupted by a period of LoA the mandatory continuous service requirement shall be deemed to have been broken except where the Minister of Defence exercises his discretion under Regulation 7(2) of the CADET FORCES MEDAL Regulations 1989 when the period spent on LoA does not exceed six months.

2.110 **Method of Wearing.** The Cadet Forces Medal is to be worn on the left breast, suspended from a ribbon 3cm in width, which is green in colour, with yellow edges, narrow stripes of dark blue, red and light blue being superimposed. The ribbon is to be worn with the dark blue stripe furthest from the left shoulder.

2.111 **Post–Nominal Letters.** The award of the Cadet Forces Medal does not carry any entitlement to the use of post–nominal letters.

2.112 **Presentation of the Cadet Forces Medal.** The award of the Cadet Forces Medal recognises long and dedicated service, and as such the presentation of the Cadet Forces Medal must be undertaken with appropriate ceremony.

2.113 The occasion of the presentation of a Cadet Forces Medal is also an ideal opportunity for the local community to show its appreciation to NZCF Officers and to demonstrate their support for their Cadet Unit.

2.114 A guide to the organisation of a parade/ceremony to mark the award of a Cadet Forces Medal and the recommended format for the presentation are contained in the NZCF Guide: Cadet Forces Medal Presentation Parade/Ceremony.

Clasp to the Cadet Forces Medal

2.115 A Clasp to the Cadet Forces Medal may be awarded on the completion of additional qualifying service of eight years, subsequent to the qualifying service for the Cadet Forces Medal. The additional qualifying service for the award of the Clasp to the Cadet Forces Medal need not be conjoint to qualifying time for the Cadet Forces Medal. Therefore NZCF Officers who have had a break in qualifying Service will have their qualifying time for previous awards of the Cadet Forces Medal and Clasps acknowledged when they enter active duty.

2.116 Additional awards for each subsequent Clasp need not be continuous.

2.117 When the medal ribbon only is worn, the award of such a clasp is signified by a rose emblem worn centrally on the medal ribbon. Awarding of more than one Clasp requires the repositioning of all Clasps in order that they remain central.

Wearing of Medals awarded to Deceased Family Members

2.118 The only person authorised to wear decorations and medals is the recipient. There is however a convention in the wider community of wearing medals awarded to deceased family members on the right breast side.

2.119 In line with this convention NZCF personnel may, at their own discretion, wear medals awarded to a deceased family member on the right breast side of their uniform (SD(E)) for NZCF Officers, SDAR(E) for Cadets) on specified commemorative occasions that acknowledge the Service of the deceased family member.

2.120 Special commemorative occasions are restricted to:

- a. ANZAC Day;
- b. Remembrance Day (11th November);

- c. those associated with a Veterans' Reunion where the reunion relates to the Service of the deceased family member (e.g., a remembrance parade for Vietnam veterans where the deceased family member was a Vietnam veteran); and
- d. other such commemorative occasions as approved by single Service Chiefs on the advice of AC Pers.

2.121 Only medals approved for wearing by The British Monarch may be worn. Medals are to be mounted in the same fashion as medals worn on the left breast side (if any).

2.122 No neck decorations or breast stars belonging to deceased family members are to be worn.

2.123 The mounting of medals belonging to family members is to be at the individual's expense.

2.124 There is no restriction on the number of medals worn on the right side, except that they are not to detract from the appearance of the uniform or interfere with any duty the person must perform as part of the commemorative occasion e.g., Ceremonial Drill. In such circumstances, the CUCDR can direct that some or all medals are not to be worn.

New Year/Birthday Honours

2.125 Members of the NZCF are not eligible for awards in the Military List of New Year or Birthday Honours. They are however, eligible for awards in the Civil List.

2.126 While nominations may be made by any person or persons by writing directly to the Prime Minister, or to the Prime Minister through a Member of Parliament, a local body representative, or someone in an official position, it is appropriate and usual for nominations in respect of NZCF members to be made through the COMDT NZCF.

2.127 Nominations for consideration in the context of a Queen's Birthday List are to reach the Prime Minister no later than 1 February and, for a New Year List, 1 September.

SECTION 2 - Commendations

Commandant's Commendation

2.128 The COMDT NZCF Commendation is open to individuals, other than Cadets, involved in the NZCF and is awarded in recognition of a continuous display of loyalty and devotion to the NZCF, a Cadet Unit, or in support of Authorised Activities. It may also be awarded for a single event demonstrating outstanding conduct or for an exceptional achievement. It is not normally awarded to groups or to a Cadet Unit unless under exceptional circumstances to recognise their outstanding achievements.

2.129 Nominations for the award are to be recommended and forwarded to the COMDT NZCF giving full details and a suggested citation by:

- a. ACs in the case of CUCDRs, and
- b. CUCDRs in the case of all others. These nominations are to be supported and recommended by the CUCDR's AC.

Sea Cadet Corps Commendation Certificate

2.130 This certificate is open to SCC Cadets who:

- a. display the NZCF core values;
- b. have above average qualities; and
- c. contribute in an out of the ordinary manner.

2.131 Nominations for the award are to be recommended by CUCDRs and forwarded to the COMDT NZCF through the CUCDR's AC.

2.132 Background details and a suggested citation are to accompany the request.

New Zealand Cadet Corps Commendation Certificate

2.133 This certificate is open to NZCC Cadets who:

- a. display the NZCF core values;
- b. have above average qualities; and
- c. contribute in an out of the ordinary manner.

2.134 Nominations for the award are to be recommended by CUCDRs and forwarded to the COMDT NZCF through the CUCDR's AC.

2.135 Background details and a suggested citation are to accompany the request.

Air Training Corps Commendation Certificate

2.136 This certificate is open to ATC Cadets who:

- a. display the NZCF core values;

- b. have above average qualities; and
- c. contribute in an out of the ordinary manner.

2.137 Nominations for the award are to be recommended by CUCDRs and forwarded to the COMDT NZCF through the CUCDR's AC.

2.138 Background details and a suggested citation are to accompany the request.

Guidelines for Preparing Citations

15.1 Each case will be unique, however, citations should be prepared within the following guidelines to cover:

- a. personnel details;
- b. outline of service;
- c. the performance and/or actions worthy of recognition; and
- d. a valedictory finish, with comments where appropriate on personal attributes. For example: demonstration of the NZCF core values, diligence, enthusiasm, devotion, dedication and ability or skill.

Commandant's Medallion

2.139 The COMDTs Medallion (Coin) is open to all individuals involved and associated with the NZCF. While not an award the COMDTs Medallion is presented in recognition to those who have provided valuable service to the NZCF; the service being above that normally expected. Recipients are at the discretion of the COMDT NZCF.

Chief of Defence Force Commendation and Single Service Chief Commendation's

2.140 The CDF and each Service Chief has a personal commendation badge, as shown in figures 3-6, for awarding to members of his or her Service who perform to an 'excellent' level either over a sustained period or during a specific event. These awards, which are normally presented in person, are made to recognise performance which would be unlikely to meet the criteria for a New Zealand State Honour. The Commendations are available to individual military and civilian staff, and to military units. The Commendations are presented with a certificate and manuscript narrative outlining the reason for the award. Military personnel wear these commendations on their right breast when in certain Uniform Orders of Dress.



Fig 3: Chief of Defence Force Commendation



Fig 4: Chief of Navy Commendation



Fig 5: Chief of Army Commendation



Fig 6: Chief of Air Force Commendation

2.141 It is possible for an individual to be awarded a CDF commendation and a commendation from his/her Service Chief, however, these would be for different reasons. In these cases the Commendations are worn one above the other, the CDF commendation upper most.

2.142 **Eligibility of NZCF Officers.** CDF and the single Service Chiefs have determined that NZCF officers are eligible for the award of their respective commendations and entitled to wear the applicable commendation Dress Insignia.

2.143 **Forwarding of Nominations.** AC CFTSU's are to forward nominations to the COMDT NZCF recommending NZCF officers who are deemed deserving of a CDF or single Service Chief Commendation. Nominations may be submitted at any time and are to include a draft citation and brief history of the individual highlighting their exceptional and outstanding attributes. The COMDT NZCF will consider the nomination and if supported will consult with the appropriate single Service Orders, complete and submit a nomination through command channels in accordance with those instructions.

SECTION 3 - RNZRSA Community Services Trophy

2.144 The RNZRSA Community Services Trophy is issued under the authority of the National President of the RNZRSA.

2.145 These rules and procedures are to be applied by Cadet Units when entering the competition for the RNZRSA Community Services Trophy.

2.146 The trophy will be awarded to the Cadet Unit that initiates and undertakes the most worthy Community Services project, or series of smaller projects/events, in any single calendar year - January to December.

2.147 The trophy will be awarded annually at the RNZRSA National Council Meeting.

2.148 The winning Cadet Unit will retain the trophy for one year.

2.149 It will have an inscribed plate to acknowledge the name of the Cadet Unit and year of award. Additionally, the winning Cadet Unit will receive, for retention, an RSA Plaque with an inscribed plate showing the Cadet Unit name and year of award.

2.150 The USC of the winning Cadet Unit will also receive a financial prize. The second and third placed units will also receive lesser financial prizes.

2.151 A Community Services project may be a single major annual event; a series of community events or an ongoing commitment for future years.

2.152 To be considered, the project should have involved more than 50% of the Cadet Unit enrolled strength and have been undertaken without remuneration. For example:

- a. cleaning/restoration/care of community war memorials or monuments;
- b. regular visit programmes by Cadets to elderly or disadvantaged groups within the community; and
- c. any valued community based service, activity or effort.

2.153 Competition entries will be judged by:

- a. National President RNZRSA;
- b. Chief Executive RNZRSA; and
- c. COMDT NZCF.

2.154 Competition entries are to be in free letter form and submitted to the COMDT NZCF by 31 August of the next calendar year. For example, entries for calendar year 2012 are to reach the HQ NZCF by 31 August 2013. The letter is to be signed or endorsed by the Unit's local RSA Branch Chairperson or Mayor/District Councillor.

Judging Criteria

2.155 Entries to the competition will be judged IAW the following criteria:

- a. Entries must relate to community activities that have taken place in the previous calendar year;
- b. Entries must reach the COMDT NZCF no later than 31 August of the following year;
- c. Entries are to contain the following details:
 - (1) number of Cadets involved as a percentage (%) of the Cadet Units enrolled strength.
 - (2) a description of the project undertaken.
 - (3) the amount of Cadet days/time involved.

2.156 As the value of a project to the Community is likely to be subjective entries will be enhanced by including letters of support/thanks from the community organisation or group the Project was undertaken for.