
CADET FORCE ORDERS

VOLUME 3 – Cadet Operations

CHAPTER 1 – Area Support Officers
SECTION 1 – General Policy2

CHAPTER 2 – International Exchanges
SECTION 1 – General Policy4

CHAPTER 3 - Cadet Unit Administration
SECTION 1 - General5
SECTION 2 – Orders5

CHAPTER 4 – Cadet Administration
SECTION 1 - General7

CHAPTER 5 – Officer Administration
SECTION 1 - General9

CHAPTER 6 – Routine Administration
SECTION 1 - General10

CHAPTER 7 - Composition of the NZCF
SECTION 1 - General15
SECTION 2 - Sea Cadet Corps15
SECTION 3 - New Zealand Cadet Corps16
SECTION 4 – Air Training Corps17

Primary Point of Conduct: S3 – Current Operations
Annual Review Period: Quarter 2 NLT 30 Jun

THIS DOCUMENT IS UNCONTROLLED IF PRINTED



CHAPTER 1 – Area Support Officers

SECTION 1 – General Policy

Introduction

3.1 ASOs have a co-responsibility to the Area Co-ordinator (AC) and the National Support Officer (NSO) to:

- a. provide command guidance to allocated units in accordance with Cadet Force Orders (CFOs), and other NZCF policies and procedures issued from time to time;
- b. provide the skill, leadership and risk management experience to NZCF Officers and cadets to enable them to undertake their duties;
- c. monitor the conduct and performance of NZCF Officers in their cadet unit training programmes and activities;
- d. conduct random assessments and annual efficiency inspections in conjunction with Area Advisors;
- e. provide information and instruction to all members of the NZCF on the functions and roles of the Armed Forces;
- f. maintain good order and discipline of all Officers, Supplementary Staff and Cadets within the assigned responsibility.

3.2 ASOs are directly responsible to the AC to:

- a. develop and maintain ongoing relationships with NZDF Advisors assigned to your allocated units, and provide advice and guidance on the state of each unit;
- b. conduct conflict resolution including investigative enquiries on any disciplinary matters;
- c. conduct routine parade night visits to ensure they comply with rules and procedures for the conduct of cadet forces training and administration;
- d. monitor the issue and use of authorised uniforms, rifles and ammunition;
- e. assist in the application of unit reimbursements, travel and individual reimbursements as necessary; and
- f. provide recommendations on NZCF Officer Personal Occurrences, including recommendations for medals or higher awards for all officers within your area of responsibility when requested.

3.3 The NZCF Charter of Support is an agreement between NZDF, NZCF and the recognised National Support Organisation. In line with this agreement ASOs are also responsible for maintaining an effective and cooperative liaison with local communities to:

- a. monitor the involvement of Cadet Units with Unit Support Committees and provide recommendations for improvements;

- b. keep each Unit Support Committee informed of the activities, progress, and achievements of Units;
- c. work with the Regional and Unit Support Committees to ensure that units maintain a high and positive profile in the local community; and
- d. work with Unit Support Committees to ensure that the achievements of the Cadet Unit Officers and Cadets are promoted and publicised in the local community.

3.4 ASOs are expected to:

- a. comply with the NZCF Code of Conduct;
- b. attend NZCF Cadet Unit Commanders' Conferences and other NZCF meetings either directed by the NSO or HQ NZCF;
- c. protect and enhance the NZCF reputation and support the culture of NZCF; and
- d. report any event that comes is raised involving NZCF that might be subject to adverse publicity.

CHAPTER 2 – International Exchanges

SECTION 1 – General Policy

Introduction

3.5 Reserved

3.6 Reserved

3.7 Reserved

3.8 Reserved

3.9 Reserved

3.10 Reserved

3.11 Reserved

3.12 Reserved

3.13 Reserved

3.14 Reserved

CHAPTER 3 - Cadet Unit Administration

SECTION 1 - General

3.15 There is virtually no distinction between Corps with regard to Cadet Unit Administration. It is important that Cadet Units develop sound and standard routines for dealing with the Cadet Unit administration as the secretarial tasks and duties conducted by the Ship's Office/Orderly Room will directly influence the training and stores areas of the Cadet Unit. As a result, the conduct of administration in a Cadet Unit significantly contributes to the overall efficiency and effectiveness of a Cadet Unit.

Cadet Unit History

3.16 Each Cadet Unit is to maintain a Cadet Unit History.

3.17 The purpose of this is to record for the future an accurate chronological record of a unit, its personnel, and its activities.

3.18 The Cadet Unit history may be recorded on an existing form or in some other suitable format.

3.19 It is to include details of the Cadet Unit's activities, photographs, newspaper clippings, and to state names, dates, times and places.

3.20 Photographs should have these details recorded on the back, as they may become detached.

SECTION 2 – Orders

Cadet Unit Daily/Routine Orders

3.21 CUCDRs are to issue either Cadet Unit Routine Orders (for NZCC and ATC Units) or Cadet Unit Daily Orders (for SCC Units) for each parade.

3.22 The purpose of such Orders are to convey routine personnel, administrative and general information pertaining to the running of the Cadet Unit to all Cadet Unit personnel. Examples of what might be included in such Orders are:

- a. cadet Unit and other duties;
- b. parades and Inspections;
- c. enrolments and Discharges;
- d. promotions;
- e. awards;
- f. next parade training programme; and
- g. social or other notices of a non-official nature including notices from supporting organisations.

3.23 Cadet Unit Routine Orders are to be read to Cadets at a suitable time during each routine parade and then displayed for the remainder of the parade so that all members have access to them.

3.24 An example of the layout of Cadet Unit Routine Orders is given at Annex A.

Cadet Unit Standing Orders

3.25 CUCDRs are to issue Cadet Unit Standing Orders which are to contain:

- a. Cadet Unit Fire Orders and Emergency Plan;
- b. Staff Directives;
- c. bounds;
- d. dress requirements;
- e. parade format;
- f. times; and
- g. other Orders affecting the cadets in the Cadet Unit.

3.26 These are to be permanently displayed at all times so that all members have direct access to them.

3.27 A copy is to be held on file. They are to be reviewed and if necessary, updated each year.

3.28 A specimen layout and a suggested list of matters that should be included in Cadet Unit Standing Orders are detailed at Annex B/C.

CHAPTER 4 – Cadet Administration

SECTION 1 - General

Cadet Enrolment

3.29 The Terms and Conditions of Membership for Cadets are contained in Volume 1 - Personnel.

3.30 The following is the selection and enrolment administration procedure:

- a. cadets are normally to be enrolled once annually, at a time determined by the CUCDR.
- b. candidates are to be interviewed by the CUCDR, or an NZCF Officer appointed by the CUCDR. The function of NZCF, the aims of NZCF training, and the Terms and Conditions of Service are to be made known to the candidates.
- c. candidates are to complete NZCF 2 Cadet Enrolment Form.
- d. the candidates are then placed on the list of Probationary Cadets.
- e. before the candidates can be formally enrolled into the Cadet Unit, the parents or guardians/caregivers must be acquainted with the provisions laid down in Chapter 9.
- f. if the candidates are accepted after the probationary period (a minimum of four consecutive parade nights), they are then formally enrolled as Cadets in the Cadet Unit. Their names are entered in the Roll Book, and the enrolments promulgated in Cadet Unit Routine Orders. The declaration of Service is administered at the same parade. The cadets are issued with their 'Record of Service' Booklets and sign the Declaration of Service. [does this have the Code of Conduct as well? Cadets should also sign the Code of Conduct to signify their acceptance of the requirements of the Code of Conduct.]
- g. record of Service Form is to be raised. The NZCF 2 is to be filed. [with HQ NZCF? Or unit level? Clarify]
- h. the Cadets are then issued with a uniform.

Cadet Records

3.31 Cadet Records include the Cadet Record of Service Book which is issued to and held by Cadets and the Service Record Card which is held by the Cadet Unit.

3.32 **Record of Service Book.** Is issued to Cadets when they are formally enrolled in the Cadet Unit. The entries on Page two are to be entered from information supplied on the application form. Items that may change are to be entered in pencil.

3.33 On issue to the Cadet, the instructions on the inside cover are to be explained.

3.34 The Declaration of Service is to be signed at this time by the Cadet in the presence of an NZCF Officer.

3.35 The book is then normally issued to the Cadet during or after the ceremony at which he or she has made the verbal Declaration.

3.36 The Cadet is to take the book home and have the primary caregiver complete the declaration in the presence of a witness.

3.37 A photograph is to be attached to Page two. This will either be provided by the Cadet or Cadet Unit, depending on Cadet Unit policy.

3.38 The Cadet is responsible for keeping the remainder of this book up to date. CUCDRs are to inspect the Book periodically. Where necessary entries are to be signed by the CUCDR or his or her deputy.

3.39 Cadets are to carry this book at all times while on Cadet activities and it is to be produced on demand by any Service authority. Cadets must also produce the book when attending any NZCF camps or courses.

3.40 **Service Record Card.** The Service Record Card is to be raised and held for each Cadet when they are formally enrolled into the Cadet Unit. The relevant entries on the face of the card are to be entered from information supplied on the application form. Items that may change are to be entered in pencil. The Ship's Office/Orderly Room is responsible for keeping the remainder of the Service Record Cards up to date and filing relevant reports and information on individual Cadets on their cards. CUCDRs are to inspect the cards periodically.

3.41 As the Record of Service Cards contains personal information on individual Cadets they are to be treated as Staff-In-Confidence and the information confined to those who need to know. Information from the Service Record Cards is not to be passed or disclosed to anyone for anything other than Cadet Unit or NZCF use that relates specifically to the Cadet. Breaches to this will be dealt with severely under the Privacy Act 1993. The Service Record Cards are to be stored in a locked cabinet when not in use and individual Cadets may request the Cadet Unit Commanding Officer or the Cadet Unit Administration person to view and correct the information contained on their card if they so desire.

3.42 When a Cadet transfers to another Cadet Unit the CUCDR, on receipt of a request from the Cadet's new CUCDR, is to forward the Record of Service Card to the Cadet's new Cadet Unit.

3.43 When the Cadet is released or discharged from the NZCF, the card must be destroyed, and must not be archived at Cadet Unit level. However, a record of the cadets' full name, rank, and period of service may be kept for historical purposes.

CHAPTER 5 – Officer Administration

SECTION 1 - General

Officer Personal Files (P/F)

3.44 CUCDRs are to maintain individual P/Fs on each NZCF Officer in their Cadet Unit. The files are to be treated as Staff-In-Confidence and the information restricted to the CUCDR only. Information from the P/F is not to be passed or disclosed to anyone for anything other than Cadet Unit or NZCF use, and only when it relates specifically to the NZCF Officer concerned. Much of the information contained in P/Fs will be personal information for the purposes of the Privacy Act 1993. As such any breach of this order may lead to an action under that Act.

3.45 The P/Fs are to be stored in a locked cabinet and individual NZCF Officers may view and correct the information contained on their P/F if they so desire.

3.46 On receipt of a written request, NZCF Officers may also ask for copies of information held on their P/F.

3.47 When an NZCF Officer transfers to another Cadet Unit, the CUCDR, on receipt of the letter from HQNZCF approving the transfer, is to forward the NZCF Officer's P/F to his/her new CUCDR.

CHAPTER 6 – Routine Administration

SECTION 1 - General

NZCF Forms

3.48 A list of NZCF forms is available in electronic form at www.cadetforces.org.nz

Ship's Office/Orderly Room Routine Administration

3.49 On parade nights the following administration tasks should be completed:

a. **Weekly:**

- (1) Mail Register updated.
- (2) Correspondence filed and distributed for action.
- (3) Bring-Up Register checked.
- (4) Roll Books marked.
- (5) Roll Books checked for absentees and absent cadets followed up by contacting parent(s)/guardian(s)/caregiver(s).
- (6) Cadet Unit Daily/Routine Orders compiled and issued.
- (7) Officers Attendance Register completed.
- (8) Routine Action Schedule and actioning where necessary.

b. **Monthly:**

- (1) Complete and forward Monthly Report (NZCF 20), by the 5th of the following month.
- (2) Update Cadet Unit History.

c. **Quarterly:**

- (1) Conduct fire drill.

d. **Annually:**

- (1) Update Cadet Unit Standing Orders.

e. **As Required:**

- (1) Update Cadet Records.
- (2) Amend Cadet Unit Publications.
- (3) Forward Nominations for Camps/Courses and Competitions.
- (4) Stationery Requisition.

Roll Book

3.50 Cadet Units are to take rolls and record attendance for each parade, including weekend activities such as shoots, exercises, camps, additional parades, all courses etc.

3.51 The parents, guardians/caregivers of absent cadets should notify the unit of the cadet's absence prior to the parade/activity. The parents, guardians/caregivers of those Cadets marked absent without prior advice are to be contacted immediately, as laid down in Chapter 9.

3.52 The names of Cadets marked absent without reasonable excuse for three consecutive parades are to be given to the CUCDR. These Cadets are liable to have their retention reviewed in accordance with Chapter 9. Snap roll calls are to be made from time to time.

Officers Attendance Register

3.53 Each Cadet Unit is to maintain a register of attendance of NZCF Officers at parade. The register must:

- a. be signed when parades are attended;
- b. show times of commencement and termination of duty;
- c. record attendance at courses and camps;
- d. be ruled off after each parade; and
- e. be certified correct by the CUCDR at the end of each month.

3.54 The Register is important for CUCDRs when they are required to certify an NZCF Officer's efficient service for promotion and CFM purposes. It is also invaluable when completing NZCF 20 Monthly Parade Reports and compiling the Cadet Unit History.

Correspondence Register

3.55 Cadet Units are to maintain a register of all inwards and outwards correspondence.

- a. the Inwards Register is to record:
 - (1) Date Received.
 - (2) Date of Letter.
 - (3) Originator of Letter.
 - (4) Originators File Reference.
 - (5) Subject.
 - (6) Receiving Cadet Unit File Reference.
- b. the Outward Register is to record:
 - (1) Date Sent.

- (2) File Reference of File on which Duplicate Copy is Held.
- (3) Addressee.
- (4) Subject.
- (5) Cost of Postage (if required).

Cadet Unit Monthly Reports (NZCF 20)

3.56 This form is to be completed in duplicate at the end of each month. **The original is to be sent to the AC CFTSU by the 5th day of the following month** and the duplicate filed.

3.57 Its purpose is to provide statistical details which directly affect the NZDF allocation of funding to NZCF. Not having this information adversely effects both the reputation of NZCF, and potentially the material support received by the NZDF. It further provides information about the activities of Cadet Unit and is an excellent source of historical information which supports Cadet Unit histories.

Stationery Requests

3.58 Only those approved forms used by NZCF are to be requested. Cadet Units are to maintain stocks at the level necessary for current needs. Stock piling of items causes confusion especially when forms are updated.

3.59 All NZCF forms have their revision date readily identified below the form number identifier.

3.60 Cadet Unit advisers will update Cadet Units as new forms are released, in circulation forms are withdrawn or amended. It is important that Cadet Units maintain current edition stocks only. The NZCF website, administration section details the latest edition of NZCF Forms. Forms will be amended after consultation with Area staff and the appropriate Cadet Forces forum.

Handling of Correspondence

3.61 The efficiency of a Cadet Unit depends to a large extent upon the correct and efficient handling of correspondence by staff at all levels. An effective system of dealing with the receipt, recording, circulation, custody and dispatch of correspondence is essential. The following procedures are to be followed in handling correspondence:

a. Inward Correspondence.

- (1) Where possible the Cadet Unit should have a Post Office Box address.
- (2) An NZCF Officer is to be responsible for clearing the PO Box at least once a week, just prior to the Cadet Unit parade.
- (3) The correspondence is to be stamped with a date stamp, allotted a file number, and entered in the Inwards Mail Register.
- (4) The inward mail is then placed in a folder and passed to the CUCDR for their perusal.

- (5) On the return of the mail folder from the CUCDR, the correspondence is then placed on the appropriate file and the file passed to the appropriate officer(s), together with any annotated instruction from the CUCDR, for action.
 - (6) Letters containing official business which have been addressed to individual personnel are to be handed to the appropriate NZCF Officer for action and filing.
 - (7) All mail must be handled expeditiously. Mail marked Staff-In-Confidence is to be opened by the CUCDR only.
- b. **Outward Correspondence.** All outwards mail must be authorised by the CUCDR. The CUCDR may authorise an NZCF Officer (usually the Adjutant) to write and sign for the CUCDR when writing on routine matters. Cadets, including UOs, may not sign any outwards correspondence for the CUCDR. They may however prepare/draft correspondence for signature.

3.62 NZCF Officers are not to write to persons or organisations outside the Cadet Unit about Cadet Unit affairs without:

- a. the CUCDR's knowledge and approval; and
- b. forwarding the mail through the Cadet Unit Orderly Room for recording and filing of the duplicate.

3.63 Normal routine for handling outward mail is:

- a. original and duplicate received by the NZCF Officer responsible;
- b. taken to the CUCDR for signature or approval;
- c. entered in outwards mail register;
- d. duplicate filed; and
- e. original posted.

Cadet Unit File System

3.64 Cadet Units are to maintain a filing system for the custody of Cadet Unit correspondence. The filing system is to correspond with the NZCF filing system available through CFTSUs.

Ship's Log

3.65 SCC Units are to maintain a Ship's Log. The aim of the log is to maintain a record of events during Cadet Unit parades/activities and also during boating activities to record weather and water conditions. The recording of details in the log is the duty of the CDT Quartermaster and its correct compilation is the responsibility of the Officer of the Day. The log is to be completed in pencil and record:

- a. the date of the parade or activity;
- b. the time of arrival of the CUCDR;
- c. any visitors to the Cadet Unit, salutes and ceremonies;

- d. any occurrence of significance which is not covered by Daily Orders;
- e. fire drills and exercises; and
- f. wind, weather, visibility and water state and when any marked change occurs.

CHAPTER 7 - Composition of the NZCF

SECTION 1 - General

General

3.66 The NZCF is comprised of the:

- a. Sea Cadet Corps (SCC);
- b. New Cadet Corps (NZCC); and
- c. Air Training Corps (ATC)

3.67 The Grade of each Cadet Unit is advised annually by COMDT NZCF based on an annual review of Cadet Unit parade strengths.

3.68 The ceiling strengths and the officer and cadet establishments/composition permitted within the authorised grades are:

Unit Grade	Officers	UO	CDTWO2 CDT W/O	CDTSSGT CPOCDT CDTF/S	CDTSGT POCDT	CDTCPL LCDT	CDTLCPL CDT CDTLAC	Total Cadets
1	5	3	1	1	2	4	19	30
2	6	4	1	2	3	6	29	45
3	7	5	1	3	4	8	39	60
4	8	5	1	3	5	10	51	75
5	9	6	1	4	6	12	61	90
6	10	7	1	5	7	14	71	105

SECTION 2 - Sea Cadet Corps

3.69 The following Cadet Units comprise the SCC:

- a. Northern Area:
 - (1) TS Achilles (Auckland City);
 - (2) TS Bellona (Auckland);
 - (3) TS Chatham (Tauranga);
 - (4) TS Diomedea (Whangarei);
 - (5) TS Gambia (Auckland);
 - (6) TS Leander (Auckland); and
 - (7) TS Rangiriri (Hamilton).
- b. Central Area:
 - (1) TS Amokura (Wellington);

- (2) TS Calliope (Wanganui);
 - (3) TS Tamatoa (Petone);
 - (4) TS Taupo (Mana); and
 - (5) TS Tutira (Levin).
- c. Southern Area:
- (1) TS Godley (Christchurch);
 - (2) TS Nimrod (Port Chalmers);
 - (3) TS Talisman (Nelson); and
 - (4) TS Waireka (Dunedin)

SECTION 3 - New Zealand Cadet Corps

3.70 The following Cadet Units comprise the NZCC:

- a. Northern Area:
- (1) City of Auckland Cadet Unit - CACU;
 - (2) Papakura Cadet Unit – PapCU;
 - (3) Fraser High School Cadet Unit – FHSCU;
 - (4) Hamilton City Cadet Unit –HCCU;
 - (5) Kerikeri Cadet Unit –KCU;
 - (6) Maungarei Cadet Unit – MCU;
 - (7) Mangawhai Cadet Unit - MwiCU
 - (8) North Shore Cadet Unit – NSCU;
 - (9) Opotiki College Cadet Unit – OCCU;
 - (10) Rotorua District Cadet Unit – RDCU;
 - (11) Southern Cross Cadet Unit – SCCU;
 - (12) Te Awamutu Community Cadet Unit – TACCU;
 - (13) Waitakere Cadet Unit – WaitCU;
 - (14) Western Bay of Plenty Cadet Unit –WBPCU; and
 - (15) Whangarei District Cadet Unit – WhanDCU.
- b. Central Area:
- (1) City of Lower Hutt Cadet Unit – CLHCU;

- (2) City of Napier Cadet Unit – CNapCU;
- (3) City of New Plymouth Cadet Unit – CNPCU;
- (4) City of Porirua Cadet Unit – CPorCU;
- (5) City of Upper Hutt Cadet Unit – CUHCU;
- (6) Feiding Cadet Unit – FCU;
- (7) City of Gisborne Cadet Unit – CGCU;
- (8) Palmerston North Cadet Unit – PNCU;
- (9) Rangitikei Ruapehu Cadet Unit – RRCU;
- (10) Ruahine Cadet Unit – RCU;
- (11) Taupo Cadet Unit – TaupoCU;
- (12) Wanganui Cadet Unit – WanCU; and
- (13) Wellington City Cadet Unit – WCCU.

c. Southern Area:

- (1) Ashburton Cadet Unit – ACU;
- (2) City of Christchurch Cadet Unit – CCCU;
- (3) City of Dunedin Cadet Unit – CDCU;
- (4) Motueka Cadet Unit – MotCU;
- (5) Timaru Cadet Unit - TimCU
- (6) Nelson Cadet Unit – NCU; and
- (7) Invercargill Cadet Unit - ICU.

SECTION 4 – Air Training Corps

3.71 The following Cadet Units comprise the ATC:

a. **Northern Area:**

- (1) No 03 (Auckland City) Squadron, ATC;
- (2) No 04 (Ardmore) Squadron, ATC;
- (3) No 05 (Rodney District) Squadron, ATC;
- (4) No 06 (North Shore) Squadron, ATC;
- (5) No 07 (City of Hamilton) Squadron, ATC;
- (6) No 16 (City of Tauranga) Squadron, ATC;
- (7) No 19 (Auckland) Squadron, ATC;

- (8) No 20 (City of Whangarei) Squadron, ATC;
- (9) No 25 (District of Kaikohe) Squadron, ATC;
- (10) No 29 (Rotorua) Squadron, ATC;
- (11) No 30 (Hobsonville) Squadron, ATC;
- (12) No 31 (Morrinsville) Squadron, ATC;
- (13) No 34 (South Waikato District) Squadron, ATC;
- (14) No 35 (Whakatane) Squadron, ATC;
- (15) No 37 (Thames) Squadron, ATC;
- (16) No 40 (Manukau) Squadron, ATC;
- (17) No 57 (Dargaville) Squadron, ATC;
- (18) No 64 (Kaitaia) Squadron, ATC;
- (19) No 65 (Kawerau) Squadron, ATC; and
- (20) No 75 (Arawa) Squadron, ATC.

b. **Central Area:**

- (1) No 01 (City of Wellington) Squadron, ATC;
- (2) No 02 (Hutt City) Squadron, ATC;
- (3) No 08 (City of New Plymouth) Squadron, ATC;
- (4) No 09 (City of Wanganui) Squadron, ATC;
- (5) No 10 (City of Palmerston North) Squadron, ATC;
- (6) No 11 (District of Hastings) Squadron, ATC;
- (7) No 13 (City of Napier) Squadron, ATC;
- (8) No 14 (City of Gisborne) Squadron, ATC;
- (9) No 21 (Masterton District) Squadron, ATC;
- (10) No 22 (City of Upper Hutt) Squadron, ATC;
- (11) No 32 (Borough of Feilding) Squadron, ATC;
- (12) No 41 (City of Porirua) Squadron, ATC;
- (13) No 48 (District of Stratford) Squadron, ATC; and
- (14) No 49 (District of Kapiti) Squadron, ATC.

c. **Southern Area:**

- (1) No 12 (City of Invercargill) Squadron, ATC;

- (2) No 15 (Timaru) Squadron, ATC;
- (3) No 17 (City of Christchurch) Squadron, ATC;
- (4) No 18 (Avon) Squadron, ATC;
- (5) No 23 (Nelson) Squadron, ATC;
- (6) No 24 (Ashburton) Squadron, ATC;
- (7) No 26 (Oamaru) Squadron, ATC;
- (8) No 27 (Blenheim) Squadron, ATC;
- (9) No 28 (Gore) Squadron, ATC;
- (10) No 33 (Westport) Squadron, ATC;
- (11) No 36 (Greymouth) Squadron, ATC;
- (12) No 38 (Wigram) Squadron, ATC;
- (13) No 42 (City of Dunedin) Squadron, ATC; and
- (14) No 50 (Alexandra) Squadron, ATC;
- (15) No 88 (Rangiora) Squadron, ATC.