
CADET FORCE ORDERS

VOLUME 4 – Logistics and Equipment

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CHAPTER 1 – Logistics Policy

SECTION 1 – Accounting for Clothing and Stores

Property of the New Zealand Government

- 4.1 All stores, equipment and books of reference issued or loaned to Cadet Units by CFTSUs remain the property of the NZDF/NZ Govt. It is the responsibility of the CUCDR to account for these items, in accordance with the instructions and relevant NZDF manuals about stores accounting procedures.
- 4.2 All clothing/uniform items issued to Cadet Units or purchased through the annual uniform replacement allowance also remain the property of the NZDF. It is the responsibility of the CUCDR to institute appropriate accounting procedures for the management of these.
- 4.3 Instructions to be followed in regards to clothing and stores when a Cadet Unit is placed in recess are contained in CFO Volume 0, Chapter 5.
- 4.4 AC CFTSUs will be able to advise on the recording systems best suited to account for the acquisition, loan, transfer and disposal of clothing and stores. Existing systems used by the RNZN, NZ Army and RNZAF should be adopted for Cadet Unit clothing and stores handling. Standard forms are available from the Area CFTSU on request.

Custody of Stores

- 4.5 Adequate facilities are to be provided for storing clothing and stores so as to:
- a. prevent losses by theft, deterioration due to exposure to weather, damage by fire or accident through improper stowage; and
 - b. permit ease of handling.
- 4.6 Special attention should be paid to the following:
- a. Valuable and attractive stores are to be kept under separate lock and key. Where items bear serial numbers, these are to be shown on the back of the appropriate ledger pages.
 - b. Explosives, highly flammable and dangerous goods are to be stored adequately to minimise the possibility of fire. The provisions of the Acts dealing with explosives and dangerous goods and the regulations are to be observed.
 - c. Reasonable precautions including, where appropriate, the provision of fire-fighting apparatus, must be taken against the possibility of fire.
- 4.7 Keys to the stores premises, lockers etc, are to be held by the CUCDR or an NZCF Officer delegated by him/her.
- 4.8 Access to the stores is to be permitted to personnel authorised by the CUCDR only.

Insurance

4.9 The NZDF policy relating to insurance is detailed in CFO Volume 9, Chapter 1.

Thefts

4.10 Loss of stores by theft or suspected theft is to be reported immediately to the local NZ Police and the AC CFTSU. When the NZ Police are informed verbally in the first instance, a written confirmation is to follow without delay and the NZ Police requested to acknowledge its receipt.

4.11 Where the value of the stores is under \$100 the NZ Police need not be notified unless any of the following conditions exist:

- a. There is some indication as to the identity of the offender or reasonable hope of establishing identification;
- b. The identifiable or unusual nature of the stores indicates a reasonable chance of tracing them and establishing the identity of the offender;
- c. Systematic thefts are occurring; and
- d. The theft involves dangerous stores.

4.12 An interim report is to be forwarded to the AC CFTSU, with a copy to the USC or School Authority, immediately after a theft is suspected or discovered. On completion of investigations, a report is to be forwarded to the AC CFTSU, giving full particulars of the articles lost and precise information of the following points:

- a. the circumstances in which the articles were stolen or believed to have been stolen, together with the date of the loss and their value;
- b. in whose custody the articles were at the time of the actual or suspected theft;
- c. whether an inquiry was held and its results;
- d. whether the articles were recovered and, if not, what steps have been taken to recover them;
- e. what steps were taken to inform the Police, and with what results. The original NZ Police statement is to be forwarded;
- f. the names of any persons considered to have been negligent, or the reasons why no one is considered to have been negligent;
- g. full details of any disciplinary action taken or proposed;
- h. particulars of any monetary charges made or proposed; and
- i. any action taken to prevent a recurrence.

4.13 The report of any case in which a prosecution has taken place should be accompanied by an extract from the local newspaper, if the case has been reported, giving full particulars of the proceedings.

4.14 If there is no direct evidence of theft, but the circumstances preclude any other explanation of the loss, the case is to be dealt with as if a loss by theft.

Loan Items

4.15 All items issued on permanent or temporary loan are to be recorded on a suitable sheet, book or card and the borrower's signature obtained. On return, each item is to be struck off the record and the signature of the person receiving the item inserted.

4.16 Articles on loan are to be deducted from the total stock held, to keep a balance of items held in the store.

SECTION 2 – Requesting Clothing and Stores

Requesting Clothing

4.17 **Initial Clothing Issues.** The CUCDR of a newly formed Cadet Unit which has been accorded recognition by the Minister of Defence may request from the AC CFTSU sufficient scaled items of clothing, embellishments, etc to outfit the Cadet Unit's strength of NZCF Officers and Cadets, up to the approved establishment for the Cadet Unit's grade.

4.18 Additionally, the CUCDR may request up to five extra sets of scaled cadet clothing to provide for a variation of sizes and additional recruits. The total cost of the initial clothing issue, as detailed in this paragraph, is to be a charge against the Single Service budget.

4.19 **Initial Clothing Issues to NZCF Officers.** The scales of clothing for NZCF Officers are detailed in the annexes to this Volume.

4.20 The items listed are the authorised scale of NZCF Officers and, apart from those items which are only available as an option for NZCF Officers to purchase, are to be issued to all newly commissioned NZCF Officers from the NZDF via SRM, HQ NZCF or directly to vendors on approval of HQ NZDF.

4.21 All clothing which is issued to NZCF Officers is to be a charge against the NZCF budget.

4.22 Used Serviceable clothing is not to be issued to NZCF Officers.

4.23 All issued uniform items, except items purchased at the individual's expense, remain the property of the NZDF and are to be returned on release. Failure to return items will likely result in NZDF cost recovery action in accordance with DFO.5.

4.24 **Replacement Issues - Officers.** Scale issue items of uniform which, through fair wear and tear, become unserviceable may be replaced on a one for one basis when written off. Replacements may be requested through the AC CFTSU and are to be a charge against the NZCF budget.

4.25 Replacement of the officer's 'optional to purchase items' may be purchased directly by the individual Officer or by the Cadet Unit.

4.26 **Annual Uniform Replacement Allowance.** An annual uniform replacement allowance is granted annually to assist in the replacement of cadet uniform items which become unserviceable through fair wear and tear. The allowance payable is

based on a Cadet Units average parading strength calculated from the preceding years (1 Jul to 30 Jun the following year) parade figures as recorded on NZCF 20s over that period.

4.27 The allowance is based on a set dollar amount per average parading cadet. The set amount may vary from year to year as it is discretionary and dependant on the NZCF budget. The final allowance will be set annually by the COMDT NZCF.

4.28 Any NZCF 20s received post 20 Jul will disqualify for inclusion in the calculation for the allowance.

4.29 **Additional Purchase of Cadet Clothing.** CUCDRs who wish to obtain additional items of scaled clothing over and above their Unit's annual uniform replacement allowance, may request authority to make cash purchases from their AC CFTSU.

4.30 Cadet Clothing Approval to make such cash purchases may depend on any Service clothing purchase conditions/restrictions which might apply at the time and the current availability of the items required.

4.31 **Unit Re-grading: Clothing Issues.** When a Cadet Unit is re-graded to a higher grade there is no commitment on the NZDF to issue any extra scaled clothing as a charge against the NZCF budget. The Cadet Unit's entitlement to the annual clothing replacement allowance will, however, be increased to that which applies to the Cadet Unit's new grade based on the increased average parading Cadets.

4.32 When a Cadet Unit is re-graded to a lower grade, the annual clothing replacement allowance for the Cadet Unit will apply at the rate for the lower grade, again based on average parading figures.

Requesting Stores

4.33 When requesting stores items the request is to be made in writing to their AC CFTSU.

Repayment for Clothing and Stores Lost or Damaged

4.34 In all cases of loss or damage to stores and clothing which involve personal responsibility, the value of the items concerned shall be recovered from the person or persons responsible. A receipt for the money recovered is to be given.

4.35 The money recovered in respect of loss or damage to clothing or stores on issue or loan from the NZDF is to be paid into the Public Account at any receiver of the nearest Service establishment and a receipt for the payment obtained on the appropriate form.

4.36 The money recovered in respect of loss or damage to Cadet Unit clothing or stores is to be paid into the USC account and a receipt for the payment obtained from the Treasurer of the USC.

4.37 The value of any clothing or stores on loan or issued by the NZDF may be obtained from the AC CFTSU who will obtain such from the Stores Officer at the appropriate Service establishment.

Transfer of Charge between Cadet Unit Commanders

- 4.38 On transfer of charge from one CUCDR to another, the incoming NZCF Officer is to verify, or cause to be verified by an NZCF Officer delegated by them, the stock of valuable or attractive stores.
- 4.39 It is not necessary to verify articles on permanent loan for which receipts are held. A certificate is to be appended to the account as shown at Annex A.
- 4.40 The NZCF Officer will be required to furnish full explanations of any important differences disclosed at stocktaking or transfer, and will be liable for deficiencies due to misconduct or negligence.
- 4.41 A copy of the certificate is to be forwarded to the AC CFTSU, with a copy to the USC or School Authority.
- 4.42 The responsibility of the NZCF Officer giving up charge ceases when the certificate has been signed by the NZCF Officer taking charge.
- 4.43 In all cases where the appointed CUCDR is not available to accept custody from their predecessor, the next senior NZCF Officer is to assume responsibility as temporary custodian of the stores. A similar course, with regards stocktaking, is to be followed by an NZCF Officer taking temporary charge of stores.

Issues to NZCF Personnel by NZDF Establishments

- 4.44 Items of clothing, bedding, etc issued by NZDF Establishments to cadet officers and cadets undergoing training are to be withdrawn before cadets return to their Cadet Units.
- 4.45 The non-return of any item is to be dealt with by the ship or establishment concerned IAW current regulations.

Stores Accounting

- 4.46 **Defence Stores.** A record of all receipts, returns and write-offs of NZDF stores is to be kept in a suitable register. All used registers and accounting documents are to be retained, pending inspection, when they will be removed by an Inspecting Officer.
- 4.47 **Consumable Stores.** No record need be kept of consumable items, but sufficient control is to be exercised to prevent any excessive expenditure or unauthorised use. All supply and receipt notes for consumable stores are to be retained pending inspection.
- 4.48 **Unit Stores.** All stores/property owned by a Cadet Unit and/or USC whether purchased, donated etc should be recorded in a Unit Property Register of which there should be two copies. One copy should be kept on the premises as the master copy and the other copy kept off the premises as an up-to-date duplicate copy to provide a register of property for insurance and replacement purposes should the Cadet Unit master copy be destroyed or lost.

Inspection of Accounts

4.49 The accounting procedures maintained for stores will be subject to periodic examination by NZDF auditors or other authorised personnel. For this purpose all accounting papers are to be retained until the inspection has been carried out.

Manuals and Books of Reference

4.50 An initial issue or electronic copy of NZDF and NZCF Manuals, as authorised, will be supplied without having to be requested.

4.51 New manuals, revised editions of existing books and amendment lists will also be supplied without having to be requested.

4.52 Publications required may be requested through the AC CFTSU.

SECTION 3 – Vehicles

Use of Vehicles

4.53 The NZCF operates a number of different classes of vehicles, each of which have certain restrictions on their use. The different classes are:

- a. NZDF CL Fleet (Service Vans, Fleet Cars etc.)
- b. NZDF 4WD Vehicles (NMV, Tritons etc.)
- c. NZDF Medium and Heavy Vehicles (Unimog etc.)
- d. USC owned vehicles
- e. Private Vehicles

4.54 Where NZDF vehicles (4.54 a - d) are used by NZCF members, the following rules are to be applied:

- a. All NZDF vehicles must be loaned to the NZCF unit using the NZCF 54 form.
- b. Only those who have been authorised using the NZCF 54 may use NZDF vehicles.
- c. The appropriate licence must be witnessed when authorising the NZCF 54 and a copy held on file.

4.55 All NZTA acts, regulations and rules must be obeyed when operating any vehicle on a public road.

4.56 Where private vehicles are used as part of cadet activities, neither NZCF nor NZDF accept any liability for any damage or incidents that may occur.

Licensing Requirements

4.57 The appropriate DDP must be held when NZDF vehicles are being used in 4WD. The only exception to this is when launching or retrieving a boat on a boat ramp. A guide must be used during this process.

4.58 Any person operating a motor vehicle as part of a Cadet activity (whether NZDF, USC or private vehicle) must hold a Full licence in the appropriate class.

Command and Control

4.59 Where vehicles are used as part of Cadet Unit activities (whether NZDF, USC or Private) command and control is to be maintained by the ranking officer of the activity. This requires that:

- a. They are satisfied that the allocated driver has the necessary skills and confidence to operate the vehicle competently;
- b. There is no undue risk to either the driver, occupants or property;
- c. The driver is aware of the requirements of relevant CFOs.

4.60 Discretion is to be used by the ranking officer of the activity in accordance with the risk appetite of the NZCF and the assessed likelihood of any incident occurring.

Driver Fatigue Management

4.61 The NZCF Driver Fatigue Management policy is based off DM 36 Volume 2. Any further clarification of the NZCF policy is provided within this document. Where this policy and the DM 36 Volume 2 are inconsistent, this policy will take precedence.

4.62 Fatigue is defined as 'weariness after physical and/or mental exertion, a weakening after a series of stresses, a slow-down in performance resulting in falling asleep'. Driver fatigue is not just 'falling asleep at the wheel'; falling asleep is the end-stage effect of fatigue. A driver can be suffering from fatigue, although awake, enough to impair their driving performance.

4.63 Factors that may cause or contribute to fatigue include, but are not limited to:

- a. insufficient 'quality sleep' and rest, or disrupted sleep patterns;
- b. an accumulation of sleep loss over days or weeks (known as 'sleep debt');
- c. sleeping disorders (inability to obtain quality sleep);
- d. long working and driving hours;
- e. constant glare from the sun, wet roads or bright headlights;
- f. repeatedly driving over the same stretch of road, or in heavy, slow moving traffic;
- g. focusing on the centre line or the vehicle in front;
- h. poor cab ventilation;
- i. poor driving conditions caused by bad weather or poor roads;
- j. taking drugs, legal and illegal, and/or consuming alcohol;
- k. smoking and poor diet;

- l. high personal stress or family problems;
- m. being overweight and unfit; and

4.64 The effects of fatigue are numerous and particularly dangerous for drivers when operating vehicles and other equipment. Some effects are:

- a. impaired reaction time, judgment and vision;
- b. inability or reduced capacity to process information;
- c. short-term memory loss;
- d. decreased vigilance and motivation causing reduced performance;
- e. reduced comprehension of events occurring in the immediate surrounds;
- f. increased moodiness and aggressive behaviour;
- g. fixating eyes in a particular area or on an object;
- h. an increased frequency of 'micro-sleeps' (brief 2 to 3 second periods); and falling asleep.

4.65 There are a number of indicators of when a driver is being affected by fatigue; these include but are not limited to:

- a. an inability to stop yawning;
- b. eyes may feel sore, gritty or heavy;
- c. vision may start to blur or dim;
- d. seeing things that are not there;
- e. daydreaming or losing concentration on driving controls;
- f. reactions may seem slow;
- g. unable to maintain a steady speed, causing fluctuations above and below the designated speed limit;
- h. making poor gear changes;
- i. road position may become erratic, allowing the vehicle to wander over the centre line or off the edge of the road;
- j. being unable to remember the last few minutes of driving or if you have passed through critical points, such as small towns or other prominent areas.

4.66 Under the Chain of Responsibility, it is critical that all members of the NZCF fully exercise their responsibilities to prevent or manage fatigue when either driving a vehicle as part of their duties or overseeing the driving of vehicles by others.

4.67 Commanders and managers are to do the following:

- a. Ensure all personnel who may be required to drive as part of their NZCF duties have undertaken the required training requirements.
- b. Ensure that the appropriate scheme or variation is being applied to the driving duty.
- c. Ensure driver fatigue awareness and responsibilities are reinforced at the commencement of activities requiring road movement and repeated throughout the activity as required.
- d. Encourage teamwork by reinforcing the responsibility each individual has with regard to watching for signs of driver fatigue and taking action as necessary.
- e. Enforce the requirement for co-drivers to remain awake.
- f. Ensure a high standard of routine is maintained during training and exercises.
- g. Constantly watch for signs of fatigue during tasks including the effects of cumulative fatigue.
- h. Reinforce the need for drivers to be honest when reporting for duty and being aware of the consequences of getting behind the wheel when tired.
- i. Monitor personnel who display a reluctance to admit tiredness through fear of ridicule by peers or bravado.
- j. Prevent unfit drivers from commencing or continuing with driving tasks.
- k. Monitor their personal fatigue state.

4.68 Drivers are to do the following:

- a. Ensure they hold the appropriate licence and have undertaken any required training.
- b. Maximise the amount and quality of sleep they get before they start work or commence driving. The driver should sleep in a bedroom to avoid interruptions; if they wake up and cannot get back to sleep after 15–30 minutes, they should get out of bed and try again later.
- c. Advise their superior if they are feeling tired or unfit to drive before the journey.
- d. Immediately stop their vehicle in a safe location and rest, or stop their vehicle in a safe location and transfer driving duties to a person who is not fatigued if they feel tired or experience any of the warning signs of fatigue.
- e. Not eat and drink heavily before going to bed and avoid caffeine, alcohol and tobacco.
- f. Maintain water intake throughout the day.
- g. Take breaks during the journey as often as possible, i.e. a 10-minute rest period after one hour and 50 minutes of driving.

- h. Keep the legs of the journey shorter towards the end of the day.
- i. Maintain good ventilation in the vehicle cab and wear appropriate layers of clothing.

SECTION 4 – Firearms

Repair

- 4.69 Reserved
- 4.70 Reserved
- 4.71 Reserved
- 4.72 Reserved
- 4.73 Reserved

Ammunition

- 4.74 Reserved
- 4.75 Reserved
- 4.76 Reserved
- 4.77 Reserved
- 4.78 Reserved
- 4.79 Reserved

SECTION 5 – Medical

General Policy

4.80 Where an injury occurs as part of NZCF activities ACC will generally be the provider for medical treatment and costs.

4.81 Where ACC does not cover treatment costs for an injury sustained as part of NZCF activities, neither the NZCF nor the NZDF are responsible for any medical fees or treatment.

4.82 The NZCF 8 form provides a waiver signed by either the parent or guardian of a cadet, or the NZCF officer or Supplementary Staff member, to indemnify NZDF and NZCF against any medical costs incurred.

Medical Coverage

4.83 In accordance with DFO 18 (Defence Force Orders for Medical and Dental Services) NZCF personnel (officers and cadets) who become casualties through accident or sickness while attending Authorised Activities may be provided initial/emergency treatment of illness or injury that may arise/occur. This is to be achieved through appropriate first aid trained personnel at the Activity if directed, and/or through local civilian medical facilities.

4.84 A Medical plan must be included as part of any planning for an Activity. The plan must include the location and contact numbers for the medical facilities and evacuation services local to the activity, as well as the qualification level and equipment of the first aid personnel on the activity if required.

4.85 NZCF personnel attending training where medical coverage is required are to complete Form NZCF 8 (Cadets who are under the age of 18 are to obtain authorisation by their approved caregiver) to allow any involved health services to provide appropriate treatment. Any pre-existing illness or injury, including medication/treatment currently being received, is to be annotated on Form NZCF 8.

4.86 NZCF personnel are to ensure they have their own personal use medication with them on activities. Any costs incurred as part of the initial treatment for any sickness or injury are to be paid by the person involved, or in the case of a cadet under the age of 18, by their parent or guardian. This is to be authorised on Form NZCF 8.

4.87 NZDF medics are not registered health professionals, and are able to diagnose and treat health conditions only in accordance with the Defence Medical Treatment Protocols (DMTP), which are designed for the support of a pre-screened working adult (military) population. The DMTP do not permit any treatment of children other than First Aid. Any deviation from the DMTP is illegal and contravenes the Medicines Act, and Defence Orders.

4.88 Accordingly, NZDF medics are unable to assist in Medical coverage of NZCF activities.

4.89 Medical coverage, when required, is to be achieved through the use of a medical kit and a person present who holds either:

- a. a current St John Workplace first aid level one certificate; or
- b. a current Red Cross save a life certificate; or
- c. qualified in equivalent NZQA Unit Standards 6400/6401; or
- d. a current New Zealand Defence Force first aid certificate.

Documentation/Casualty

4.90 The reporting procedures, which must be carried out in the case of any incident involving NZCF members, are detailed in CFO Volume 5.

4.91 In addition to NZCF reporting requirements, if a Cadet becomes a casualty through accident or sickness while on board HMNZ Ships, in Service establishments or travelling on duty under Service arrangements to or from training, normal Services procedures are to be carried out regarding the initiation of accident or sickness reports. An Investigating Officer is to be appointed to a Command Investigation or Court of Inquiry, as appropriate.

4.92 The results of such actions are to be forwarded through normal channels to the COMDT NZCF where the liability of the Crown, if any, will be determined.

Dental

4.93 Only emergency dental treatment is to be provided, where Service dental facilities exist, during those Authorised Activities conducted in a Service establishment.

CHAPTER 2 - Property and Assets

SECTION 1 – General Policy

Introduction

This chapter is intended to provide guidance to Cadet Units, National Support Organisation Local Branch Committees and the Support Organisations' National Executive in matters of asset ownership. It is important to identify the distinction between NSO's and Cadet Unit when determining who owns property and assets.

SCANZ, CCANZ, ATCANZ, and RNZRSA are Incorporated Societies recognised by the Minister of Defence as support organisations in accordance with section 81 of the Defence Act 1990. Cadet Units are part of the Crown raised under Section 74(1) of the Defence Act 1990. Because of this distinction, it is important to correctly recognise which organisation owns certain property and assets, and any implications this has on those organisations.

Guiding Principles

4.94 The following principles on property and assets are provided for the guidance of CUCDRs and National Support Organisations:

- a. Cadet Units can not own property in their own right;
- b. property in the possession or use of Cadet Units is highly likely to be owned by either the Crown or the relevant National Support Organisation;
- c. Local Branch Committees are agents for the relevant National Support Organisation;
- d. a Cadet Unit's occupation of Real Property is to be migrated, as soon as possible, to one of the models set out in this Chapter; and
- e. for any disposal of Personal Property in the possession of a Cadet Unit that is not Crown property, National Support Organisations (through the respective Local Branch Committee) are encouraged to retain those assets, or the proceeds of those assets, for the benefit of the local community where the assets have been acquired through the efforts of that community.

Policy - Ownership of Assets

4.95 Before a determination on the ownership of assets can be made, under NZ Law, first determine if the asset is either **REAL** or **PERSONAL** property. Definitions of these terms are:

- a. **Real Property.** This comprises land and all things affixed to the land such as buildings, jetties and fences. Real Property must have a registered title and it is the person who owns the title who is the owner. Ownership will be vested in the Crown (NZDF), SCANZ, CCANZ, ATCANZ, or RNZRSA, or another party, but not the Cadet Unit.

- b. **Personal Property.** This comprises all other property with the exception of Real Property. With one or two exceptions, Personal Property does not have to be registered by the owner. An example of one of these exceptions would be a motor vehicle; however the registration of a motor vehicle does not prove its ownership. Ownership of all property that is not categorised as Real Property is vested in either, the Crown (NZDF), SCANZ, CCANZ, ATCANZ, or RNZRSA, or entities assisting Cadet Units which are themselves Incorporated Bodies.

SECTION 2 – Real Property

General Policy

4.96 As part of the Crown, CDF, on behalf of the Minister, has responsibilities over Cadet Units' use of Real Property; for example those relating to health and safety conditions. The discharge of these responsibilities is delegated to COMDT NZCF, and NZCF staff.

4.97 It is impractical for CDF to have, potentially, over 100 individual representatives representing various Cadet Units Real Property at the annual CAC. Therefore one of the following models is to be adopted by Cadet Units as their situation dictates in cooperation and support of their National Support Organisation:

- a. **Cadet Units Accommodated in a Defence Area** – Cadet Units occupy the Defence Area subject to NZDF conditional consent (Note this consent is not a lease or licence as both the Cadet Unit and NZDF are both part of the Crown);
- b. **Cadet Units Accommodated on Reserve Land** – Cadet Units administered by a recognised organisation under the Reserves Act 1977, e.g. Crown land placed in reserve and managed by a national association. In this case the Cadet Unit should occupy the reserve under a licence from the national association;
- c. **Cadet Units Accommodated on Education Land (Crown land)** – the National Association should hold the lease in accordance with the Education Lands Act 1949 and the Cadet Unit has a licence from the national association to use the land;
- d. **Cadet Units Accommodated on Other Crown Land** – the Cadet Unit's National Support Organisation should hold a lease from the Government agency. The Cadet Unit should hold a licence from the National Support Organisation;
- e. **Cadet Units Accommodated on Recognised National Support Organisation Owned Freehold Land** – Cadet Units which are accommodated on freehold land owned by a National Support Organisation has a licence from that organisation; and
- f. **Cadet Units Accommodated on Third Party Owned Freehold Land** – Cadet Units which are accommodated on freehold land owned by a third party should have a license with their National Support Organisation, who in turn have a lease with the third party.

Responsibility of the Cadet Unit Commander in Relation to Real Property

4.98 Real Property should remain the responsibility of the community (through the National Support Organisation and their branches) including any transactions and/or agreements.

4.99 CUCDRs may not dispose of any Real Property in any way or terminate any lease, rental agreement or licence to occupy without the prior approval of the COMDT NZCF.

Ownership Status of Cadet Unit Real Property

4.100 The property and ownership categories above can be simply related to the Cadet Units by applying the following rules and interpretations:

- a. all Cadet Units are established under Part VI of the Defence Act 1990. This does not give Cadet Units any separate corporate or legal identity. All Cadet Units are part of the Crown which is the legal owner of their (non SCANZ, CCANZ, ATCANZ, or RNZRSA owned) Real Property. Cadet Units have no legal entitlement to own, lease, rent or license Real Property in their own right.
- b. SCANZ, CCANZ, ATCANZ, or RNZRSA are the legal owners of all Real Property used by Cadet Units for which it holds legal title.

Real Property Policy Intent

4.101 Cadet Units are to migrate to this policy as existing contracts lapse or as soon as is practical. Area Coordinators are to monitor and oversee this migration.

SECTION 3 – Personal Property

General Policy

4.102 Generally, assets held by a Cadet Unit for its use will have come into its possession in one of the following ways:

- a. provided by their National Support Organisation.
- b. loaned or gifted by the NZDF to specific Cadet Units.
- c. purchased by the Unit Support Committee
- d. provided for the use by the NZDF.
- e. donated or gifted by community organisations or individuals.
- f. gifted by the NZDF to the National Support Organisation.

4.103 No Cadet Unit can, without the permission of COMDT NZCF, accept any gift that would incur any form of liability or risk to the Crown. In such cases, the offer should be directed to the recognised civilian support organisation Unit Branch Committee which may decline any gift on the grounds of potential liability or risk.

4.104 Under NZ Law, all property must be owned by a legal person. The three categories of legal person are:

- a. the Crown, or
- b. natural Persons either individually or jointly, or
- c. Incorporated Bodies such as limited liability companies, incorporated societies and charitable trusts. Note, Incorporated Bodies have a legal identity, which is separate from that of the natural persons who constitute their membership.

Ownership Status of Cadet Unit Property and Assets

4.105 The property and ownership categories outlined in this Chapter can be simply related to the Cadet Units by applying the rules and interpretations outlined in this section. SCANZ, CCANZ, ATCANZ, and RNZRSA are Incorporated Bodies, which means that they can own assets for the use of Cadet Units with the exception of assets that may have been purchased by any other Incorporated Bodies formed to assist individual Cadet Units.

4.106 Cadet Unit Branch Committees of SCANZ, CCANZ, ATCANZ, and RNZRSA are the representative branches of SCANZ Inc, CCANZ Inc, ATCANZ Inc, and RNZRSA Inc, as appropriate. Therefore they are agents for those Incorporated Bodies for the purpose of holding and administering assets belonging to those bodies and are accountable to the relevant Body for their actions.

4.107 Assets acquired by a particular Cadet Unit (and not by SCANZ, CCANZ, ATCANZ, and RNZRSA), in the absence of any evidence to the contrary, are owned by the Crown.

4.108 CDF, on behalf of the Minister of Defence, will also have responsibility for Personal Property used by Cadet Units; for example where the use of such Personal Property creates health and safety issues. The discharge of these responsibilities is again delegated to the COMDT NZCF, and NZCF staff.

Accounting for Assets or Property

4.109 To avoid confusion as to actual ownership of assets held by a Cadet Unit, each CUCDR in conjunction with the Cadet Unit support committee is to maintain an Assets Register.

4.110 The Assets Register must clearly identify all items of value held by the Cadet Unit.

4.111 Items on the Assets Register are to be subject to a stock take by the CUCDR twice per year to determine the location, quantity and serviceability. Any discrepancies are to be reported through the chain of command to HQNZCF for Crown property, and to the support committee for all other property.

4.112 CUCDRs are to appoint a Property Officer to maintain the Assets Register and to be responsible to the CUCDR for the accounting and management of Cadet Unit assets.

Authority of CUCDRs in Relation to Personal Property

4.113 Due to the contingent liabilities involved, CUCDRs are not to acquire or dispose of any Crown property without the prior approval of the COMDT NZCF.

4.114 CUCDRs are to inform the COMDT NZCF of the acquisition or disposal of any Cadet Unit Crown owned asset where the value is \$1 000 or over.

SECTION 4 – Insurance

General policy

4.115 HQNZDF is responsible for providing insurance cover for Cadet Unit equipment borrowed for Authorised Activities, e.g., the boats and trailers used on the SCC Cadet Sailing Charge Course.

4.116 Additionally the NZDF provides a two million dollar Public liability Insurance to pay for damage to property owned by members of the public arising from damage caused as a result of Authorised and/or Recognised Activities provided the Recognised Activity has been notified to NZCF on the Cadet Unit Activity Intention Form - NZCF 11 and is covered by a Risk management Plan – Form NZCF 12.

4.117 Cadet Unit support committees are to insure, as best as they are able, to replacement value, assets used by the Cadet Unit. CUCDRs are to ensure that no actions are taken which would invalidate insurance cover held in relation to property in the custody or possession of the Unit.

SECTION 5 – Asset disposal

Closure of a Cadet Unit

4.118 In the event of a Cadet Unit being placed into recess or closed, it is important to prevent the theft, loss or inappropriate disposal of any assets.

4.119 The Cadet Unit's stores and equipment are to be secured and a 100% stock take is to be undertaken immediately once the recommendation has been made.

4.120 In the event of a Cadet Unit being placed into recess or closure, the following action is to occur as soon as practicable after the decision is made by the COMDT NZCF:

- a. The AC CFTSU of the Cadet Unit is to meet with the CUCDR and the Chairperson of the Unit Branch Committee of the National Association or in their absence a member of the Cadet Unit's Corps National Executive of SCANZ, CCANZ, ATCANZ, or RNZRSA.
- b. The AC CFTSU is to remove all NZDF loaned equipment (some uniforms, equipment, computers training aids, manuals, files, documentation etc) back to the Area Office to be held for a period of six months to cover the possible re-establishment of the Cadet Unit.
- c. The CUCDR is to ensure that the provisions for the handling of SCANZ, CCANZ, ATCANZ, and RNZRSA property as set out by the respective organisations are also followed.
- d. Funds held on behalf of and for the purposes of supporting the Cadet Unit activities are to be used to pay any outstanding Cadet Unit accounts. Surplus funds should be managed IAW the constitution of the relevant National Support Organisation.

Guiding Principles on Property and Assets for CUCDRs

4.121 The following principles on property and assets are provided for the guidance of CUCDRs and National Support Organisations:

- f. Cadet Units can not own property in their own right;
- g. property in the possession or use of Cadet Units is highly likely to be owned by either the Crown or the relevant National Support Organisation;
- h. Local Branch Committees are agents for the relevant National Support Organisation;
- i. a Cadet Unit's occupation of Real Property is to be migrated, as soon as possible, to one of the models set out in this chapter; and
- j. for any disposal of Personal Property in the possession of a Cadet Unit that is not Crown property, National Support Organisations (through the respective Local Branch Committee) are encouraged to retain those assets, or the proceeds of those assets, for the benefit of the local community where the assets have been acquired through the efforts of that community.

CHAPTER 3 - Uniform General Policy

SECTION 1 – General Policy

Uniform Issue Procedures

4.122 Details of the procedures to be followed by Cadet Units for ordering, receipting, issuing and accounting for NZDF provided items of clothing are contained in Chapter 3 of this Volume.

NZCF Uniform Embellishments

4.123 Only the uniform embellishments and badges of rank in the manner prescribed and promulgated in these Orders are to be worn with NZCF uniform.

4.124 Scale embellishments for NZCF are to be approved and sourced by single service Chiefs.

4.125 The cost of NZCF embellishments will be borne by the NZCF Budget. The COMDT NZCF will provide Officers and Cadets an initial issue and replacement on a fair wear and tear basis:

- a. cap badge;
- b. shoulder insignia;
- c. brassard;
- d. rank; and
- e. special embellishments.

4.126 Items worn beyond economical repair are subject to inspection by AC CFTSU or Senior Area Advisor prior to replacement.

4.127 Applications for the approval of non-scale embellishments are to be made to the COMDT NZCF, through the relevant AC CFTSU, for consideration by the relevant Single Service Chiefs. All such applications must be fully justified and proposed.

Issue of Uniforms to Cadets

4.128 On confirmed enrolment, the Cadet Unit is to issue each Cadet, on loan, the items listed in the appropriate scale in these Orders. When the uniform is issued, the Cadet is to be instructed on its maintenance and correct method of wearing.

4.129 The CUCDR is to ensure that all uniforms issued are clean, well fitting and in good repair. Minor alterations may be made at Cadet Unit expense, with the approval of the CUCDR.

4.130 Each item of uniform issued to a Cadet is to be clearly marked with the Cadet's and Cadet Unit's name. All items issued are to be accounted for as detailed at Chapter 3 of this Volume.

4.131 Individuals are not to purposely alter PSI or clothing without the approval of the CUCDR. Disciplinary action is to be undertaken where mutilation, defacement, or wrongful alteration of clothing or equipment on issue can be proven. In association

with other disciplinary punishments, the cost of restoring a mutilated, defaced or altered garment to its original condition, or the full value of the replacement garment, is to be charged to the individual.

Return of Uniform on Release

4.132 All issued uniform items, except items purchased at the individual's expense, remain the property of the NZDF, in the case of officers; or Cadet Unit (USC), in the case of cadets, and are to be returned on release. Failure to return items will likely result in NZDF or Cadet Unit (USC) cost recovery action. Additionally, any equipment or clothing identifiable as NZDF/NZCF is not to be on-sold using Trade Me or any similar online, second hand or retail site.

NZCF Officers

4.133 In cases where religious or ethical beliefs held by an NZCF Officer, requires its adherents to follow a particular practice with reference to uniform, the NZCF will accommodate that practice so long as any adjustment of the NZCF's uniform does not unreasonably disrupt those activities.

4.134 Applications for NZCF Officers seeking dispensations to alter from NZCF uniform and grooming requirements based on religious or ethical belief are to be sent to HQ NZCF for consideration by the COMDT through the NZCF Officer's CUCDR and the AC.

NZCF Officer's Uniforms

4.135 NZCF Officers may not wear NZCF uniform after release. All issued items are to be returned to their CFTSU. Those NZCF Officers who have purchased additional items at their own expense are encouraged to donate them to their Cadet Unit. Non-returned uniform items may be debited to the NZCF Officer at current uniform replacement cost.

4.136 Candidates who were issued uniform: on the expectation of their attendance at an NZCF Commissioning Course but are not intending to continue with the commissioning process, or who withdraw from the course, or who fail the Terminal Objectives and are not granted Probationary Officer status, or who leave the NZCF after initial issue; are to return all issued items of uniform immediately. (See CFO Volume 1 Personnel for more detail).

Other Uniform Provisions

4.137 Where a Cadet's religious or ethical beliefs require deviation from NZCF uniform requirements, Cadets are to seek approval for dispensation. In the case of cadets the approval level is the AC CFTSU.

4.138 Cadets attending Cadet Unit Activities are to abide by Service and Cadet Unit Routine Orders in relation to uniform.

4.139 **Multi-Terrain Camouflage Uniform (MCU)**. MCU has been introduced into the NZDF as their replacement for DPM clothing for trained personnel. MCU is **not** an authorised uniform for, and is **not** to be worn by NZCF personnel.

CHAPTER 4 – Scale of Entitlements

SECTION 1 - Sea Cadet Corps

Officers

Description	D of Q	Scale		Remarks
		Male	Female	
SHIRT: White Tropical	Each	2	2	
SHIRT: GWD	Each	1	1	Note 1, 4
T-SHIRT: Blue Cotton Athlete	Each	2	2	Note 1
TROUSERS: SD Black	Pair	1	1	
TROUSERS: GWD	Pair	1	1	Note 1
SKIRT: SD Black	Each	-	1	
SHOES: Black	Pair	1	1	
BOOTS: kiwi Combat	Pair	1	1	Note 1
SOCKS: LWt Black	Pair	2	2	
PANTYHOSE: Spice	Pair	-	5	
BELT: Trousers Black	Each	1	1	
BELT: RNZN (for GWDs)	Each	1	1	Note 1
CAP: White with Black Peak	Each	1	-	
HAT: Tricorne	Each	-	1	
BADGE: Cap Officer	Each	1	1	
CUMMERBUND	Each	1	1	
NAME TAG - NZCF	Each	1	1	
JACKET: SD Black	Each	1	1	
INSIGNIA: Shoulder, New Zealand Cadet Forces	Each	2	2	
SHIRT: SD Long Sleeve	Each	1	1	
TIE: Black Woollen	Each	1	1	
BROOCH: NZCF Medal	Each	2	2	Note 2

Optional Purchase Items (Individual Cost)

SWEATER: Purple Navy	Each	1	1	
JACKET: Bomber	Each	1	1	
SHOES: Black Court	Pair	-	1	

Optional Items

SCC Sunhat	Each	1	1	Note 3
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Notes:

1. Funded by RNZN. To be ordered against RNZN Cost Centre not the NZCF Cost Centre.
2. Issued only to NZCF Officers entitled to wear medals.
3. For temporary issue by unit for specific activities.

4. The 'Navy' insignia above the left pocket is to be removed and replaced with "Sea Cadet Corps' insignia, additionally the New Zealand flag and Kiwi badges are to be removed from the sleeves.

Chief Petty Officers, Warrant Officers, and Under Officers

Description	D of Q	Scale		Remarks
		Male	Female	
SHIRT: Tropical White	Each	2	2	
SHIRT: GWD	Each	1	1	Note 3, 4
SHIRT: SD Long Sleeve	Each	1	1	
TROUSERS: SD Black	Pair	1	1	
TROUSERS: GWD	Pair	1	1	Note 3
SKIRT: SD Black	Each	-	1	
JACKET: SD Black	Each	1	1	Note 1
TIE: Black Woollen	Each	1	1	
CAP: White with Black Peak	Each	1	-	
HAT: Tricorne	Each	-	1	
CAP: Badge	Each	1	1	
INSIGNIA: 'Sea Cadet Corps'	Each	1	1	
PANTYHOSE: Spice	Pair	-	2	

Optional Items

SCC Sunhat	Each	1	1	Note 2
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Notes:

1. To be supplied from Cadet Unit stocks.
2. For temporary issue by unit for specific activities.
3. Funded by RNZN. To be ordered against RNZN CC not the NZCF CC.
4. The 'Navy' insignia above the left pocket is to be removed and replaced with "Sea Cadet Corps' insignia, additionally the New Zealand flag and Kiwi badges are to be removed from the sleeves.

Sea Cadet Corps Cadets

Description	D of Q	Scale		Remarks
		Male	Female	
SHIRT: White Tropical	Each	1	1	
SHIRT: GWD	Each	1	1	Note 2, 3
TROUSERS: GWD	Each	1	1	Note 2
TROUSERS: Seaman's Black	Pair	1	1	
SOCKS: LWt Black	Pair	1	1	
BELT: Trousers Black	Each	1	1	
CAP: Seaman's White	Each	1	-	Males only
CAP: with White Plastic Top	Each	-	1	Females only
RIBBON: Cap	Each	1	1	
JACKET: SD Black	Each	1	1	
COLLAR: Blue Jean	Each	1	1	
INSIGNIA: 'Sea Cadet Corps'	Each	2	2	
SCARF: Silk Black	Each	1	1	
LANYARD	Each	1	1	
TAPE: Black Worsted	cm	55	55	

Optional Purchase Items (Individual Cost)

SWEATER: Purple Navy	Each	1	1	
BOOTS: Ankle Black	Pair	1	1	
SHOES: Black	Pair	1	1	

Optional Items

SCC Sunhat	Each	1	1	Note 1
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Note:

1. For temporary issue by unit for specific activities.
2. Funded by RNZN. To be ordered against RNZN CC not the NZCF CC.
3. The 'Navy' insignia above the left pocket is to be removed and replaced with "Sea Cadet Corps" insignia, additionally the New Zealand flag and Kiwi badges are to be removed from the sleeves.

Scale of Rank Embellishments and Promotion Issues for Sea Cadet Corps Officers, Under Officers and Cadets

Rank	Description	D of Q	Scale	Remarks
OCDT	STAR: Gold Thread	Each	1	
ABCDT	STAR: Gold Thread	Each	2	
	STAR: Gold Thread	Each	3	
	EPAULETTE SLIDE	Pair	2	
LCDT	BADGE: L/Rank Blue Thread	Each	1	
	BADGE: L/Rank Gold Thread	Each	1	
	EPAULETTE SLIDE	Pair	2	
POCDT	BADGE: Petty Officer Cadet	Each	1	Blue Thread
	BADGE: Petty Officer Cadet	Each	1	Gold Thread
	EPAULETTE SLIDE	Pair	2	
CPOCDT	BADGE: Cap CPO	Each	1	
	EPAULETTE SLIDE	Pair	2	
	BUTTON: Gilt 7/8" Flat Back	Each	6	
	BUTTON: Anodised 7/8" (36 Ligne)	Each	8 6	Males Females
CDTWO	BADGE: Cap WO	Each	1	
	EPAULETTE SLIDE	Pair	2	
	BADGE: Cuff Warrant Officer –gold thread	Each	2	
UO	EPAULETTE SLIDE	Pair	2	
ENS	EPAULETTE SLIDE	Pair	2	
	BUTTON: Anodised No 1	Each	8 6	Males Females
	Ring Cuff Ensign	Pair	1	
SUBLT	EPAULETTE SLIDE	Pair	2	
	Ring Cuff Sub-Lieutenant	Pair	1	
LT	EPAULETTE SLIDE	Pair	2	
	Ring Cuff Sub- Lieutenant	Pair	1	
	LACE: Gold Wire 14 mm	cm	80	
LTCDR	EPAULETTE SLIDE	Pair	2	
	Ring Cuff Sub-Lieutenant	Pair	1	
	LACE: Gold Wire 14 mm	cm	80	
	LACE: Gold Wire 6mm	cm	80	

Scale of Special Embellishments Sea Cadet Corps

Occurrence	Badge	D of Q	Scale	Remarks
BADGES OF SKILL				
On attaining a skill qualification e.g. Marksman, Drummer, Bugler, Writer, Quarter Master, Duke of Edinburgh Award.	Relevant Skill Badge Gold Thread or relevant colour	Each	1	
GOOD SERVICE BADGES				
On being awarded 1st GSBGCB	Gold Thread - 1 Stripe	Each	1	
On being awarded 2nd GSBGCB	Gold Thread - 2 Stripes	Set	1	
On being award 3rd GSBGCB	Gold Thread - 3 Stripes	Set	1	

SECTION 2 – New Zealand Cadet Corps

Scale of Clothing for NZCF Officers

Description	D of Q	Scale		Remarks
		Male	Female	
SHIRT: SDAR (Short Sleeve)	Each	2	2	Note 1
SHIRT: DPM	Each	1	1	Not to be MCU
TROUSERS: SDAR	Pair	1	1	Note 1
TROUSERS: DPM	Pair	1	1	Not to be MCU
SWEATER: Training Green	Each	1	1	
SHOES: Black	Pair	1	1	
SOCKS: Lt/Wt Khaki	Pair	2	2	Note 1
SOCKS: HWt Khaki	Pair	1	1	Note 1
BELT: Corps, NZCC	Each	1	1	
BERET: Purple/Navy	Each	1	1	
BADGE: Cap NZCF	Each	2	2	One for the Corps belt and one for the beret
NAME TAG - NZCF	Each	1	1	
JACKET: SDAR	Each	1	1	
BUTTON: G/A NZ Forces 27 ligne	Each	6	6	
BUTTON: G/A NZ Forces 40 ligne	Each	4	-	
BOOTS: GP Black	Pair	1	1	Notes 1
SHIRT: SDAR (Long Sleeve)	Each	1	1	
TIE: Wool Khaki	Each	1	1	
INSIGNIA: Shoulder, New Zealand Cadet Forces	Each	2	2	
BROOCH: NZCF Medal	Each	2	2	Note 2

Optional Purchase Items (Individual Cost)

PANTYHOSE: NZDF Issue	Pair	-	5	
SKIRT: SD	Each	-	1	
JACKET: BOMBER	Each	1	1	

Optional Items

NZCC Sunhat	Each	1	1	Note 3
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Notes:

1. One for one replacement permitted, subject to authorisation by relevant AC due to write-off against fair wear and tear.
2. Issued only to NZCF Officers entitled to wear medals.
3. For temporary issue by unit for specific activities.

Scale of Clothing for New Zealand Cadet Corps Under Officers and Cadets

Description	D of Q	Scale		Remarks
		Male	Female	
SDAR Uniform				
SHIRT: SDAR (Short Sleeve)	Each	1	1	
TROUSERS: SDAR	Pair	1	1	
SOCKS: LWT KHAKI	Pair	1	1	
BRASSARD: Lichen Green	Each	1	1	To be worn with SDAR only
DPM Uniform				
SHIRT: DPM	Each	1	1	Not to be MCU
TROUSERS: DPM	Pair	1	1	Not to be MCU
SOCKS: H/Wt Khaki	Pair	1	1	
Common items				
BERET: Purple/Navy	Each	1	1	
BADGE: Cap NZCF	Each	2	2	One for the Corps belt and one for the beret
SWEATER: Training Green	Each	1	1	
INSIGNIA: Cadet Unit Title	Each	1	1	Note 1
INSIGNIA: Rank	Set	1	1	
BELT: Corps NZCC	Each	1	1	

Optional Purchase Items (Individual Cost)

SHOES: Black	Pair	1	1	
BOOTS: GP Black	Pair	1	1	
JACKET: Bomber	Each	1	1	

Optional Items

NZCC Sunhat	Each	1	1	Note 2
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Notes:

1. Sourced only through Area CFTSU.
2. For temporary issue by unit for specific activities.

Scale of Rank Embellishments, Special Embellishments and Promotion Issues for NZ Cadet Corps Officers, Under Officers and Cadets

Rank	Description	D of Q	Scale	Remark
CDT	Rank Slide SDAR	Pair	1	
	Rank Slide DPM	Pair	1	
CDT LCPL	Rank Slide SDAR	Pair	1	
	Rank Slide DPM	Pair	1	
CDT CPL	Rank Slide SDAR	Pair	1	
	Rank Slide DPM	Pair	1	
CDT SGT	Rank Slide SDAR	Pair	1	
	Rank Slide DPM	Pair	1	
CDT SSGT	Rank Slide SDAR	Pair	1	
	Rank Slide DPM	Pair	1	
CDT WO (CLASS 2)	Rank Slide SDAR	Pair	1	
	Rank Slide DPM	Pair	1	
UO	Rank Slide SDAR	Pair	1	
	Rank Slide DPM	Pair	1	
	Rank Slide Black	Pair	1	
2LT	Pip - Gold Anodised	Each	2	
	Rank Slide SDAR (NZCF)	Pair	1	
	Rank Slide DPM (NZCF)	Pair	1	
	Rank Slide Black (NZCF)	Pair	1	
LT	Pip - Gold Anodised	Each	4	
	Rank Slide SDAR (NZCF)	Pair	1	
	Rank Slide DPM (NZCF)	Pair	1	
	Rank Slide Black (NZCF)	Pair	1	
CAPT	Pip - Gold Anodised	Each	6	
	Rank Slide SDAR (NZCF)	Pair	1	
	Rank Slide DPM (NZCF)	Pair	1	
	Rank Slide Black (NZCF)	Pair	1	
MAJ	CROWN Gold Anodised	Each	2	
	Rank Slide SDAR (NZCF)	Pair	1	
	Rank Slide DPM (NZCF)	Pair	1	
	Rank Slide Black (NZCF)	Pair	1	
SPECIAL EMBELISHMENTS	Badge, Marksman	Each	1	On attaining Qualification.
	Badge, Basic Qualification	Each	1	On attaining Basic Qualification.
	Badge, Corps Qualification	Each	1	On attaining Corps Qualification.
	Badge, Advanced Qualification	Each	1	On attaining Advanced Qualification.
	Badge, Cadet Skills Competition	Each	1	On attending and being part of the National Skills Competition winning team

All above items sourced only through Area CFTSU.

SECTION 3 - Air Training Corps

Clothing Scale for Air Training Corps Officers

Description	DOQ	Scale		Remarks
		Male	Female	
SHIRT: (Short Sleeve)	Each	2	2	Note 1
TROUSERS:	Pair	1	1	Note 1
SWEATER: H/W	Each	1	1	
SHIRT: DPM	Each	1	1	Not to be MCU
TROUSERS: DPM	Pair	1	1	Not to be MCU
SOCKS: H/Wt Khaki	Pair	1	1	
SHOES: Black	Pair	1	1	
SOCKS: Blue	Pair	2	2	Note 1
BOOTS: GP Black	Pair	1	1	
BELT:	Each	1	1	
CAP: SD Officers	Each	1	1	
BADGE: Cap Officers	Each	1	1	Note 5
NAME TAG - NZCF	Each	1	1	
JACKET: SD B/G	Each	1	1	
SHIRT: (Long Sleeve)	Each	1	1	
TIE: Blue	Each	1	1	
INSIGNIA: Shoulder, New Zealand Cadet Forces	Each	1	1	
BROOCH: NZCF Medal	Each	2	2	Note 2

Optional Purchase Items (Individual Cost)

SHORTS: Summer B/G	Pair	1		Note 3
STOCKINGS: Blue	Pair	1	-	Must be purchased with shorts
CAP: FS	Each	1	1	
JACKET: BOMBER	Each	1	1	
BADGE: Cap Officers Miniature	Each	1	1	
WINDBREAKER	Each	1	1	
SWEATER: Lightweight	Each	1	1	
GLOVES: Leather Brown	Pair	1	1	
PANTYHOSE: NZDF Issue	Pair	-	5	
SHOES: Black Court	Pair	-	1	
SKIRT: SD	Each	-	1	
SANDALS: Black	Pair	-	1	Note 3

Optional Items

ATC Sunhat	Each	1	1	Note 4
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Notes:

1. One for one replacement for Officers permitted, subject to authorisation by relevant AC due to write-off against fair wear and tear.

2. For issue to NZCF Officers entitled to wear medals only.
3. FS Cap and Cap badge miniature must also be purchased.
4. For temporary issue by unit for specific activities.
5. For issue to direct entry officers.

Scale Of Clothing for Air Training Corps Under Officers and Cadets

Description	DOQ	Scale		Remarks
		Male	Female	
SHIRT: Short Sleeve	Each	1	1	
SHIRT: Long Sleeve	Each	1	1	Note 1
TROUSERS	Pair	1	1	
SHIRT: DPM	Each	1	1	Not to be MCU
TROUSERS: DPM	Pair	1	1	Not to be MCU
SOCKS: H/Wt Khaki	Pair	1	1	
SWEATER: H/W	Each	1	1	
SOCKS: Blue	Pair	1	1	
BELT	Each	1	1	
CAP: FS	Each	1	1	
BADGE: Cap Officers	Each	1	1	Note 1
TIE: Blue	Each	1	1	Note 1
BADGE: Cap ATC	Each	1	1	
BRASSARD: Dark Blue	Each	1	1	
INSIGNIA: Cadet Unit Title	Each	1	1	

Optional Purchase Items (Individual Cost)

SHOES: Black	Pair	1	1	
BOOTS: GP Black	Pair	1	1	
JACKET: BOMBER	Each	1	1	

Optional Items

ATC Sunhat	Each	1	1	Note 2
Baseball Cap	Each	1	1	Note 2

Notes:

1. For UO only.
2. For temporary issue by unit for specific activities.

Scale of Rank Embellishments and Promotion Issues for Air Training Corps Officers, Under Officers and Cadets

Rank	Description	DOQ	Scale	Remark
CDT	Epaulette Slide Cadet Forces	Pair	1	
CPL	Epaulette Slide Corporal Cadet Forces	Pair	1	
SGT	Epaulette Slide Sergeant Cadet Forces	Pair	1	
F/S	Epaulette Slide Flight Sergeant Cadet Forces	Pair	1	
W/O	Epaulette Slide Warrant Officer Cadet Forces	Pair	1	
UO	Epaulette Slide Under Officer Cadet Forces	Pair	1	
PLTOFF	Epaulette Slide Officer (Light Blue)	Pair	1	
	Epaulette Slide Officer (Dark Blue)	Pair	1	
	Braid Rank Pilot Officer	Cm	50	
FGOFF	Epaulette Slide Officer (Light Blue)	Pair	1	
	Epaulette Slide Officer (Dark Blue)	Pair	1	
	Braid Rank Flying Officer	Cm	50	
FLTLT	Epaulette Slide Officer (Light Blue)	Pair	1	
	Epaulette Slide Officer (Dark Blue)	Pair	1	
	Braid Rank Flight Lieutenant	Cm	50	
SQNLDR	Epaulette Slide Officer (Light Blue)	Pair	1	
	Epaulette Slide Officer (Dark Blue)	Pair	1	
	Braid Rank Squadron Leader	Cm	50	

Scale of Special Embellishments Air Training Corps

Occurrence	Badge	DOQ	Scale	Remarks
On attaining qualification for Basic I, Basic II	Blue/Grey Star	Each	1	
On attaining Proficiency Qualification	Blue/Grey 4-Blade Propeller	Each	1	
On attaining Advanced Qualification	Blue/Grey Star over Four Blade Propeller	Each	1	
On attaining first solo flight	Flying	Each	1	Note 1, 2
On attaining Navigation Qualification ATC	Navigation	Each	1	Note 1, 3
On attaining Qualification	Marksman	Each	1	
On attaining the Duke of Edinburgh Award	Bronze	Each	1	Note 4
	Silver	Each	1	Note 4
	Gold	Each	1	Note 4

Notes:

1. Sourced only through Area CFTSU.
2. The Type of Flying Badge is determined by the type of course completed (Gliding, Power Flying, or RNZAF Scholarship). Only one type of badge can be worn at a time with the highest being the Scholarship. Both the Gliding and Power Flying badges can be obtained through the provision of logbook evidence of achieving solo status with a registered Gliding/Aero Club or Flying School.
3. This badge can also be qualified through the provision of logbook evidence of achievement with a registered Aero Club or Flying School.
4. Item issued by the Duke of Edinburgh Award National Office and retained by the Cadet after departure from NZCF.

ANNEX A – Sample Transfer Charge Certificate

Unit -----

Date -----

1. I certify that I have mustered the stock of valuable and attractive articles and that the stock is correct. (In the event of differences add: ('except as shown on the form attached')

2. Having regard to the results of this muster and from my personal observation, I am satisfied with the general state of the account and certify that I have taken over charge from:

*----- as from **-----

Name -----

Rank -----

* *Insert name and rank of outgoing CUCDR.*

** *Insert date of appointment.*

Note. When an NZCF Officer taking over charge is not satisfied in all respects they are to specify in the certificate the aspect of the account which they consider to be unsatisfactory.