



UNIT ROUTINE ORDERS

No. 41 (City of Porirua) Squadron

AIR TRAINING CORPS



Effective From

1 December 2008

Effective to

8 December 2008

ORDER No.1

Duty

Duty Officer
Duty NCO
Duty Cadets

This Week

FLTLT Will

CPL McLeod

LAC Cashman, Whiteoak,
Cresser, Knowles

Next Week

PLTOFF Halley

CPL Anton

LAC Peach, CDT McIntosh,
Brown, Singh

ORDER No.2

Training to be completed this week.

Period 1
Lesson
Instructor
Location

Advanced

Uniform Upkeep

SWO

AX

Proficiency

Block Test 8

TO

Basic

Block Test 8

TO

Period 2
Lesson
Instructor
Location

Uniform Upkeep

JNCO / LAC

AX

Uniform Upkeep

JNCO / LAC

Tops

Uniform Upkeep

JNCO / LAC

Main Classroom

ORDER No. 4

Uniform of the Day

This Week

No.6 GP

Next Week

No.6 GP

ORDER No. 5

Notices to be Read

- 5.1 Activity Schedule No.
- 5.2 Duty Roster No.
- 5.3 Training Program Edition

2008
Term 4
17-Sep-08

ORDER No. 6

Course Nominations Due / Notified

<u>Date</u>	<u>Course</u>	<u>Permission Forms By</u>
6.1 Announced	NAC - Power - FS Kropp, SGT Girdler	Closed
6.4 Announced	NAC - Navigation - 14 - 22 Jan 09 - CDT Whitehead	Closed
6.5 Announced	JOLC - Dip Flat - 14 - 23 Jan 09 - LAC Philpott	Closed
6.7 Announced	National Gliding - 25 - 31 Jan 09 -FS Kropp, CDT Asbery	Closed

ORDER No. 7

41 SQN Upcoming Training

<u>Date</u>	<u>Activity</u>	<u>Permission Forms By</u>
7.1 13 December 2008	Final Parade	20 November 2008
7.2 13 December 2008	Wellington Cadet Ball at the Wellington Cadet Centre	
7.3 19-21 December 2008	Exercise Kiwi - Waitare Forest	1 December 2008
7.4 26 January 2009	First Parade in 2009	

ORDER No. 8

Appointments, Awards, Promotions, Transfers & Resignation

- 8.1 The following **Personnel Occurrence Orders** are made **WEF**

Published Pursuant To NZCF PAM 1996 Chapter 4 Annex E Paragraph 2.a.4

a **Awards / Promotions / Resignations / Appointments / Transfers**

<u>Occurrence</u>	<u>Name</u>	<u>WEF</u>
<u>1st CA Shooting Trophy</u>	<u>41 SQN ATC</u>	<u>26 November 2008</u>
<u>1st Bolt Trophy</u>	<u>41 SQN ATC</u>	<u>26 November 2008</u>
<u>2nd Wallingford Trophy</u>	<u>41 SQN ATC</u>	<u>26 November 2008</u>
<u>2nd Lady Islington Trophy</u>	<u>41 SQN ATC</u>	<u>26 November 2008</u>
<u>Bolt Trophy</u>	<u>41 SQN ATC</u>	<u>26 November 2008</u>

ORDER No. 9

Admin / Stores / Training Notices

9.1 The Follow matters are raised.

- (T) All Precourse task books and training items to be uplifted by 1DEC08, or when they arrive.
- (A) Address and Contact Details updates are to be made tonight if not already done so.
- (A) Exercise Kiwi permission forms and Money must be in an envelope when they arrive.
- (S) Stores for Exercise Kiwi must be uplifted by 15 December 2008
- (S) Stores for Dec - Jan Courses needs to be uplifted by today

ORDER No. 10

Squadron Standing Orders Extract

10.1 The Follow Extract is brought to all ranks attention.

**Chp 2 Part 2 - Uniforms
Security**

1 The security of the building and all the Squadron Equipment is everyone's responsibility.

2 The Duty Cadet, Duty NCO or Orderly Officer are to ensure that all windows are shut and locked and that all doors are secure at the end of each parade night.

3 It will be the responsibility of a Commissioned NZCF officer to conduct an arms check each week.

ORDER No. 11

Other

The follow additional notices are announced.

- 11.1 The Squadron has been a
- 11.2 All cadets mto review there uniforms. JNCO's and SNCO's to identify sub standard uniforms to Logistics Officer and Flight Commander tonight.
- 11.3 Final Parade notices are to be handed out

COPIES (7) TO:

File (1085/2/2), CUCDR, SWO, Notice Board - Main, Adj, Training, Ops

G.A te Tau
SQLDR NZCF
CUCDR
1 December 2008