



## CDF Directive No 22/2013

### CHIEF OF DEFENCE FORCE DIRECTIVE TO VICE CHIEF OF THE DEFENCE FORCE, CHIEF OF NAVY, CHIEF OF ARMY, AND CHIEF OF AIR FORCE

#### GOVERNANCE OF THE AUSTRALIAN DEFENCE FORCE CADETS

##### Reference:

- A. CDF Directive 02/2013 *Delegation to Vice Chief of Defence Force of Power in Relation to the Administration of the Australian Defence Force Cadets* of 13 February 13

#### INTRODUCTION

1. Under subsection 39(1) of the *Naval Defence Act 1910*, subsection 62(9) of the *Defence Act 1903*, and subsection 8(9) of the *Air Force Act 1923* respectively, the Chief of Navy (CN), the Chief of Army (CA) and the Chief of Air Force (CAF) are to administer the Australian Navy Cadets, the Australian Army Cadets and the Australian Air Force Cadets, subject to any directions of the Minister for Defence or the Chief of the Defence Force (CDF).

2. *Cadet Forces Regulation 2013* (CFR13), which commenced on 18 June 2013, repeals and replaces former *Cadet Forces Regulations 1977* (CFR77). The main purposes of CFR13 are to minimise the possibility that persons appointed to be officers or instructors in the ADF Cadets might be held to be national system employees within the scope of the *Fair Work Act*, and to ensure that only suitable persons are appointed or re-appointed as officers and instructors in the ADF Cadets. In order to minimise the *indicia* of employment in CFR13, detail formerly contained in CFR77 has been removed from CFR13, with the intent that the detail instead be provided by administrative policy.

3. On 18 May 2013, Parliamentary Secretary for Defence (PARLSEC-D) gave direction to the CDF and the Service Chiefs, under section 62 of the *Defence Act*, section 39 of the *Naval Defence Act*, and section 8 of the *Air Force Act*, to adopt joint ADF Cadets policies and procedures, in order to ensure that:

- a. officers and instructors in the ADF Cadets comply with a tri-Service code of conduct and any other requirements set out in joint ADF Cadets policy;
- b. persons appointed or re-appointed as officers and instructors in the ADF Cadets do not present a risk to minors in those organisations, and that a common tri-Service approach is applied to police checks of all officers and instructors that are appointed or re-appointed;
- c. work health and safety legislation and policy is fully applied to ensure as far as practicable that minors in the cadet organisations are fully protected from any physical or mental hazards, including, without limiting this requirement, to ensure

that all available measures are taken to ensure that minors in the Cadet organisations are not exposed to allergens and that a tri-service approach is taken to the handling and storage of weapons;

- d. Commonwealth resources provided to the Cadet organisations are received by the Cadet organisations and are managed efficiently, effectively, economically and ethically, and in line with any government policy on youth support;
  - e. the language used to describe officers and instructors in the ADF Cadets in Defence literature and Cadet manuals is that of Officers and Instructors of Cadets, and not Adult Cadet Staff;
  - f. Cadet Forces Allowance is an honorarium;
  - g. ADF and ex-ADF personnel who are considered suitable for appointment as Officers of Cadets or Instructors of Cadets will be deemed to have sufficient skills, knowledge and experience to qualify them for appointment in a rank that corresponds to their ADF rank, including if necessary where this would be surplus to establishment on an honorary basis.
4. Joint ADF Cadets policy covering the matters referred to in PARLSEC-D's direction, and other matters, is to be developed by Cadet, Reserve and Employer Support Division (CRESA), in consultation with the Services, for incorporation in the Defence Youth Policy Manual (YOUTHPOLMAN). Pending promulgation of YOUTHPOLMAN, there is a requirement to provide interim direction and guidance concerning the matters no longer covered by CFR13, and certain of the matters referred to in the PARLSEC-D's directions.

### **PURPOSE**

5. The purpose of this Directive is to provide direction and guidance for the governance and administration of the ADF Cadets, consequent on the repeal of CFR77 and pending the release of YOUTHPOLMAN incorporating such policy, and to comply with PARLSEC-D's directions referred to in paragraphs 3a, 3b, 3e, 3f and 3g.

### **DEFINITIONS**

6. The following definitions apply to this directive:
- a. ***ADF Cadets*** means the Australian Defence Force Cadets, comprising the Australian Navy Cadets, the Australian Army Cadets and the Australian Air Force Cadets.
  - b. ***ADF officer*** means an officer in the Permanent Navy or the Naval Reserve, the Regular Army or the Army Reserve, and the Permanent Air Force or the Air Force Reserve.
  - c. ***Cadet*** means a person enrolled as a cadet under CFR13, subsection 6(6).
  - d. ***Cadet Force*** means the Australian Navy Cadets (ANC), the Australian Army Cadets (AAC) or the Australian Air Force Cadets (AAFC).
  - e. ***Code*** means the Code of Conduct mentioned in paragraph 70.
  - f. ***Commanding Officer*** means the officer, instructor or ADF officer appointed to be responsible for administering a unit under paragraph 9(d).
  - g. ***Director General*** means the ADF officer appointed under paragraph 9(a) to administer the Cadet force on behalf of the Service Chief, being the Director-

General Australian Navy Cadets (DGANC), the Commander Australian Army Cadets (COMD AAC), and the Director-General Cadets – Air Force.

- h. **Formation** means one of the formations into which a cadet force is organised under paragraph 8, and includes a flotilla in the ANC, a brigade in the AAC, and a Wing in the AAFC.
- i. **Formation Commander** means the officer or ADF officer appointed to administer a formation under paragraph 9(c).
- j. **Instructor** means an instructor in a Cadet force.
- k. **Member** means an officer, instructor or cadet in a Cadet force.
- l. **Officer** means an officer in a Cadet force.
- m. **Parent** includes any person having parental responsibility for a minor.
- n. **Service Chief**, in relation to a Cadet force or a member of a Cadet force, means the service chief administering that Cadet force under:
  - (1) section 39 of the *Naval Defence Act 1910*;
  - (2) section 62 of the *Defence Act 1903*; or
  - (3) section 8 of the *Air Force Act 1923*.
- o. **Unit** means one of the units into which a Cadet force is organised under paragraph 8, and includes a training ship in the ANC, a battalion and a unit in the AAC, and a squadron and a flight in the AAFC.

### **ORGANISATION OF THE CADET FORCES**

7. In accordance with section 5 of CFR13, subject to CFR13 and to the directions of the Minister and the CDF (including directions given by the Vice Chief of the Defence Force (VCDF) as delegate of CDF pursuant to reference A), the service chief is responsible for the organisation, maintenance, regulation and control of the Cadet force and the discipline of its members.

#### **Formations and units**

- 8. Each Cadet force is divided into formations and units authorized by the service chief.
- 9. The service chief must appoint:
  - a. an ADF Reserve officer of the rank of Commodore, Brigadier or Air Commodore to administer the Cadet force on behalf of the Service Chief;
  - b. an officer of the rank of Captain (ANC), Colonel (AAC) or Group Captain (AAFC) as the national senior officer in the Cadet force;
  - c. an officer, or an ADF officer, to administer each formation; and
  - d. an officer, an instructor, or an ADF officer, to administer each unit.

#### **Ranks**

- 10. The ranks in the ADF Cadets are:
  - a. for the ANC, as specified in Table 1 of Annex A;
  - b. for the AAC, as specified in Table 2 of Annex A; and

- c. for the AAFC, as specified in Table 3 of Annex A.
11. A rank specified in Table 1, 2 or 3 of Annex A:
- a. is junior to each rank specified after it in the same, or specified in a subsequent, column of that Table; and
  - b. is senior to each rank specified before it in the same, or specified in a preceding, column of that Table.

## **ENROLMENT, SERVICE, PROMOTION, SUSPENSION AND DISCHARGE OF CADETS**

### **Eligible age of cadets**

12. In accordance with sub-section 6(2) of CFR13, the minimum age for a cadet is 12 if the cadet would turn 13 in the calendar year in which the cadet would be enrolled, and otherwise 13.

13. In accordance with sub-section 6(3) of CFR13, the maximum age for a cadet, whereupon the person ceases to be a cadet, is one day before the cadet turns 20. However, a service chief may decline to accept for enrolment as a cadet a person who has attained 17 years of age.

### **Enrolment of cadets**

14. In accordance with section 6 of CFR13, a person of eligible age may volunteer to become a cadet by giving the service chief an application in accordance with a form approved by the service chief; and the service chief may accept the person as a cadet in the Cadet force, and must then enrol the person as a cadet.

15. The approved form must include the following statements to be made by the applicant:

- a. 'I understand that if accepted into the [ANC/AAC/AAFC], I will serve as a volunteer'.
- b. 'I have read the ADF Cadets Code of Conduct and agree to abide by it'.

16. A service chief must not accept a person as a cadet unless the person makes the statements in writing referred to in paragraph 15 and signs a copy of the code.

17. A person enrolled as a cadet in a Cadet force holds, upon enrolment, the most junior rank of cadet, or such higher rank as is determined by the service chief.

### **Participation in cadet force activities**

18. Subject to paragraph 19 and paragraph 21 (which deals with suspension), a cadet is entitled to take part in the activities of the unit and the Cadet force in which he or she is enrolled.<sup>1</sup>

19. The service chief may restrict the participation of a cadet in Cadet force activities if it is reasonable to do so in order to ensure the physical or mental health, or safety of the cadet or other members.

### **Promotion of cadets**

20. The service chief may promote a cadet. When exercising this power, the service chief must have regard to the length of service, experience, capability and qualifications of the

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<sup>1</sup> In respect of any specific activity, this is subject to meeting any qualifications, prerequisites or other conditions for participation, any selection criteria, and (where numbers are limited) to availability of sufficient places.

member, and any recommendations concerning his or her promotion made by the commanding officer of his or her unit, and by the relevant formation commander.

### **Suspension of cadets**

21. In accordance with subsections 9(3) and (5) of CFR13, a service chief may suspend a cadet's membership of the Cadet force at the service chief's discretion, but only if the service chief has acted in accordance with the principles of natural justice and the cadet has been accorded procedural fairness. Notice of suspension may be given orally or in writing, but if given orally must be confirmed in writing within seven days, and in any case must state the reasons for the suspension, and must be given to the cadet, and if the cadet is under 18 years of age to the cadet's parent. A suspension takes effect upon receipt of the notice by the cadet, or such later date as is specified in the notice. A cadet who is suspended is not entitled to attend Cadet force facilities, or participate in Cadet force activities, or undertake Cadet force duties during the period of suspension, except in order to deal with matters relating to the administration of the suspension and/or to remediate the reason/s for the suspension.

22. **Administrative suspension.** Administrative suspension is a serious and severe precaution and should generally be considered only if the service chief believes:

- a. that an allegation that the cadet has contravened the code is being investigated;
- b. that the cadet is subject to other administrative, disciplinary or legal action;
- c. that the cadet has failed to complete or renew a mandatory qualification or training which is of such a critical nature that the cadet should not be attending activities until the qualification or training has been completed; or
- d. that the cadet is temporarily incapable of rendering effective service as a result of physical or mental incapacity.

23. In considering whether to administratively suspend a cadet, the service chief must take into account:

- a. the paramount need to ensure the physical, mental and emotional safety of other members; and
- b. whether that need can be satisfied by measures other than suspension.

24. Under subsection 9(5) of CFR13, a service chief can suspend a cadet only in accordance with the principles of natural justice and subject to procedural fairness. The following procedures apply to comply with those requirements in respect of an administrative suspension:

- a. Except where subparagraph (b) applies, before deciding to suspend a cadet, a service chief must cause the cadet (and, if the cadet is under 18 years of age, the cadet's parent) to be informed, orally or in writing that such action is being considered and the grounds for it, and allow the cadet a reasonable time to show cause why such action should not be taken. Ordinarily, a period of seven days after the member is notified of the proposed action and the grounds for it will be a reasonable time, but in cases of urgency a shorter time may be reasonable. A cadet who wishes to show cause must provide his or her response within the time specified by the service chief in the notice, or within any further period that may be allowed by the service chief. A service chief must take into account, in deciding whether or not to suspend a cadet, any response provided by the cadet. If the service chief decides to suspend the cadet, the service chief must give the cadet (and, if the cadet is under 18 years of age, the cadet's parent) notice of

suspension, including the reasons for decision, in accordance with paragraph 21, and the next review date in accordance with subparagraph (c).

- b. Where the considerations referred to in paragraph 23 so require, a service chief may suspend a cadet by notice under paragraph 21 without first giving notice of intention to do in accordance with subparagraph (a), but in such a case the service chief must then allow the cadet a reasonable time (usually, not less than seven days) to show cause why the suspension should not remain in force. A cadet who wishes to show cause must provide his or her response within the time specified by the service chief in the notice, or within any further period that may be allowed by the service chief. A service chief must take into account, in deciding whether or not the suspension should remain in force, any response provided by the cadet. If the service chief decides that the suspension should remain in force, the service chief must give the cadet (and, if the cadet is under 18 years of age, the cadet's parent) the reasons for decision, and the next review date in accordance with subparagraph (c).
- c. The service chief must review the suspension at intervals of no more than three calendar months and notify the cadet (and, if under the age of 18, the cadet's parent) in writing of the outcome of the review.

25. **Disciplinary suspension.** The service chief may also suspend a cadet as a sanction for a contravention of the code. The procedures applicable to a disciplinary suspension are detailed in paragraphs 72 to 77 below.

#### **Discharge of cadets**

26. Under section 8 of CFR13, a cadet may give the service chief a request in writing to be discharged from his or her Cadet force, and the request takes effect on the day after the day the request is received by the service chief, or a later day specified in the request.

#### **Termination of cadets**

27. Under subsections 9(3) and (5) of CFR13, the service chief may terminate a cadet's membership of the Cadet force at the service chief's discretion, but only if the service chief has acted in accordance with the principles of natural justice and the cadet has been accorded procedural fairness. Notice of termination may be given orally or in writing, but if given orally must be confirmed in writing within seven days, and in any case must state the reasons for the termination, and must be given to the cadet, and if the cadet is under 18 years of age to the cadet's parent. The cadet's membership of the Cadet force is terminated on the later of the day after the day the cadet receives the notice, and any date specified in the notice.

28. **Administrative termination.** Termination is a serious and severe action and should generally be considered only if the service chief is satisfied that:

- a. it is not reasonably practicable for the Cadet force to make adjustment to accommodate the cadet's special physical or psychological health needs;
- b. the cadet does not comply with mandatory requirements to be eligible to work with minors applicable to the cadet under the law of the state or territory in which the unit in which he or she is enrolled is situated;
- c. the unit in which the cadet is enrolled has been, or is to be, disbanded, and there is no alternative unit to which the cadet can be transferred;

- d. the cadet is enrolled in a unit, membership of which, otherwise than as an officer or instructor, is restricted to students of a particular school or schools, and the cadet has ceased to attend such school; or
- e. the cadet does not hold, has failed to renew, or has allowed to expire, a personal qualification that the service chief has determined to be essential for the cadet's position.

29. Under subsection 9(5) of CFR13, a service chief can terminate a cadet only in accordance with the principles of natural justice and subject to procedural fairness. The following procedures apply to comply with those requirements in respect of an administrative termination.

30. Before deciding to terminate a cadet, a service chief must cause the cadet (and if the cadet is under 18 years of age, the cadet's parent) to be informed in writing that such action is being considered and the grounds for it, and allow the cadet a reasonable time to show cause why such action should not be taken. Ordinarily, a period of 28 days after the member is notified of the proposed action and the grounds for it will be a reasonable time. A cadet who wishes to show cause must provide his or her response within the time specified by the service chief in the notice, or within any further period that may be allowed by the service chief. A service chief must take into account, in deciding whether or not to terminate a cadet, any response provided by the cadet. If the service chief decides to terminate the cadet, the service chief must give the cadet (and, if the cadet is under 18 years of age, the cadet's parent) notice of termination, including the reasons for decision, in accordance with paragraph 27.

31. **Disciplinary termination.** The service chief may also terminate a cadet if the service chief is satisfied that:

- a. the cadet is not a fit and proper person to be a cadet; or
- b. the cadet has contravened the code and discharge is an appropriate sanction for the contravention;

32. The procedures applicable to the disciplinary termination of a cadet are detailed in paragraphs 72 to 77 below.

## **APPOINTMENT, PROMOTION, SERVICE, SUSPENSION AND TERMINATION OF OFFICERS AND INSTRUCTORS**

### **Appointment of officers and instructors**

33. In accordance with CFR13, section 7, a person may volunteer to be appointed as an officer or instructor by giving the service chief an application in accordance with a form approved by the service chief.

34. The approved form must include the following statements to be made by the applicant:

- a. 'I understand that if accepted into the [ANC/AAC/AAFC], I will serve as a volunteer, and that I will be entitled to receive Cadet Forces Allowance as an honorarium, and Travelling Allowance, subject to compliance with the conditions of eligibility for them'.
- b. 'I have read the ADF Cadets Code of Conduct and agree to abide by it'.

35. A service chief must not appoint a person as an officer or instructor unless the person has made the statements in writing referred to in paragraph 34 and signed a copy of the code.

36. **Appointment of officers.** In accordance with CFR13, section 7(3), the service chief may appoint a person as an officer if the person is at least 19 and the service chief is satisfied that the person has a commitment to youth leadership, experience in youth leadership, or both; the person has a commitment to undertaking any training required for an officer; the person is suitable to supervise, and control or support, the training program for, and the activities of, cadets in a unit; there is no reason to suspect that the person is unsuitable to supervise, or otherwise work with, minors; and there is an operational need or use for the person as an officer.

37. **Appointment of instructors.** In accordance with CFR13, section 7(4), the service chief may appoint a person as an instructor if the person is at least 18 and the service chief is satisfied that the person has a commitment to youth leadership, experience in youth leadership, or both; the person has a commitment to undertaking any training required for an instructor; the person is suitable to supervise, and control or support, the training program for, and the activities of, cadets in a unit; there is no reason to suspect that the person is unsuitable to supervise, or otherwise work with, minors; and there is an operational need or use for the person as an instructor.

38. **Reappointment.** In accordance with CFR13, section 7(7), the service chief may reappoint a person as an officer or instructor if the person volunteers for reappointment, the service chief is satisfied that the person is still suitable to supervise, and control or support, the training program for, and the activities of, cadets in a unit; there is still no reason to suspect that the person is unsuitable to supervise, or otherwise work with, minors; and there is still an operational need or use for the person as an officer or instructor.

39. **Suitability to work with minors.** In order to ascertain whether there is reason to suspect that a person is unsuitable to supervise, or otherwise work with, minors, the following background checks must be undertaken:

- a. where there are mandatory requirements for eligibility to work with minors in the State or Territory where the appointment or unit to which the person is to be appointed is located, then the checks applicable under those mandatory requirements; and
- b. where there are no mandatory requirements in the State or Territory where the appointment or unit to which the person is to be appointed is located, then the National Police Check.

40. **Suitability generally.** In order to ascertain whether a person is suitable to supervise, and control or support, the training program for, and the activities of, cadets in a unit, the service chief must have regard to:

- a. a current Australian criminal records check of the person;
- b. a character reference or other appropriate letter of recommendation provided in respect of the person;
- c. a declaration of good character made by the person;
- d. a suitable conduct record during service in the Australian Defence Force (if applicable);
- e. a suitable record of performance and behaviour from previous service as an officer or instructor in another ADF Cadet force (if applicable);
- f. a declaration of satisfactory health and physical fitness made by the person and, if required, a medical examination;



- g. a suitability and aptitude assessment of the person and, if required, a psychological assessment;
- h. evidence of any qualifications and experience applicable to the position and duties to which the person may be appointed; and
- i. any other relevant matter.

41. **Term of appointment or reappointment.** In accordance with CFR13, section 7(5) and (7), the service chief may appoint or reappoint a person as an officer or instructor either on an ongoing basis; or for a period specified in the instrument of appointment. Appointment on an ongoing basis is the ordinary basis of appointment and appointment for a limited term is exceptional.<sup>2</sup>

42. **Probation.** The initial appointment of an officer or instructor may include a period of probation specified by the service chief, of up to twelve months. To satisfactorily complete the probation period, the person must:

- a. successfully complete any training specified by the service chief;
- b. perform the duties of the position to which they are appointed, to the satisfaction of the service chief; and
- c. comply with the Code.

43. The service chief may terminate the appointment at any time during, or at the completion of, the period of probation.

44. **Rank on appointment.** A person appointed to be an officer or instructor holds, upon appointment, the rank specified in the instrument of appointment by the service chief, having regard to the qualifications, ability, skill, knowledge and experience of the person and the vacancies in the establishment of the unit in which the person is to serve.

45. **ADF members.** A person who, having been assessed as suitable to work with minors under paragraph 39 and suitable generally under paragraph 40, is appointed to be an officer or instructor and who is, or has within the last five years before the appointment been, a member of the ADF:

- a. is deemed to have the qualifications, ability, skills, knowledge and experience to qualify them for appointment in a rank that corresponds to the rank the member holds or last held in the ADF (the member's ADF rank);
- b. where the rank specified under paragraph 44 is lower than the member's ADF rank, holds the rank equivalent to his or her ADF rank on an honorary basis,<sup>3</sup> and the substantive rank specified in the instrument of appointment.

### **Service of officers and instructors**

46. **No contract of employment.** No civil contract of employment or of any other kind is created by the appointment of an officer or instructor.

47. **Description.** Persons appointed as officers or instructors are to be known as, referred to and described respectively as Officers of Cadets (OOC) and Instructors of Cadets (IOC).<sup>4</sup>

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<sup>2</sup> This refers to their appointment as an officer or instructor, as distinct from their posting to a particular position, which may often be for a fixed term. See also paragraph 55 (Limited tenure promotion).

<sup>3</sup> For the consequences of honorary rank, see paragraph 58.

48. **Cadet Forces Allowance.** Under Defence Determination 2005/15 *Conditions of Service*, as amended, OOC and IOC are entitled to be paid Cadet Forces Allowance (CFA) in respect of their attendance at approved ADF Cadets activities. CFA is an honorarium for the service provided by officers and instructors in the training, instruction and administration of cadets, subject to the eligibility conditions contained in that Determination.

49. **Travelling Allowance.** Under Defence Determination 2005/15 *Conditions of Service*, as amended, officers and instructors are entitled to be paid Travelling Allowance in respect of their travel to attend approved ADF Cadets activities, subject to the eligibility conditions applicable under that Determination.

#### **Promotion of officers and instructors**

50. **No right to promotion.** An officer or instructor is not entitled as a right to be promoted.

51. **Eligibility for promotion.** The service chief may determine conditions with which an officer or instructor must comply to be eligible for promotion or provisional promotion. A service chief may determine in a particular case that an officer or instructor is not required to comply with a specified condition or conditions. An officer or instructor who is, or has within the last five years before the appointment been, a member of the ADF, is deemed to have the qualifications, ability, skills, knowledge and experience to qualify them for promotion to a rank that corresponds to the member's current ADF rank, or in the case of a former member, the rank the member last held when a member of the ADF.

52. **Promotion.** The service chief may promote an officer or instructor. When exercising this power, the service chief must have regard to the length of service, experience, capability and qualifications of the member, and any recommendations concerning his or her promotion made by the commanding officer of his or her unit, and by the relevant formation commander. The rank to which an officer or instructor is promoted (including the rank to which an officer is promoted provisionally under paragraph 53 or to which an officer is promoted for a specified period under paragraph 55) is the member's *substantive rank*. The rank to which an officer or instructor is promoted temporarily under paragraph 54 is not the member's *substantive rank*. Honorary rank held by a member under paragraph 58 is not the member's substantive rank.

53. **Provisional promotion.** The service chief may promote an officer or instructor provisionally. A provisional promotion is subject to compliance by the officer with a specified condition or conditions determined under paragraph 51. A provisional promotion may be confirmed at any time within the period specified as part of the promotion; or if no period is specified, three years after the provisional promotion. If the member complies with the specified conditions within the period specified in the promotion, or if no period is specified within three years after the provisional promotion, the service chief must confirm the promotion. If the member does not comply with the specified conditions within the period specified in the promotion, the service chief may extend the period of provisional promotion to a period not exceeding three years in total. If, during the period of a provisional promotion, the member fails to make satisfactory progress towards complying with the specified conditions, the service chief may revoke the provisional promotion. If the member does not comply with the specified conditions within the period of the provisional promotion, the member reverts to the member's previous rank at the end of that period.

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<sup>4</sup> The terms 'adult cadet staff' and 'volunteer staff' are not to be used to describe such personnel. 'Volunteer' in the context of the ADF Cadets describes a person who assists or supports the management or conduct of ADF Cadets activities on a voluntary basis and is not appointed as an Officer or Instructor of Cadets.

54. **Temporary promotion.** The service chief may promote an officer or instructor to a rank temporarily. The service chief may extend the period during which the officer holds the rank. The service chief may revoke a temporary promotion at any time.

55. **Limited-tenure promotion.** The service chief may promote an officer to any of the following ranks for a specified period, and may extend the period:

- a. Commander (ANC) or a higher rank;
- b. Lieutenant-Colonel (AAC ) or a higher rank;
- c. Wing Commander (AAFC) or a higher rank.

56. An officer may decline to be promoted under paragraph 55.

57. An officer who has been promoted under paragraph 55 retires at the rank to which the member was so promoted at the end of the period of the promotion, unless:

- a. the service chief extends the period of the promotion; or
- b. the service chief authorises the member to revert, at the end of the period of the promotion, to the rank the member held immediately before the promotion, in which case the member is not retired at the end of the period of the promotion but reverts at the end of the period to the substantive rank the member held immediately before the promotion. The service chief may permit a member who reverts in accordance with this paragraph to retain the rank he or she had on limited tenure as an honorary rank in accordance with paragraph 58.

58. **Honorary rank.** The service chief may appoint or promote an officer or instructor to a rank that is to be held as an honorary rank. An honorary rank does not confer authority or responsibility additional to that incidental to the member's substantive rank, nor entitle the member to receive CFA other than at the member's substantive rank.

#### **Suspension of officers and instructors**

59. Under CFR13, section 9(4), the service chief may suspend the appointment of an officer or instructor, but only if the service chief has acted in accordance with the principles of natural justice and the member has been accorded procedural fairness. Notice of suspension may be given orally or in writing, but if given orally must be confirmed in writing within seven days, and in any case must state the reasons for the suspension. A suspension takes effect upon receipt of the notice by the member, or such later date as is specified in the notice. An officer or instructor who is suspended is not entitled to enter Cadet force facilities, or participate in Cadet force activities, or undertake Cadet force duties during the period of suspension, except in order to deal with matters relating to the administration of the suspension and/or to remediate the reason/s for the suspension.

60. **Administrative suspension.** Administrative suspension is a serious and severe precaution and should generally be considered only if the service chief believes:

- a. that an allegation that the officer or instructor has contravened the code is being investigated;
- b. that the officer or instructor is subject to other administrative, disciplinary or legal action;
- c. that the officer or instructor has failed to complete or renew a mandatory qualification or training; or

- d. that the officer or instructor is temporarily incapable of rendering effective service as a result of physical or mental incapacity.
61. In considering whether to administratively suspend an officer or instructor, the service chief must take into account:
- a. the paramount need to ensure the physical, mental and emotional safety of other members; and
  - b. whether that need can be satisfied by measures other than suspension.
62. Under subsection 9(5) of CFR13, a service chief can suspend an officer or instructor only in accordance with the principles of natural justice and subject to procedural fairness. The following procedures apply to comply with those requirements in respect of an administrative suspension.
- a. Except where subparagraph (b) applies, before deciding to suspend an officer or instructor, the service chief must cause the member to be informed, orally or in writing that such action is being considered and the grounds for it, and allow the member a reasonable time to show cause why such action should not be taken. Ordinarily, a period of seven days after the member is notified of the proposed action and the grounds for it will be a reasonable time, but in cases of urgency a shorter time may be reasonable. An officer or instructor who wishes to show cause must provide his or her response within the time specified by the service chief in the notice, or within any further period that may be allowed by the service chief. A service chief must take into account, in deciding whether or not to suspend an officer or instructor, any response provided by the member. If the service chief decides to suspend the member, the service chief must give the member notice of suspension, including the reasons for the decision, in accordance with paragraph 59, and the next review date in accordance with subparagraph (c).
  - b. Where the considerations referred to in paragraph 61 so require, a service chief may suspend an officer or instructor by notice under paragraph 59 without first giving notice of intention to do in accordance with subparagraph (a), but in such a case the service chief must then allow the member a reasonable time (usually, not less than seven days) to show cause why the suspension should not remain in force. A member who wishes to show cause must provide his or her response within the time specified by the service chief in the notice, or within any further period that may be allowed by the service chief. A service chief must take into account, in deciding whether or not the suspension should remain in force, any response provided by the member. If the service chief decides that the suspension should remain in force, the service chief must give the member the reasons for decision, and the next review date in accordance with subparagraph (c).
  - c. The service chief must review the suspension at intervals of no more than three calendar months and notify the member in writing of the outcome of the review.
63. **Disciplinary suspension.** The service chief may also suspend an officer or instructor as a sanction for a contravention of the code. The procedures applicable to a disciplinary suspension are detailed in paragraphs 72 to 77 below.

### **Resignation of officers and instructors**

64. Under CFR13, section 8, an officer or instructor may give the service chief a request in writing to be discharged from his or her Cadet force, and the request takes effect on the day after the day the request is received by the service chief, or a later day specified in the request.

### **Termination of officers and instructors**

65. Under CFR13, section 9(3), the service chief may terminate the appointment of an officer or instructor at the service chief's discretion, but only if the service chief has acted in accordance with the principles of natural justice and the member has been afforded procedural fairness. Notice of termination may be given orally or in writing, but if given orally must be confirmed in writing within seven days, and in any case must state the reasons for the termination. The officer or instructor's appointment is terminated on the later of the day after the day the member receives the notice, and any date specified in the notice.

66. **Administrative termination.** Termination is a serious and severe action and should generally be considered only if the service chief is satisfied that:

- a. the officer or instructor is incapable of rendering effective service by reason of physical or psychological incapacity;
- b. it is not reasonably practicable for the Cadet force to make adjustment to accommodate the special physical or psychological health needs of the officer or instructor;
- c. the officer or instructor is inefficient or incompetent as an officer or instructor;
- d. the officer or instructor is subject to probation under paragraph 42 and is not performing or progressing satisfactorily;
- e. the officer or instructor does not hold, has failed to renew, or has allowed to expire, a personal qualification that the service chief has determined to be essential for the officer's or instructor's position;
- f. the officer or instructor does not comply with the mandatory requirements to be eligible to work with minors applicable to the officer or instructor under the law of the state or territory in which the unit to which he or she is appointed is situated;
- g. the officer or instructor is not suitable to have responsibility for the supervision of cadets (if the requirement to supervise cadets is a necessary part of that member's position / duties and the member cannot be redeployed to another position or other duties that does not require supervision of cadets);
- h. there are reasonable grounds to suspect that the officer or instructor is unsuitable to supervise, or otherwise work with, minors;
- i. there is no operational need or use for the officer or instructor; or
- j. the unit in which the officer or instructor is serving has been, or is to be, disbanded, and there is no alternative unit or position to which the member can be transferred.

67. Under CFR13, section 9(5), the appointment of an officer or instructor can be terminated only in accordance with the principles of natural justice and subject to procedural fairness. The following procedures apply to comply with those requirements in respect of an administrative termination.

68. Before deciding to terminate an officer or instructor, the service chief must cause the member to be informed in writing that such action is being considered and the grounds for it, and allow the member a reasonable time to show cause why such action should not be taken. An officer or instructor who wishes to show cause must provide his or her response within the time specified by the service chief in the notice, or within any further period that may be allowed by the service chief. A service chief must take into account, in deciding whether or not to terminate an officer or instructor, any response provided by the member. If the service chief decides to terminate the member, the service chief must give the member notice of termination, including the reasons for the decision, in accordance with paragraph 65.

69. **Disciplinary termination.** The service chief may also terminate the appointment of an officer or instructor if the service chief is satisfied that:

- a. the officer or instructor is not a fit and proper person to be an officer or instructor; or
- b. the officer or instructor has contravened the code and discharge is an appropriate sanction for the contravention.

70. The procedures applicable to a disciplinary termination are detailed in paragraphs 72 to 77 below.

## **BEHAVIOUR AND DISCIPLINE**

### **Members must comply with Code of Conduct**

71. A member must comply with the Code of Conduct (Code) contained in Annex B. At the time of enrolment or appointment, the member must sign a copy of the Code and be given a copy to be retained by the member.

### **Sanctions for breach of Code**

72. A service chief may impose one or more of the following sanctions for a contravention of the Code by a member:

- a. formal counselling;
- b. reprimand;
- c. official warning;
- d. reassignment of duties;
- e. reduction in rank;
- f. suspension for a specified period not exceeding six months; and
- g. termination.

### **Procedural fairness**

73. If it is alleged that a member has contravened the Code, the service chief may cause the allegation to be investigated. If the service chief considers that the matter could be resolved by an informal dispute resolution or mediation process, the service chief may take steps to facilitate such a process.

74. Before finding that a member has contravened the Code, or is not a fit and proper person, the service chief must:

- a. cause the member to be informed of the particulars of the allegation and all relevant evidence;

- b. give the member an opportunity to be heard (which may be in writing), including to put any relevant evidence before the service chief; and
  - c. if the member is a cadet, inform the cadet that the cadet may (and if the cadet is under 18 years of age, must) be accompanied and assisted by a parent or other adult person of the cadet's choosing.
75. If the service chief decides that the member has contravened the Code, or is not a fit and proper person, the service chief must:
- a. inform the member of the decision and the reasons for it; and
  - b. give the member an opportunity to be heard (which may be in writing) in respect of the sanction to be imposed.
76. If the service chief decides to impose a sanction, the service chief must:
- a. inform the member of the decision and the reasons for it; and
  - b. cause the decision to be implemented (including, where the sanction is suspension or termination, by giving notice of suspension or termination in accordance with paragraph 21, 27, 59 or 65 as the case may be).

### **Review rights**

77. A decision of the service chief to impose a sanction for a contravention of the code may be reviewed:
- a. where the decision is made by a delegate of the service chief, by the service chief or a superior delegate of the service chief; or
  - b. where the decision is made by the service chief, by the CDF.

### **USE OF FIREARMS**

78. In accordance with CFR13, section 12 (laws relating to equipment), a member is not required, under a law of a State or a Territory, to obtain or hold a licence or other permission to possess, use or transport an item of equipment that is the property of the Commonwealth, and is used for the performance of the member's duties as a member, including a firearm, ammunition and a ceremonial sword. This exemption does not apply in relation to a licence or permission to operate a vehicle or analogous plant and equipment.

### **COMPLIANCE**

79. **Australian Defence Force.** This Directive constitutes a general order by the CDF to Defence members for the purposes of the *Defence Force Discipline Act 1982* (Cth) (DFDA). Non-compliance may result in disciplinary action under the DFDA.

80. **Australian Defence Force Cadets.** This Directive is a direction by the CDF under section 39(1) of the *Naval Defence Act 1910*, section 62(9) of the *Defence Act 1903*, and section 8(9) of the *Air Force Act 1923*, and as such is a lawful and reasonable direction given by an authorised person to officers, instructors and cadets in the ANC, the AAC and the AAFC respectively, as referred to in clause 1.7 of the Code contained in Annex B. Non-compliance may be dealt with by a service chief as a contravention of the code under this Directive.

## DELEGATIONS

### CDF

81. Under subsections 120A(3DA) of the *Defence Act 1903*, 44B(3A) of the *Naval Defence Act 1910* and 8A(1A) of the *Air Force Act 1923*, the CDF may delegate his or her powers of direction to the VCDF. By reference A, the CDF:

- a. under subsection 44B(3A) of the *Naval Defence Act 1910*, delegated to the VCDF the power under subsections 39(1) of that Act to direct the CN in relation to the administration of the ANC; and
- b. under subsection 120A(3DA) of the *Defence Act 1903*, delegated to the VCDF the power under subsection 62(9) of that Act to direct the CA in relation to the administration of the AAC; and
- c. under subsection 8A(1A) of the *Air Force Act 1923*, delegated to the VCDF the power under subsection 8(9) of that Act to direct the CAF in relation to the administration of the AAFC.

### Service Chiefs

82. Under CFA13, section 13, a service chief may delegate his or her powers and functions under CFR13, other than the power of delegation, and a service chief may issue directions, in writing, to delegates about the performance of powers and functions so delegated.

83. The table at Annex C is a standardised schedule of delegations for adoption by the service chiefs. This is not intended to constrain service chiefs from making further or additional delegations, or from imposing restrictions or limitations on the exercise of powers by the standard delegates.

84. Where a service chief has delegated a power or function under CFR13 that is referred to in this Directive, any associated power or function conferred on the service chief by this Directive is taken to have been delegated in the same manner, to the same persons and subject to the same limitations.<sup>5</sup>

85. A service chief may delegate his or her powers and functions under this directive, and may issue directions, in writing, to delegates about the performance of powers and functions so delegated.

86. A service chief may give directions and issue directives, not inconsistent with this Directive, providing for the implementation within that chief's Cadet force of CFR13 and this Directive having regard to the particular characteristics of that Service and Cadet force.

87. Subject to the directions of the service chief, the powers and functions of a service chief referred to in column (a) and restated in column (b) of the table in Annex D may be exercised

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<sup>5</sup> Examples:

- (1) Where the service chief has delegated the power to suspend a cadet under CFR13, section 9(3), a person to whom that power is delegated may in connection with the exercise of that power exercise any of the powers or functions referred to in paragraphs 21 to 34 of this Directive.
- (2) Where the service chief has delegated the power to enrol a cadet under CFR13, section 6, a person to whom that power is delegated may in connection with the exercise of that power exercise the function referred to in paragraph 17 of this Directive of determining the rank the cadet will hold upon enrolment.
- (3) Where the service chief has delegated the power to appoint an officer or instructor under CFR13, section 7(3) or (4), a person to whom that power is delegated may in connection with the exercise of that power exercise the function referred to in paragraph 44 of this Directive of specifying a period of probation and the function referred to in paragraph 45 of this Directive of determining the rank that the officer or instructor will hold upon appointment.

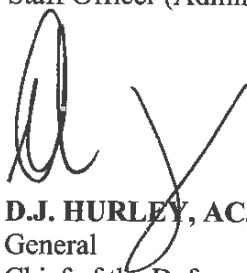


by the persons described in column (c) of that table, subject to the restrictions and limitations in column (d) of that table. Subject to the directions of the service chief, the person to whom a power or function is delegated under column (c) of Annex D may delegate that power or function, and may issue directions, in writing, to delegates about the performance of powers and functions so delegated.

#### **DURATION OF THIS DIRECTIVE**

88. This Directive takes effect from 09 August 2013 and will remain in force until it is superseded by a revised Directive, a Defence Instruction on this matter, or YOUTHPOLMAN.

89. Addressees are to acknowledge receipt of the directive by returning Annex E to my Staff Officer (Administration) by 09 Aug 13.



**D.J. HURLEY, AC, DSC**  
General  
Chief of the Defence Force

15 July 2013

#### **Annexes:**

- A. Ranks in the ADF Cadets
- B. ADF Cadets Code of Conduct
- C. Standard Delegations
- D. Persons who may exercise powers or functions of service chiefs
- E. Acknowledgement of receipt

#### **Distribution:**

VCDF  
CN  
CA  
CAF

#### **For information:**

HPC  
HCRES D

ANNEX A TO  
CDF DIRECTIVE 22/2013  
OF 25 JUL 13

## RANKS IN THE AUSTRALIAN DEFENCE FORCE CADETS

**Table 1. Ranks in the Australian Navy Cadets**

	<b>Ranks of Cadets</b>	<b>Ranks of Instructors</b>	<b>Ranks of Officers</b>
1	Cadet Recruit		
2	Cadet Seaman	Able Seaman (ANC)	Sub-Lieutenant (ANC)
3	Cadet Able Seaman	Leading Seaman (ANC)	Lieutenant (ANC)
4	Cadet Leading Seaman	Petty Officer (ANC)	Lieutenant-Commander (ANC)
5	Cadet Petty Officer	Chief Petty Officer (ANC)	Commander (ANC)
6	Cadet Chief Petty Officer	Warrant Officer (ANC)	Captain (ANC)
7	Cadet Warrant Officer		
8	Cadet Midshipman		

**Table 2. Ranks in the Australian Army Cadets**

	<b>Ranks of Cadets</b>	<b>Ranks of Instructors</b>	<b>Ranks of Officers</b>
1	Cadet Recruit	Recruit (AAC)	Second Lieutenant (AAC)
2	Cadet	Private (AAC)	Lieutenant (AAC)
3	Cadet Lance Corporal	Lance Corporal (AAC)	Captain (AAC)
4	Cadet Corporal	Corporal (AAC)	Major (AAC)
5	Cadet Sergeant	Sergeant (AAC)	Lieutenant-Colonel (AAC)
6	Cadet Warrant Officer Class Two	Warrant Officer Class Two (AAC)	Colonel (AAC)
7	Cadet Warrant Officer Class One	Warrant Officer Class One (AAC)	
8	Cadet Under Officer		

**Table 3. Ranks in the Australian Air Force Cadets**

	<b>Ranks of Cadets</b>	<b>Ranks of Instructors</b>	<b>Ranks of Officers</b>
1	Cadet	Aircraftman (AAFC) or Aircraftwoman (AAFC)	Pilot Officer (AAFC)
2	Leading Cadet	Leading Aircraftman (AAFC) or Leading Aircraftwoman (AAFC)	Flying Officer (AAFC)
3	Cadet Corporal	Corporal (AAFC)	Flight Lieutenant (AAFC)
4	Cadet Sergeant	Sergeant (AAFC)	Squadron Leader (AAFC)
5	Cadet Flight Sergeant	Flight Sergeant (AAFC)	Wing Commander (AAFC)
6	Cadet Warrant Officer	Warrant Officer (AAFC)	Group Captain (AAFC)
7	Cadet Under Officer		

ANNEX B TO  
CDF DIRECTIVE 22/2013  
OF 25 JUL 13

**AUSTRALIAN DEFENCE FORCE CADETS CODE OF CONDUCT**

1. While on duty, a member must:
  - 1.1. behave honestly and with integrity;
  - 1.2. act with all due care and diligence, in a manner that is safe for all concerned;
  - 1.3. be respectful and considerate of others, and not engage in harassment or bullying;
  - 1.4. not use, supply or be in possession of recreational drugs;
  - 1.5. use information technology and means of communication only for proper purposes;
  - 1.6. comply with all applicable laws of the Commonwealth and of any State or Territory;
  - 1.7. comply with any lawful and reasonable direction given, verbally or in writing, by an authorised person; and
  - 1.8. comply with any instruction, policy, procedure or directive issued by an authorised person applicable to the member's Cadet force duties and activities.
2. At all times, a member must:
  - 2.1. use Commonwealth and cadet unit property, moneys and resources in a proper and safe manner for the purposes for which they were provided;
  - 2.2. not provide false or misleading information in response to a request for information that is made for official purposes in connection with the member's Cadet force activities;
  - 2.3. not make unauthorised use of confidential information acquired in the course of the member's Cadet force duties or activities, or reveal it to persons not authorised to receive it; and
  - 2.4. not engage in conduct that is prejudicial to, or likely to be prejudicial to, the administration, discipline or reputation of the ADF Cadets.
3. An officer or instructor must not have, or attempt to have, or cultivate, an intimate relationship with a cadet.
4. While on duty, a cadet must not use, supply, or be in possession of alcohol or tobacco.
5. For the purposes of this Code:
  - 5.1. an authorised person in relation to a member includes:
    - 5.1.1. the Chief of the Defence Force (or the Vice Chief of the Defence Force as delegate);
    - 5.1.2. the member's service chief (or delegate);
    - 5.1.3. the member's commanding officer;
    - 5.1.4. an officer or instructor of superior rank to the member and for the time being in charge of the member; and
    - 5.1.5. in the case of a cadet, a cadet of superior rank to the member and for the time being in charge of the member.

## B-2

- 5.2. a member is 'on duty' when:
  - 5.2.1. attending an approved Cadet force activity;
  - 5.2.2. performing the duties of his or her Cadet force appointment;
  - 5.2.3. wearing Cadet force uniform;
  - 5.2.4. representing the Cadet force in an official capacity;
  - 5.2.5. otherwise representing himself or herself in a public forum (including an electronic forum) to be a member of a Cadet force, whether or not authorised to do so;
  - 5.2.6. using Defence or cadet unit owned or leased facilities, or
  - 5.2.7. using ICT equipment or services supplied by the Commonwealth or a cadet unit.

ANNEX C TO  
CDF DIRECTIVE 22/2013  
OF 25 JUL 13

**STANDARD SCHEDULE OF DELEGATIONS OF POWER AND FUNCTIONS OF  
SERVICE CHIEFS UNDER CADET FORCE REGULATIONS 2013**

<b>Section (s)</b>	<b>Description of Power</b>	<b>Delegate</b>	<b>Limitation or restriction</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
6(4)	Approve application form to become a cadet	Director General	
6(5), (6)	Accept and enrol an applicant as a cadet	Director-General National Senior Officer Formation commander Commanding officer	
7(2)	Approve application form to become an officer or instructor.	Director General	
7(3), (5)	Appoint an applicant as an officer	Director General National Senior Officer	
7(4), (5)	Appoint an applicant as an instructor	Director General National Senior Officer	
7(6), (7)	Reappoint an officer or instructor	Director General National Senior Officer	
8(1)	Receive a request for discharge from a member	Director General National Senior Officer	In respect of all officers and instructors
		Formation commander Commanding officer	In respect of all cadets
9(2)	Accept notification when a member of the ANC is charged with a criminal offence	Director General National Senior Officer	In respect of all officers and instructors
		National Senior Officer Formation commander	In respect of all cadets

ANNEX C TO  
CDF DIRECTIVE 22/2013  
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9(3)	Suspend or terminate a cadet's membership of the Cadet force	Director General National Senior Officer Formation commander Commanding officer not below LCDR(ANC), MAJ(AAC) or SQNLDR(AAFC)	
		Commanding officer, regardless of rank	Limited to suspension for a period not longer than 28 days in total
9(4)	Suspend or terminate the appointment of an officer or instructor in the Cadet force	Director General	
		National Senior Officer	Only in respect of an officer not exceeding LCDR(ANC), MAJ(AAC) or SQNLDR(AAFC), or an instructor.
		Formation commander	Only in respect of an officer not exceeding LEUT(ANC), CAPT(AAC) or FLTLT(AAFC), or an instructor, and limited to suspension for a period not longer than 90 days in total
		Commanding officer	Only in respect of an officer or instructor of inferior rank, and limited to suspension for a period not longer than 28 days in total
9(6)(a)	Determine the uniforms to be worn by members of the Cadet force	Director General	
9(6)(b)	Determine the circumstances in which a uniform is required or permitted to be worn by a member of the Cadet force	Director General	

ANNEX D TO  
CDF DIRECTIVE 22/2013  
OF 25 JUL 13

**PERSONS WHO MAY EXERCISE POWERS AND FUNCTIONS OF SERVICE  
CHIEFS UNDER THIS DIRECTIVE**

<b>Para</b>	<b>Description</b>	<b>Person who may exercise</b>	<b>Limitation or restriction</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
8	Authorise cadet units and formations	Director General	
9(b)	Appoint national senior officer	Director General	
9(c)	Appoint formation commanders	Director General	
9(d)	Appoint commanding officers	Director General National Senior Officer	
19	Restrict participation of cadet in activities	Commanding officer	
20	Promote cadets	Commanding officer	
51	Determine conditions of eligibility for promotion, and dispense with conditions in a particular case	Director General National Senior Officer	
52, 53, 54	Promote, provisionally promote and temporarily promote instructors and officers	Director General National Senior Officer	Up to LCDR(ANC), MAJ(AAC) or SQNLDR(AAFC)
55	Promote officers for limited tenure and extend tenure	Director General	
57	Extend period of limited tenure promotion, or authorise reversion at end of period	Director General	
58	Appoint to honorary rank	Director General National Senior Officer	Up to LCDR(ANC), MAJ(AAC) or SQNLDR(AAFC)

72, 73, 74, 75, 76	Deal with, and impose sanction for, contravention of code of conduct, where sanction does not involve suspension or termination <sup>6</sup> , and associated functions.	Director General	
		National Senior Officer	In respect of officers not exceeding CMDR(ANC), LTCOL(AAC) and WGCDR(AAFC); instructors and cadets.
		Formation commander, of at least the rank of CMDR(ANC), LTCOL(AAC) or WGCDR (AAFC)	In respect of officers not exceeding LCDR(ANC), MAJ(AAC) and SQNLDR(AAFC); instructors and cadets. May not impose sanction of reduction in rank on officer or instructor.
		Commanding officer, of at least the rank of LCDR(ANC), MAJ(AAC) or SQNLDR (AAFC)	In respect of officers not exceeding LEUT(ANC), CAPT(AAC) and FLTLT (AAFC); instructors and cadets. May not impose sanction of reduction in rank on officer or instructor
		Commanding officer, regardless of rank	In respect of cadets only
77	Review decision to impose sanction for contravention of code	Director General	
		National Senior Officer	Where the original decision was made by a Formation commander
		Formation commander, of at least the rank of CMDR(ANC), LTCOL(AAC) or WGCDR (AAFC)	Where the original decision was made by a Commanding officer
87	Give directions to persons who may exercise powers and functions of service chief	Director General	
		National Senior Officer	Where the person is a Formation commander or Commanding officer
		Formation commander	Where the person is a Commanding officer

<sup>6</sup> Where the sanction involves suspension or termination, power to deal with, and impose those sanctions for, contraventions of the code is covered by the delegations by service chiefs of their powers and functions under CFR13 section 9(3) and (4).



ANNEX E TO  
CDF DIRECTIVE 22/2013  
OF 25 JUL 13

**Acknowledgement**

I acknowledge receipt of CDF directive 22/2013: *Governance of the ADF Cadets* dated July 2013, and will comply with the directions contained therein.

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