

## DIRECTIVE

### Area Support Officer

To: **<Rank and Name>**, NZCF

1. You are appointed to the position of Area Support Officer for the **Name of** region responsible for **List of Units** of the New Zealand Cadet Forces (NZCF). As such you have a responsibility to the Area Commander (AC) **AREA** to:

- a. Provide command guidance to your allocated units in accordance with the Cadet Force Orders (CFO), and other NZCF policies and procedures issued from time to time;
- b. Provide the skill, leadership and risk management experience to NZCF Officers and cadets to enable them to undertake their duties;
- c. Monitor the conduct and performance of NZCF Officers in their cadet unit training programmes and activities;
- d. Conduct random assessments (NZCF 13A) and annual efficiency inspections (NZCF 27) in conjunction with the appropriate Area Advisor;
- e. Provide information and instruction to all members of the NZCF on the functions and roles of the Armed Forces;
- f. Maintain good order and discipline of all Officers, Officer Cadets, Supplementary Staff and Cadets that you are responsible for.

2. You are required to:

- a. Develop and maintain ongoing relationships with NZDF Advisors assigned to your allocated units, and provide advice and guidance on the state of each unit;
- b. Conduct conflict resolution including investigative enquiries on any disciplinary matters;
- c. Conduct routine parade night visits to ensure they comply with rules and procedures for the conduct of cadet forces training and administration;
- d. Monitor the issue and use of authorised uniforms, rifles and ammunition;
- e. Provide recommendations on NZCF Officer Personal Occurrences (NZCF 4), including recommendations for medals or higher awards for all officers within your area of responsibility when requested; and
- f. Provide an annual NZCF 103 Performance and Development Review (PDR) for each of the Cadet Unit Commanders in your area of responsibility through your AC to HQ NZCF by the 15 December each year.

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

- a. Monitor the involvement of Cadet Units with their Unit Support Committees and provide recommendations for improvements;
- b. Keep each Unit Support Committee informed of the activities, progress and achievements of their Unit;
- c. Work with the Regional and Unit Support Committees to ensure that units maintain a high and positive profile in the local community; and
- d. Work with Unit Support Committees to ensure that the achievements of the Cadet Unit Officers and Cadets are promoted and publicised in the local community.

4. As an ASO you are also expected to:

- a. Comply with the NZCF Code of Conduct;
  - b. Attend NZCF Cadet Unit Commanders' Conferences and other NZCF meetings;
  - c. Protect and enhance the NZCF reputation and support the culture of NZCF; and
  - d. Report any event that comes to your attention involving NZCF that might be subject to adverse publicity.
- a. Communicate regularly with other ASOs to maintain a commonality of purpose and standards.

5. The intent of this Directive is to provide you with the responsibilities of an ASO that will be expected of you and those duties that may be expected of you from time to time. Should you have difficulty carrying out your responsibilities you should contact the AC in the first instance, or the Executive Officer as your next point of contact.

6. Please retain a copy of the Directive for your reference, sign and return a copy to, HQNZCF.

**M HENDERSON**  
Wing Commander  
Commandant

**DATE**

Receipt of this Directive is acknowledged:

Signed: .....

Date: .....

**<Rank and Name>**, NZCF