

CHAPTER 4

ADF CADETS CADET FIREARMS

INTRODUCTION

3.4.1 Training in firearms safety and handling, including the live firing of small arms, is a feature of the ADF Cadets as youth development programs and among the features of the scheme that attract young people. ADF Cadets provides the opportunity for participants to experience the safe handling of firearms, including simulated and/or live firing practises. Security policies may impose practical constraints on ADF Cadets gaining access to Defence weapons. The use within the ADF Cadets of Commonwealth procured, owned and approved CZ452 bolt action rifles in .22 Long Rifle calibre rifles (cadet firearms) provides a means for increasing the accessibility of firearms training to cadet units.

3.4.2 Cadet firearms are used to develop safety, discipline, competence and confidence in the handling of firearms, through a logically phased sequence of training to a level where cadets can participate in live firing on a controlled Defence range or Defence-approved civilian range.

3.4.3 Safety is the paramount consideration in the use of cadet firearms.

POLICY INTENT

3.4.4 This policy provides direction and guidance to ADF Cadets for the use, procurement, allocation, storage, transport, registration and servicing of cadet firearms, associated equipment and ammunition. It operates in conjunction with the ADF Cadets Military-Like Activities policy (Section 3, Chapter 2), the [Defence Security Principles Framework \(DSPF\)](#) and the [Defence Training Area Management Manual \(DTAMM\)](#). It has been developed in accordance with Australia's commitment to the [United Nations Convention on the Rights of the Child](#) and the [Optional Protocol to the United Nations Convention on the Rights of the Child on the Involvement of Children in Armed Conflict](#).

POLICY PRACTICES AND MEASURES

APPROVED FIREARMS

3.4.5 In accordance with [DSPF](#) Principle 78, cadet firearms are firearms that are not Defence weapons but are approved by Defence for use by ADF Cadets and are limited specifically to:

- a. ADF Cadet unit-controlled or privately purchased firearms stored at ADF Cadet units or in armouries by Defence sponsor units

- b. ADF Cadet unit-controlled or privately purchased innocuous or replica firearms used for training, drill, and ceremonial purposes.¹

3.4.6 ADF Cadets must ensure only approved firearms are to be used as cadet firearms. Chief of Army, as Lead Capability Manager (LCM) for cadet firearms, has approved the CZ452 bolt action rifles in .22 Long Rifle calibre, for use as the live fire cadet firearms.

3.4.7 Use of any firearms, other than Commonwealth provided firearms approved by the LCM, is prohibited.

3.4.8 The AAFC is approved to use the .303 Short Magazine Lee Enfield (SMLE) Innocuous for ceremonial occasions.

3.4.9 The .303 SMLE Innocuous is included as a cadet firearm and is to be managed in accordance with this policy.

PARTICIPATION

3.4.10 ADF Cadets must ensure participation in ADF Cadets activities that involve the use of cadet firearms is completely voluntary for all ADF Cadets participants. Participation in an activity that involves the use of cadet firearms is not to be a prerequisite for attendance at any other ADF Cadets activity, other than follow-on activities involving the use of cadet firearms.

3.4.11 ADF Cadets must ensure before participating in a cadet firearms activity that a cadet who is under 18 years of age must have the written consent of their parent or guardian to participate in firearms activities. Consent may be given or withdrawn at the time of initial enrolment and/or prior to participating in a particular activity. Parental consent must be placed on the cadet's firearms training record.

3.4.12 A cadet under 18 years of age who is recognised as living independently under applicable State/Territory legislation may seek written approval from Director General Australian Navy Cadets (DGANC), the Commander Australian Army Cadets (COMD AAC) and the Director General Cadets – Air Force (DGCADETS-AF) or their delegates, as applicable, for exemption from the requirement for parental consent. The written approval must be placed on the cadet's firearm training record.

3.4.13 ADF Cadets must ensure cadet firearms are only handled by ADF Cadets participants who are approved to participate in the firearms activity. Cadets must hold the relevant consent or approval in accordance with the requirements of their parent Service. ADF Cadets participants who handle cadet firearms when their enrolment or acceptance is not current or they are not registered and signed in for an approved activity involving cadet firearms, may be in breach of the criminal code and Defence policy.

¹ Cadet Firearms are generally weapons that are commercially available to the public, subject to State and Territory laws and regulations

PRIVATE FIREARMS AND WEAPONS

3.4.14 Privately owned firearms and weapons are prohibited from being brought to a Defence establishment, an ADC Cadet Unit or to any official

CADET FIREARMS REGISTER

3.4.15 ADF Cadets must ensure all cadet firearms, innocuous firearms and associated equipment are recorded on an internal database, called the Firearms Register (FaR). The FaR forms part of the CadetNet information system and records the following information:

- a. the manufacturer, type, serial number, make and model of each firearm and innocuous weapon
- b. status of compliance of the firearm with inspection and servicing requirements
- c. current facility and a permanent audit trail of all movements and storage of the firearm
- d. the applicable identifying number of the firearm.

3.4.16 Privately owned firearms are prohibited from being stowed in ADF Cadet units. Privately owned firearms and weapons are prohibited from being brought to a Defence establishment, an ADC Cadet Unit or to any official

3.4.17 ADF Cadets must ensure operational cadet firearms registered on the FaR are audited through monthly assurance stocktakes no later than the last day of each month and innocuous Defence weapons are audited at a minimum of bi-annually in accordance with Defence Logistics Manual (DEFLOGMAN).

3.4.18 ADF Cadets must ensure the possession, control, storage, transportation and registration of cadet firearms, innocuous weapons and ammunition complies with [DSPF](#) Principle 78. Cadet firearms registered in the FaR are Commonwealth property and as such, pursuant to the requirements of [DSPF](#) Principle 78. ADF Cadets participants are 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 a registered cadet firearm for, or during, an approved ADF Cadets activity.²

STORAGE AND TRANSPORTATION

3.4.19 As a matter of Defence policy, the [Firearms Act 1996 \(NSW\)](#) is the minimum standard to be applied to the control, secure storage and transport of cadet firearms, associated equipment and ammunition. Where Commonwealth, State/Territory legislation imposes more stringent requirements in respect of the control, secure storage or transport of cadet firearms, associated equipment and ammunition, the higher standard is to be applied.

² Cadet Forces Regulation 2013, section 12

3.4.20 Actual or suspected contraventions of Commonwealth, State and Territory firearms legislation involving cadet firearms are potential civilian criminal offences. Potential civilian criminal offences are notifiable incidents that must be reported in accordance with DGANC, COMD AAC or DGCADETS-AF procedures and the DSPF.

APPROVED ACTIVITIES

3.4.21 ADF Cadets must ensure cadet firearms are only used for approved activities. Service Chiefs or their delegates may approve ADF Cadets activities for the use of cadet firearms, in accordance with the guidance of the LCM. Such activities may include:

- a. training (being training other than live firing) in the safe handling, maintenance and operation of cadet firearms
- b. live firing of a cadet firearm.

3.4.22 Where a Service Chief or their delegate approves activities that include the live firing of cadet firearms, the Service Chief or their delegate must ensure the Defence training syllabus for cadet firearms, which provides the requisite knowledge, skills and attitudes to fire the firearm safely and competently, is completed by the ADF Cadets participant before participating in a live firing activity.

3.4.23 Use of cadet firearms and/or ammunition, other than for an approved activity, is prohibited.

3.4.24 ADF Cadets must ensure ADF Cadets participants only use cadet firearms for approved non-live firing firearms familiarisation training when they:

- a. have parental consent or DGANC, COMD AAC or DGCADETS-AF approval (where required) which has not been withdrawn, in accordance with participation requirements of this Chapter
- b. display behaviour consistent with the ADF Cadets Code of Conduct (Youth)
- c. are fit and able to participate
- d. have completed their initial induction/recruit training
- e. have completed the approved training syllabus for the relevant cadet firearm.

3.4.25 ADF Cadets must ensure ADF Cadets participants who have not completed the approved training syllabus for the relevant type of cadet firearm are to only use cadet firearms in a live firing familiarisation activity when they:

- a. have parental consent or DGANC, COMD AAC or DGCADETS-AF approval (where required) which has not been withdrawn, in accordance with participation requirements of this Chapter

- b. display behaviour consistent with the ADF Cadets Code of Conduct (Youth)
- c. are fit and able to participate
- d. have completed their initial induction/recruit training
- e. are under the direct 'one-on-one' supervision of qualified ADF members and/or Officers of Cadets (OOC) and/or Instructors of Cadets (IOC), in accordance with relevant Defence and ADF Cadets procedures applicable to such activities.

USE OF FIREARMS OF OTHER NATIONS IN APPROVED INTERNATIONAL COMPETITIONS

3.4.26 ADF Cadets participants may use firearms of other nations when participating in international competitions or activities approved by their Service Chief or delegate, provided that:

- a. ADF Cadets participants are eligible to use a similar type of firearm in accordance with this Chapter
- b. the Service Chief or delegate has approved the use of the firearm as suitable for the activity being conducted
- c. ADF Cadets participants have been briefed and have displayed, to the satisfaction of a qualified operator of the firearm, a suitable understanding of the safe handling and operation of the firearm before undertaking the activity
- d. ADF Cadets participants are fit and able to participate
- e. parental consent has been provided for cadets or an ADF Cadet under 18 years of age who is recognised as living independently under applicable State/Territory legislation has, in accordance with ADF Cadets procedures, been approved by DGANC, COMD AAC or DGCADETS-AF for exemption from the requirement for parental consent.

RECORDS OF FIREARMS TRAINING

3.4.27 DGANC, COMD AAC and DGCADETS-AF must maintain, in respect of each participant, a record of all firearms training completed by the participant. The participant's firearm record is to include any relevant civilian qualifications and competencies held by the participant which may form part of a general record for the participant.

SAFETY

3.4.28 ADF Cadets must ensure all cadet firearm activities have the cadets' best interests (including their physical, psychological and emotional wellbeing) as the primary consideration.

3.4.29 ADF Cadets must ensure cadet firearms are only handled by ADF Cadets participants who:

- a. are currently enrolled or accepted in a cadet organisation
- b. are registered to participate in an approved cadet activity involving cadet firearms
- c. have successfully completed the relevant training requirements listed in this policy
- d. hold the permissions and approvals in accordance with this Chapter.

TARGETS

3.4.30 ADF Cadets must ensure the use of targets representative of humans or animals in the course of ADF Cadets activities are not used under any circumstances.

OFFICERS IN CHARGE, SAFETY SUPERVISORS AND AMMUNITION SAFETY SUPERVISORS FOR ADF CADETS CADET FIREARMS ACTIVITIES

3.4.31 ADF Cadets must ensure all OOC and IOC who participate as Officers in Charge and/or Safety Supervisors during ADF Cadets approved activities complete the following training packages:

- a. Combined Army Training Centre (CATC) Training Management Package for the CZ452.22LR calibre cadet rifle
- b. CATC Conduct and Supervise on Restricted Permanent Basic Range.

3.4.32 OOC and IOC may be required to complete additional ADF Cadets procedures training packages.

3.4.33 ADF Cadets must ensure OOC and IOC have an appropriate level of live-fire cadet firearms experience, as determined by their relevant cadet organisation, prior to applying to become an Officer in Charge Practice or Safety Supervisor.

3.4.34 ADF Cadets must ensure OOC and IOC who have completed the relevant firearms training requirements and who act as Safety Supervisors for ADF Cadets live-fire practices supervise no more than four members in total at any one time.

PROCUREMENT AND ALLOCATION

3.4.35 ADF Cadets must ensure cadet firearms are procured in accordance with Commonwealth procurement rules. Procedures for requesting the procurement of cadet firearms are to be specified by the LCM.

3.4.36 ADF Cadets may approve a cadet unit to hold cadet firearms and Innocuous Defence weapons.

3.4.37 ADF Cadets must not approve a cadet unit to hold cadet firearms unless:

- a. the cadet unit has a Firearms Quality Manager (FQM) or Firearms Manager (FM) appointed in accordance with the roles and responsibilities described in this policy
- b. the cadet unit has a secure storage facility in accordance with this policy
- c. the cadet unit has passed a site security inspection by Defence security personnel or local State/Territory police
- d. the cadet unit satisfies the safe storage of firearms IAW the [Firearms Act 1996 \(NSW\)](#) as a minimum.

3.4.38 A cadet unit requesting to hold cadet firearms must apply for approval through their chain of command to DGANC, COMD AAC or DGCADETS-AF, as applicable. If approved, DGANC, COMD AAC or DGCADETS-AF will liaise with the LCM to procure the firearms.

3.4.39 ADF Cadets must ensure cadet firearms are only procured in accordance with this policy.

SERVICING

3.4.40 ADF Cadets must ensure that cadet firearms held in a cadet unit are technically inspected and serviced annually or within the preceding 12 months of its use, by a licenced gunsmith or approved armourer, in accordance with any instructions issued by the LCM.

3.4.41 ADF Cadets must ensure a firearm that does not meet manufacturer's specifications, or fails the annual technical inspection and service, is not used for live-firing until such time as it has been repaired by a licenced gunsmith or approved armourer and meets the original equipment manufacturer's specifications. Any firearm that cannot be repaired to the specified requirements must be lawfully disposed of in accordance with LCM instructions.

SECURITY APPOINTMENT BRIEFINGS

3.4.42 DGANC, COMD AAC or DGCADETS-AF must ensure an OOC or IOC is appointed as FQM or FM, responsible for the security of cadet firearms and associated equipment within each cadet unit holding cadet firearms. An OOC or IOC may be appointed as an Assistant Firearms Manager (AFM) to assist the FQM or FM.

3.4.43 DGANC, COMD AAC or DGCADETS-AF, must ensure a formal brief is provided to the FQM/FM and any AFM, on their initial appointment and annually thereafter, covering the responsibilities of their position, relevant Defence policies,

firearms and explosive ordnance training and any related ADF Cadets procedures. The FQM/FM and AFM are to acknowledge in writing that they have read and understood the information provided. A record of the date the brief was provided must be maintained in accordance with ADF Cadets procedures.

PHYSICAL SECURITY CADET FIREARMS AND INNOCUOUS WEAPONS

3.4.44 Storage containers. ADF Cadets must ensure cadet firearms are stored in accordance with the DSPF Principle 78 'Storage of Cadet Firearms' and the Firearms Act 1996 (NSW).

3.4.45 Transport. ADF Cadets must ensure cadet firearms are transported in accordance with DSPF 'Transporting Cadet Firearms'.

3.4.46 Non-Defence facilities. Cadet firearms may be stored at a non-Defence facility subject to the approval of DGANC, COMD AAC or DGCADETS-AF or their delegates, as applicable, and the completion of a satisfactory Defence-approved site security survey. For this purpose, a non-Defence facility includes but is not limited to:

- a. a cadet unit not located on a Defence facility
- b. a local rifle or gun club armoury
- c. an approved range or shooting centre
- d. a police station.

3.4.47 ADF Cadets must ensure a certificate of inspection is obtained from the inspecting authority and is either:

- a. displayed prominently at the cadet unit near the ADF Cadets firearms storage container
- b. displayed at the non-Defence training area
- c. available to be viewed on request by ADF Cadets participants.

3.4.48 ADF Cadets must ensure no cadet firearms are stored at private residences under any circumstances.

SECURITY KEYS

3.4.49 Keys to a cadet firearms storage container, or other Defence-approved container or facility, constitute security keys.

3.4.50 ADF Cadets must ensure security keys for Defence approved containers or facilities are only held by an OOC or IOC in the ADF Cadets and the FQM/FM, who must be aware of and adhere to any applicable security requirements contained in the

DSPF. Security keys are to be protected from unauthorised access and shielded from view when not in use.

3.4.51 Security keys must be checked during each monthly firearms assurance stocktake in accordance with DEFLOGMAN and conducted in accordance with the Electronic Supply Chain Manual V04S08C19A Stocktaking and Reporting of Cadet Firearms.

3.4.52 ADF Cadets must ensure security keys are not duplicated, except with the written approval of DGANC, COMD AAC or DGCADETS-AF as applicable.

3.4.53 ADF Cadets must ensure the designated ADF Cadets OOC/IOC or FQM/FM keep the security keys in a locked container when not in use.

3.4.54 ADF Cadets must ensure the loss of security keys is reported as a major security incident in accordance with the [DSPF](#) and ADF Cadets procedures. If security keys are lost, the lock on the key safe is to be considered compromised and must be replaced immediately.

AMMUNITION

3.4.55 ADF Cadets must ensure only Defence-approved ammunition, supplied through the Defence supply system, is used. Ammunition provided through the ADF supply system is to be requested, handled and acquitted in accordance with Defence policy and ADF Cadets procedures.

3.4.56 DGANC, COMD AAC or DGACDETS-AF or their delegates may approve cadet units procuring LCM approved commercially available ammunition, if delivery is outside the range of the Defence Service Provider.

3.4.57 ADF Cadets must ensure blank, hand-loaded or self-constructed ammunition in cadet firearms is not used under any circumstances.

3.4.58 ADF Cadets must ensure ammunition is only stored in:

- a. the appropriate packaging and not loaded in magazines
- b. in accordance with the principles, standards and procedures for the management and safety of explosive ordnance activities outlined in the [DSPF](#) Principle 79.

3.4.59 ADF Cadets must ensure ammunition for cadet firearms only issued for use:

- a. at authorised ADF Cadets live fire activities
- b. by properly appointed ADF Cadets OOC/IOC or ADF members.

3.4.60 ADF Cadets must ensure cadets only have access to cadet firearms and ammunition at the designated firing point under the supervision of properly appointed OOC/IOC or ADF personnel.

3.4.61 ADF Cadets must ensure cadet firearms are only placed in the loaded condition at the firing point.

AUTHORISED RANGES

3.4.62 ADF Cadets must ensure ADF Cadets participants only live-fire cadet firearms at Defence ranges or non-Defence ranges certified to allow the ammunition being used. Authorised ranges include:

- a. Defence ranges
- b. Defence-approved [Non-Defence Training Area \(NDTA\)](#) (for example, civilian rifle ranges/gun clubs)
- c. Royal Australian Navy (RAN) ships, with the approval of the Commanding Officer of the ship.

3.4.63 ADF Cadets must ensure supervising staff controlling and supervising range practices involving ADF Cadets participants:

- a. comply with LWP-G 7-3-0 Australian Defence Force Range Orders (General) and LWP-G-7-3-1 Australian Defence Force Range Orders (Dismounted)
- b. comply with Range Standing Orders applicable to the range on which the practice is fired as issued by:
 - (1) [Directorate of Operations and Training Area Management \(DOTAM\)](#) for Estate and Infrastructure Group-managed ranges and NDTA
 - (2) Range Control Officers for all other ranges
- c. comply with authorised ADF procedures for the firearm(s) and practise(s) being fired
- d. for Defence ranges, be qualified in accordance with applicable ADF weapons and range requirements or hold a Defence-approved civilian qualification.

3.4.64 A civilian range is considered Defence-approved when the requirements outlined in the [DTAMM](#) have been met. Approved non-Defence ranges are certified and ADF Cadets must ensure are only used while the Certificate of Range Safety Compliance remains current.

STANDING ORDERS

3.4.65 All ranges used by ADF Cadets are subject to standing orders issued by either the single Service operator or the regional office of DOTAM. Standing orders contain detailed procedures for the use of Defence-approved ranges, both Defence and non-Defence and ADF Cadets must ensure ADF Cadets participants comply with standing orders at all times.

3.4.66 All non-Defence ranges are subject to standing orders issued by the regional DOTAM office. The procedures and regulations in regional DOTAM Non-Defence Training Area Standing Orders may differ from those issued by civilian managers of the range. In all cases, ADF Cadets must ensure all cadet units comply with the regional DOTAM standing orders for each non-Defence range approved for Defence and ADF Cadets use.

RANGE SENTRIES

3.4.67 An OOC or IOC may be appointed as a Range Sentry by the Officer in Charge of the range practice. ADF Cadets must ensure the Officer in Charge briefs the OOC or IOC on the duties of a sentry, in accordance with the relevant Range Standing Orders, and OOC/IOC acknowledges receipt of the brief by initialling the master range instruction.

3.4.68 ADF Cadets must ensure cadets are NOT appointed as range sentries.

LOSS, THEFT OR UNAUTHORISED DISPOSAL OF CADET FIREARMS AND AMMUNITION

3.4.69 ADF Cadets must ensure in the event that cadet firearms or ammunition are suspected or confirmed as lost, disposed of without authorised or stolen, the following actions are taken:

- a. **Initial Action.** The incident must be reported in accordance with [DSPF Principle 78](#), Defence Explosive Ordnance Publication ([eDEOP 101](#)) and ADF Cadets procedures. A stocktake must be conducted to ascertain exactly what is missing or stolen and records checked in accordance with the following:
 - (1) against the FaR for cadet firearms
 - (2) [eDEOP 101](#) to determine the last time ammunition was accounted for.
- b. **Incident Report.** Once the initial action is complete, DGANC, COMD AAC or DGCADETS-AF, as applicable, must make an incident report in accordance with the [DSPF](#) and ADF Cadets procedures. The incident report must contain, so far as possible, the status and any findings of investigations by police and/or Defence agencies.

3.4.70 Where the report recommends any remedial action, DGANC, COMD AAC or DGCADETS-AF may cancel or suspend the cadet unit's approval to hold cadet firearms and arrange for alternative storage of the cadet firearms until the remedial action is completed.

ROLES AND RESPONSIBILITIES**SERVICE CHIEFS**

3.4.71 The Service Chiefs are responsible for:

- a. approving specified ADF Cadets activities for the use of cadet firearms, in accordance with this policy
- b. approving a training syllabus, in accordance with this policy
- c. approving the use of firearms of other nations for approved international competitions, in accordance with this policy
- d. causing a cadet firearms record to be maintained, in respect of each member of their cadet organisation, in accordance with this policy
- e. directing their cadet organisations to implement the policy
- f. ensuring that their cadet organisation's cadet firearms policy and procedures align with this policy
- g. resourcing the implementation of this policy within their respective Service's cadet organisation.

CHIEF OF ARMY (AS LEAD CAPABILITY MANAGER)

3.4.72 Chief of Army is the LCM for cadet firearms and is responsible for the procurement, disposal and servicing of cadet firearms, including publishing related policies and procedures in consultation with ADF Cadets and in particular taking the following action in accordance with this policy:

- a. approving firearms for use as cadet firearms
- b. providing guidance as to the types of activities for which the use of cadet firearms may be approved
- c. procuring cadet firearms and specifying procedures for their procurement
- d. issuing instructions in respect of the servicing of cadet firearms
- e. issuing instructions in respect of the disposal of cadet firearms
- f. physical disposal of cadet firearms.

HEAD RESERVE AND CADET SUPPORT DIVISION/COMMANDER ADF CADETS

3.4.73 Head Reserve and Cadet Support Division/Head ADF Cadets is responsible for:

- a. supporting the Chief of Personnel (CPERS) in ensuring the implementation of this guidance across the ADF Cadets
- b. monitoring the application and implementation of this policy
- c. conducting regular and comprehensive reviews of this policy.

DIRECTOR GENERAL AUSTRALIAN NAVY CADETS, THE COMMANDER AUSTRALIAN ARMY CADETS AND THE DIRECTOR GENERAL CADETS – AIR FORCE

3.4.74 DGANC, COMD AAC and DGCADETS-AF are responsible for ensuring that cadet firearms, associated equipment and ammunition held within their cadet organisations are procured, used, stored, transported, registered and serviced in accordance with this policy, and in particular for:

- a. approving cadet units to hold cadet firearms and innocuous Defence weapons
- b. approving the storage of cadet firearms at a non-Defence facility
- c. cancelling or suspending a cadet unit's approval to hold cadet firearms
- d. supporting their respective Service Chief in ensuring the implementation of this policy in their respective Service's cadet organisation
- e. supporting their respective Service Chief in ensuring that their cadet organisation procedures are consistent with this policy including:
 - (1) ensuring the security of cadet firearms and associated equipment
 - (2) ensuring that all cadet firearms and associated equipment held by their cadet unit are recorded on the FaR
 - (3) assessing whether a cadet displays the appropriate level of maturity to participate in an approved activity that involves the use of cadet firearms
 - (4) ensuring that cadet firearms held by their cadet unit are serviced annually
 - (5) holding of security keys
- f. ensuring that all ADF Cadets participants are aware of this policy and their obligations
- g. ensuring compliance with applicable publications such as local Range Standing Orders, LWP-G 7-3-0 and LWP-G 7-3-1

- h. liaising with the LCM in relation to their respective cadet organisation's procurement, disposal and servicing of cadet firearms
- i. developing their respective cadet organisation procedures relating to the implementation of, and compliance with, this policy relevant legislation and LCM instructions
- j. ensuring that ADF Cadets participants with firearms-related responsibilities are familiar with, and act in accordance with, the security requirements contained in the [DTAMM](#) and the [DSPF](#)
- k. appointing a Firearms Administrator (FA), an FQM and an FM in accordance with this policy.

FIREARMS ADMINISTRATOR

3.4.75 The FA within each Cadet Service HQ is responsible to DGANC, COMD AAC or DGCADETS-AF, as applicable, for managing the use, storage, transport and registration of cadet firearms, associated equipment and ammunition on a national basis for their cadet organisation and the conduct of all firearms assurance stocktakes.

FIREARMS QUALITY MANAGER/FIREARMS MANAGER

3.4.76 The FQM/FM is responsible to DGANC, COMD AAC or DGCADETS-AF, as applicable, for the security, storage, transport, servicing and maintenance of cadet firearms, associated equipment and ammunition held by the cadet unit, and in particular:

- a. holding security keys in accordance with this policy
- b. completing the regular firearms assurance stocktake cycle at cadet unit level on CadetNet
- c. maintaining the cadet unit firearms records, including the FaR and ADF Cadets participants' firearms training records.

ASSISTANT FIREARMS MANAGER

3.4.77 The AFM assists and may deputise for the FQM/FM.

3.4.78 Delegations

3.4.79 Service Chiefs may delegate their functions under this policy.

3.4.80 DGANC, COMD AAC and DGCADETS-AF may delegate their functions under this policy.

MONITORING

3.4.81 Reserves and Cadet Support Division is responsible for monitoring the operation of and compliance with this policy.

RELATED INTERNATIONAL AGREEMENTS

[United Nations Convention on the Rights of the Child](#)
[Optional Protocol to the United Nations Convention on the Rights of the Child on the Involvement of Children in Armed Conflict](#)

Accountable Officer: Chief of Personnel

Policy Owner: Head Reserve and Cadet Support Division