



Headquarters
New Zealand Defence Force
Defence House
Private Bag 39997
Wellington Mail Centre
Lower Hutt 5045
New Zealand

OIA-2026-5823

9th June 2026

A Mosley
fyi-request-34804-e72a24a3@requests.fyi.org.nz

Dear A Mosley

I refer to your email of 29 May 2026 requesting, under the Official Information Act 1982 (OIA):

1. Please provide a general description on the process from receiving the NZCF 10s to the items being shipped.

All unit demands for New Zealand Cadet Force (NZCF) uniform items are submitted on the NZCF 10. Once approved by the Unit Commander, the NZCF 10 is e-mailed to the NZCF Uniform Processing Centre (UPC) for action. Items listed on the NZCF 10 are expected to meet the individual requirements within the Scale of Entitlement (SOE) for unit cadets and/or officers. Each uniform item line of the demand is checked with stock that is available, and these items are packaged for dispatch to the unit. Items that are not available (generally due to unavailable stock at hand) are annotated on the NZCF 10, with the original held and a copy returned to the unit. As stock becomes available, the UPC reconfirms the requirement of the unit before the items are dispatched.

2. Are there any limits on the number of items a unit can order? (For example you can only get 10 SD Shirts within a certain timeframe)

There are no limits on the number of items that can be ordered by a unit, assuming there is a legitimate requirement. Items requested on the NZCF 10 are expected to meet the immediate requirements of the personnel within the requesting unit. All uniform items funded by the NZDF and issued to NZCF personnel are to be within the SOE and recorded on individual uniform/loan records held at unit level. Units are discouraged from holding excessive uniform stock that could be returned to the UPC and recirculated to meet the demands of other units.

3. Is there any particular reason why some NZCF 10 orders are only partially fulfilled?

Unit orders may be partially fulfilled for several reasons, but primarily this occurs due to the unavailability of uniform items on hand. Another example might be when a demand is submitted outside of the approved SOE (e.g. the demand requested for new cadets exceeds the number of new cadets recorded against the unit in CadetNet). Where our allocated uniform funding is insufficient to meet the aggregated demand within NZCF over the financial year, units are able to utilise their own unit funds to purchase (and retain) NZCF uniform items (within the approved Scale of Entitlement) assuming stock is available from uniform suppliers.

You have the right, under section 28(3) of the OIA, to ask an Ombudsman to review this response to your request. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that responses to official information requests are proactively released where possible. This response to your request will be published shortly on the NZDF website, with your personal information removed.

Yours sincerely

GA Motley

Brigadier

Chief of Staff HQNZDF