



# **SERVICE KNOWLEDGE BASIC**

Australian  
Air Force Cadets

Cadet / Instructor Notes

Rewrite Edition, 1st April 2007

**SERVICE KNOWLEDGE BASIC (SKB)**  
**(9 Periods)**

**SKB 1      History and Customs of the RAAF                      AL: B                      Period(s) 2**

- a. Briefly outline the history of the RAAF
- b. Describe the RAAF Ensign, the Australian National Flag and the protocol attached to those flags and banners.
- c. State the relationship and modes of address amongst all ranks between the AAFC and RAAF
- d. State the difference between the Officers, Sergeants and Airmen's Mess and Airman's Club.
- e. State the history and customs of Dining In nights
- a. State the history and use of the Pace Stick

**SKB 2      AAFC Web Site    AL: B/2                      Period(s) 1**

- a. Detail the AAFC Web Site & how to use the various sections. **B**
- b. Practise using the Web Site **2**

Note: Practise using the Web Site can be done at a site available to cadets, ie. library, school, home, friends, etc. If the Squadron does not have access then each cadet can be asked to provide validation of using the web site.

**SKB 3      Ranks, Badges & Abbreviations                      AL: B                      Period(s) 2**

Identify:

- a. The equivalent ranks and badges of rank for the RAN, ARA and RAAF, including the general rank categories
- b. The correct abbreviations for the ranks in the RAAF
- c. The qualification badges used in the RAAF including the following:
  - (1)          Brevets and flying badges
  - (2)          ORB and MSI badges
  - (3)          Parachuting and Marksmanship
- d. Star Plates & Pennants
- e. List the authorised abbreviations used in the RAAF except those abbreviations used for ranks.

**SKB 4      Squadron, Camp Routine                                      AL: B                      Period(s) 1**

Explain:



**SERVICE KNOWLEDGE BASIC**  
**SKB 1 - HISTORY AND CUSTOMS OF THE AAFC**  
**2 PERIODS**

**History of the RAAF**

**1001.** The RAAF origins were first established at the Imperial Conference held in London in 1911, where it was decided that aviation should be developed within the armed forces of the British Empire. Australia implemented this decision, the only country to do so, by approving the establishment of the Central Flying School at Point Cook, Victoria in 1912.

**1002.** The Australian Flying Corps (AFC) was formed within the Australian Imperial Force (AIF), and created a most creditable reputation in both Palestine and France during World War I.

**1003.** The Australian Flying Corps remained part of the Australian Army until 1919, when it was disbanded, along with the AIF. Although the Central Flying School continued to operate at Point Cook, military flying practically ceased until 1920, when the Australian Air Corps was formed.

**1004.** The Australian Air Force was formed on Thursday 31 March 1921, King George V approved the prefix “Royal” in June 1921 and became effective on 31 August 1921, The Royal Australian Air Force then become the second Royal air arm to be formed in British Commonwealth of Nations.

**Flags& Banner**

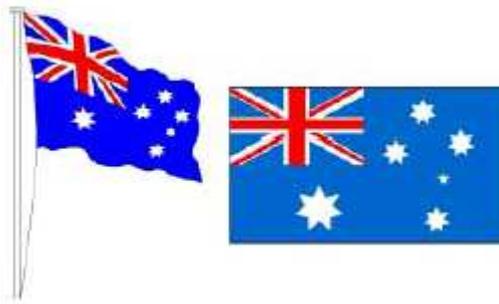
**Australian National Flag**

**1005.** The Australian National Flag is a rectangular piece of dark blue bunting, with the Union Jack in the top left hand corner and with five stars occupying the space in the area to the right of the Union Jack. The sixth and largest star is under the Union Jack. The five small stars are symbolic of the Southern Cross, while the larger star is known as the Federal Star.

**1006.** The National Flag is to be displayed only in a manner befitting the National Flag, and, as such, is not to be subjected to any indignity, nor displayed in a position inferior to any other flag or banner. The National flag may be carried on parade accompanied by an approved unit banner. When this occurs, the National Flag takes precedence and is accorded normal honours.

**1007.** The National Flag is to be saluted on parade when:

- a. the inspecting officer passes it for the first time, and
- b. it is marched on or off ceremonial parade.



## RAAF Ensign

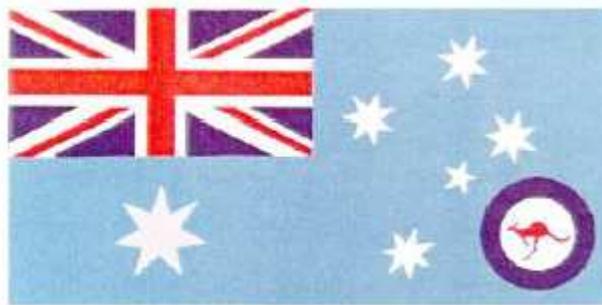
**1008.** The RAAF Ensign is a rectangular flag, normally of pale blue bunting. It resembles the Australian National Flag in all respects except for the addition of a roundel in the bottom right hand corner.

**1009.** The roundel is composed of a red kangaroo on white circle background surrounded by a blue circle superimposed in that order, from the centre outwards.

**1010.** The RAAF Ensign is flown on standard RAAF flag masts or poles at all RAAF establishment and bases.

**1011.** When the RAAF Ensign or Australian National Flag is raised and lowered at RAAF Bases or any other ADF establishments, a whistle is used to indicate the commencement and conclusion of the lowering or raising action. To alert all service personnel, the Orderly Officer will sound a two second whistle blast. Upon hearing the alert, all service personnel in uniform are to halt or stop working, turn and face in the direction of the flag mast, come to attention and salute until the second whistle is blown twice. Any service personnel not in uniform should remove any headdress and follow the same procedures, Without Saluting.

**1012.** Her Majesty Queen Elizabeth II approved the current RAAF Ensign in 1981.



RAAF Ensign

## Heraldry

**1013.** Heraldic devices have been used for centuries as a means of identification. Military badges are believed to have originated with the grant of 'Honourable Distinctions' and granted to military formations to commemorate distinguished service. These over the years became Regimental Colours and remain part of the present day military heritage. RAAF badges and crests perpetuate this heritage.

**1014.** RAAF badges and crests perpetuate this heritage. The majority of RAAF Squadron and Units have been awarded with Colours, Standards or Banners.

**1015.** The order of precedence for these ceremonial flags is:

- a. The Queen's Colour of the RAAF (the predominate Colour of the RAAF),
- b. Individual Squadron Queen's Colours.
- c. Individual Squadron Standards.
- d. Individual Unit Governor General's Banner.
- e. The Australian Air Force Cadets National Banner.

## **Relationship between Ranks in RAAF**

**1016.** A fundamental and traditional distinction in any military force is that between officers, who hold the Sovereign's Commission, and the lower ranks who do not. Cadets should note that within the RAAF, the general term 'airmen' is used for all members, male or female, who are not officers.

**1017.** The acknowledged gap between officers and airmen must remain for disciplinary purposes, yet it can be bridged without familiarity by self-discipline, mutual respect, justice and courtesy.

### **Officers' Mess**

**1018.** The Officer's Mess serves as either a home or a club, according to the individual officer's needs. It also serves as a social and recreational centre.

### **The PMC**

**1019.** The President of the Mess Committee (PMC) is responsible to the CO of the unit for the management, operations & standards of the Mess, including the work of the Mess Committee (DPMC, Secretary, Treasurer, Bar Officer, Entertainment Officer, Property Officer, Messing Officer, Mess Manager, Book Keeper).

### **Conduct in the Mess**

**1020.** As a representative of the AAFC, any officer or CUOs should always set a high standard of behaviour whilst in the Officer's Mess. They should be aware of the customs of the Mess.

### **Sergeants' Mess**

**1022.** Reputedly, the first Mess was formed by the Duke of Wellington in the British Army (circa 1810) to segregate SNCOs from the lower ranks. It still maintains segregation of ranks, and helps prevent familiarity between ranks.

**1023.** RAAF Sergeants' Mess traditions commenced with the formation of the Australian Air Force in 1921. All RAAF messes have their own customs and traditions.

**1024.** The Sergeants' Mess is the home of warrant officers and senior non-commissioned officers (SNCOs) of a base

**1025.** The Chairman of the Mess Committee (CMC), is normally a Warrant Officer, is appointed by the Base Commander, and is responsible for the general discipline, management, business and workings of the Mess.

**1026.** Officers may be invited to visit the Sergeants' Mess, with the approval of the Commanding Officer and CMC.

### **Airmans' Mess**

**1027.** The Airman's Mess is mainly used for the distribution of meals throughout the day.

### **Airmans' Club**

**1028.** The Airmans' Club is a social environment for Junior Non-Commissioned Officers (JNCOs), and other lower ranks. The same principle applies for Officers and SNCOs visiting the Airmans' Mess or Club, except those more stringent rules are applied concerning frequency and duration of visits.

## **History and Customs of Dining In Nights**

**1029.** The procedures for a Dining-in-Night were mostly formulated for the proper conduct of the evening in the Navy and Army Messes long before the formation of the RAAF.

**1030.** Dining-in-nights are a regular feature of Mess life. The essentially simple procedures, which are traditional, heighten the enjoyment of the meal and impart graciousness to the occasion not found elsewhere.

**1031.** Attendance at a dining-in-night is obligatory for all non-resident and resident members. Guests may be invited on special occasions.

**1032.** The PMC, or CMC in the Sergeants' Mess, presides over the evening, along with a Vice President known as Mr Vice. Usually Mr Vice is a junior officer or junior sergeant accordingly.

**1033.** There are no breaks during the meal, however, if there is a genuine need to leave the table, then you may excuse yourself from immediate company, quietly and briefly leave the dining room.

**1034.** 'Passing the Port' is a long tradition, and generally observed in silence. This tradition has been maintained in memory of departed Comrades-in- Arms.

**1035.** The decanter is passed outside the glass to the person on the left, who takes it without allowing the decanter to rest on the table. This is because the port symbolises a toast to the Sovereign, and therefore nothing should come between the member and the Sovereign.

**1036.** In the AAFC, Wings or Squadrons may hold 'all ranks' Dining-in-Nights. This allows all members to socialise in a more formal environment, but maintaining respect and courtesy at all times.

## **History and Use of Pace Stick**

**1037.** The Royal Regiment of Artillery claim to be the originator of the pace stick. It was used by its field gun teams to ensure correct distances between guns. This pace stick was more like a walking stick, with a silver or ivory knob.

**1038.** From that beginning, the infantry developed the pace stick as an aid to drill. The Pace Stick opened to the length of a pace (22" or 56cms) and twirled by a sergeant-major to set the length of a pace and the timing and regularity of steps.

**1039.** Its current use, carried folded, is to distinguish the appointment as a Regimental Sergeant Major or WOD, is its primary function now.

**SERVICE KNOWLEDGE BASIC**  
**SKB 2 – AAFC WEB SITE**  
**1 PERIOD**

**General Information**

**2001.** The AAFC has a National AAFC Web Site which provides information and resources to instructors and cadets. The type of services provided are:

- a. Information on the AAFC.
- b. Instructor and cadet notes for all subjects.
- c. Copy of the Manual of Cadet Training.
- d. Details and contacts to all Wings and Squadrons throughout Australia.
- e. Information on coming events.
- f. Links to similar organisations around the world.
- g. Bulletin Board for discussion around Australia on AAFC matters.

**2002.** The address for the National AAFC Web Site is: <http://www.aafc.org.au>

**Details of the AAFC Web Site**

**2003.** On opening the National AAFC Web Site, the headings that will appear are:

- a. Aims, Vision and Mission Statement,
- b. RAAF Sponsorship,
- c. Positions Vacant,
- d. Ranks & Badges,
- e. Recruiting Information,
- f. Visitors Book,
- g. AAFC Homepages
- h. Resources for Staff & cadets
- i. Locations of Flight & Squadrons
- j. What's New,
- k. Bulletin Board, and
- l. Chat Channels

**2004.** For cadets the home pages, resources and bulletin board provide many opportunities.

**Home Pages**

**2005.** Squadrons post details and pictures of their activities, and general Squadron management on a regular basis. Other cadets visit this site and are able to see what other Squadrons are doing, and gain extra knowledge. This knowledge can be passed on as suggestions for their Squadron.

## **Resources**

**2006.** The most appropriate resource for cadets is the Home Training Cadet Notes. Each compulsory subject is currently available to assist cadets with their studies. Coloured graphics assist with the presentations. Each topic within the subject is broken down to its own file, and can be downloaded by the cadet.

**2007.** Cadet Notes are constantly required to be up-dated, and cadets should ensure they are using the current set of cadet notes.

**2008.** It is important that should any discrepancy be noted by any cadet, it should be immediately notified to their Squadron Training Officer. From there it will be forwarded to the Wing's Staff Officer Ground Training (SOGT). Once verified, the amendment is forwarded to Officer Commanding Ground Training Wing for inclusion in the particular subject cadet notes.

## **Bulletin Board**

**2009.** The Bulletin Board provides the opportunity for cadets and instructors to discuss AAFC matters that either concern them or want to know how other Wings or Squadrons handle the situation. Other matters cover such areas as interchange of greetings, comments on camps, advise on changes in training.

**2010.** It is important that before seeking comments from others, cadets explore through the right channels within their Squadron or Wing for the correct answer. Many times the matter has been addressed within the Wing or Squadron and the cadet can obtain an answer without using this facility. Sometimes it can prove embarrassing for the writer and Squadron.

**2011.** Specific instructors, including the provider of the Web Site moderate the Bulletin Board, and any inappropriate messages can be traced to the originator. Such messages will be quickly deleted and the writer counselled.

## **How to Use**

**2012.** Simply log on through your web provider, and enter the address as shown in para 2002, then double click on the icon you require. Follow the prompts as shown. The Site is very user friendly, and if there are any concerns, forward your comments or suggestions to the National Information Technology Group address located at the bottom of the Home Page.

## **Hector**

**2013.** Hector is used by the cadets for information on upcoming events and camps. The web address for Hector is: [www.hector.net.au](http://www.hector.net.au)

**SERVICE KNOWLEDGE BASIC**  
**SKB 3 – RANKS, BADGES & ABBREVIATIONS**  
**2 PERIODS**

**Ranks and Badges of Rank (Rank Insignia)**

**Introduction**

**3001.** The Australian Defence Force, as with all defence forces around the world, have a rank structure as part of the organisation to control and supervise the running of the force. Each member of a particular arm of the Australian Defence Force (ADF) holds a specific rank.

**3002.** The rank structures of the ADF are divided into two main categories: **OFFICERS**, and **OTHER RANKS**. Each arm of the ADF have equivalent ranks to the other arms of the ADF, for example the Royal Australian Air Force (RAAF) has the same number of officer ranks as the Royal Australian Navy (RAN) and Australian Army.

**Officer Ranks**

**3003. Royal Australian Air Force.** The RAAF Officer ranks are as follows and as shown in Figure 3-1:

- a. **Pilot Officer (PLTOFF)** - is the lowest Junior Officer rank in the RAAF and the badge of rank is one thin bar.
- b. **Flying Officer (FLGOFF)** - is the next rank of the RAAF and the rank badge is one medium bar.
- c. **Flight Lieutenant (FLTLT)** - is the next RAAF Officer rank and completes the Junior Officer ranks of the RAAF. The rank badge is two medium bars.
- d. **Squadron Leader (SQNLDR)** - is the first of the Senior Officer ranks in the RAAF and the rank badge is two medium bars with a thin bar between.
- e. **Wing Commander (WGCDR)** - is the next RAAF Officer rank and the badge of rank is three medium bars.
- f. **Group Captain (GPCAPT)** - completes the Senior Officer rank of RAAF and the badge of rank is four medium bars.
- g. **Air Commodore (AIRCDRE)** - is the first Air Officer rank of the RAAF and the badge of rank is one broad bar.
- h. **Air Vice Marshal (AVM)** - is the next air rank Officer of the RAAF and the rank badge is one broad bar and one medium bar.
- i. **Air Marshal (AIRMSHL)** - is the second highest RAAF Officer rank and is the rank of the most senior RAAF Officer (Chief of Air Force (CAF)), and the badge of rank is one broad bar and two medium bars.
- j. **Air Chief Marshal (ACM)** - is the highest rank a RAAF Officer can attain and the badge of rank is one broad bar and three medium bars.



Figure 3-1 RAAF Officer Ranks

**3004. Royal Australian Navy.** The RAN Officer ranks are as follows and as detailed in Figure 3-2:

*NOTE: It should be noted that the RAN does not have an equivalent Officer rank for Pilot Officer rank of the RAAF*

- a. **Sub Lieutenant (SBLT)** - is the lowest Officer rank in the RAN and the badge of rank is the ringed bar.
- b. **Lieutenant (LEUT)** - is the next rank of RAN Officers and the badge of rank is a medium bar and the ringed bar.
- c. **Lieutenant Commander (LCDR)** - is the next Officer rank of the RAN and the badge of rank is a medium bar and the ringed bar with a thin bar between.
- d. **Commander (CMDR)** - is the next RAN Officer rank and the rank badge is two medium bars and the ringed bar.
- e. **Captain (CAPT)** - is the next Officer rank of the RAN and the rank badge is three medium bars and the ringed bar.
- f. **Commodore (CDRE)** - is the next RAN Officer rank and the rank badge is one broad bar and a ring.
- g. **Rear Admiral (RADM)** - is the next RAN Officer rank and the badges of rank are; one broad bar and the ringed bar on the sleeve or a crown, a sabre and scabbard crossed and a star on the shoulder.
- h. **Vice Admiral (VADM)** - is the second highest RAN Officer rank and is the rank of the RAN Officer in charge of the Navy (Chief of Navy (CN)), the badges of rank are; one broad bar, one medium bar and the ringed bar on the sleeve, or a crown a sabre and scabbard crossed and two stars on the shoulder.
- i. **Admiral (ADM)** - is the highest rank a RAN Officer can attain and the badges of rank are, one broad bar, two medium bars and the ringed bar on the sleeve or, a crown, a sabre and scabbard crossed and three stars on the shoulder.



Figure 3-2 RAN Officer Ranks

**3005. Australian Army.** The Australian Army Officer ranks are as follows and as detailed in Figure 3-3:

- a. **2nd Lieutenant (2ndLT)** - is the lowest Army Officer rank and the badge of rank is one pip.
- b. **Lieutenant (LT)** - is the next Army Officer rank and the badge of rank is two pips.
- c. **Captain (CAPT)** - is the third Army Officer rank and the rank badge is three pips.
- d. **Major (MAJ)** - is the next Army Officer rank and the badge of rank is a crown.
- e. **Lieutenant Colonel (LTCOL)** is the next Army Officer rank and the rank badge is a crown and a pip.
- f. **Colonel (COL)** - is the next Army Officer rank and the badge of rank is a crown and two pips.
- g. **Brigadier (BRIG)** - is the next Army Officer rank and the badge of rank is a crown and three pips.
- h. **Major General (MAJGEN)** - is the third highest Army Officer rank and the badge of rank is one pip and a sabre and scabbard crossed.
- i. **Lieutenant General (LTGEN)** - is the second highest Army Officer rank and the rank badge is a crown and a sabre and scabbard crossed.
- j. **General (GEN)** - is the highest Army Officer rank and the badge of rank is a crown, a pip and a sabre and scabbard crossed.



Figure 3-3 Army Officer Ranks

## RAAF Cap Badges

**3006.** The rank structure is further indicated by the cap badge and by the peak of the cap. This insignia does not vary with each rank, so for identification on specific rank the slides are the best indication.

**3007.** AIR COMMODORE AND ABOVE have a cap badge displaying a wreath of laurel surmounted by a lion on top of a crown, all in gold embroidery. Eagle in gilded metal superimposed. Two rows of gold oak leaves are on the front upper edge of the patent leather peak for the service cap. On the Garrison cap the badge is an embroidered one and there is a row of gold leaves.

**3008.** GROUP CAPTAIN wears an eagle in gilded metal above outlined laurel leaves in gold embroidery, surmounted by red and gold embroidered crown. The patent leather peak of the service cap shows one row of gold oak leaves.

**3009.** WING COMMANDER AND BELOW has the same cap badge as a GPCAPT without the gold oak leaves on the peak, which is a cloth one rather than a patent leather.

**3010.** WARRANT OFFICER cap badge depicts an eagle in gilded metal resting on tips of entwined, but spaced, wattle also in gilding metal, the whole surmounted by a crown with red cap of maintenance depicted.

**3011.** OTHER RANKS cap badge is in gilded metal in bold relief with letters 'RAAF' pierced on the centre and surrounded by a wattle wreath incorporating a crown on top.

Figure 4-4 - CAP BADGES



## Other Ranks

**3012.** The other ranks of the ADF are referred to as Airmen in the RAAF, as Soldiers in the Army and Sailors in the RAN. The other ranks for the ADF are as follows and as detailed in Figure 3-5.

**3013.** The Airmen ranks of the Royal Australian Air Force are as follows:

- a. **Aircraftman/Aircraftwoman (AC/ACW)** - is the lowest airman rank of the RAAF and has no rank badge.
- b. **Leading Aircraftman/Aircraftwoman (LAC/LACW)** - is the next airman rank of the RAAF and the badge of rank is one chevron.
- c. **Corporal (CPL)** - is the next airman rank in the RAAF and is also referred to as a Junior Non-Commissioned Officer (JNCO), the rank badge is two chevrons.
- d. **Sergeant (SGT)** - is the first rank in the group referred to as Senior Non-Commissioned Officers (SNCO), and the badge of rank is three chevrons.
- e. **Flight Sergeant (FSGT)** - is the next rank SNCO airman rank in the RAAF and the badge of rank is three chevrons and a crown.
- f. **Warrant Officer (WOFF)** - is the highest airman rank of the RAAF and is the highest SNCO rank, the badge of rank is the Australian Coat of Arms.

**3014.** The Sailor ranks of the Royal Australian Navy are as follows:

- a. **Seaman (SMN)** - is the lowest sailor rank of the RAN and has no badge of rank.
- b. **Able Seaman (AB)** - is the next sailor rank in the RAN and the badge of rank is a knot.
- c. **Leading Seaman (LS)** - is the next sailor rank in the RAN and the badge of rank is an anchor.
- d. **Petty Officer (PO)** - is the next rank for sailors in the RAN and the rank badge is two anchors crossed and a crown.
- e. **Chief Petty Officer (CPO)** - is the second highest sailor rank for the RAN and the badge of rank is a laurel wreath, with an anchor and a crown.
- f. **Warrant Officer (WO)** - is the highest sailor rank in the RAN and the badge of rank is the Australian Coat of Arms.

**4015.** The Soldier ranks of the Australian Army are as follows:

- a. **Private (PTE)** - is the lowest rank of soldier in the Army and has no badge of rank.
- c. **Lance Corporal (LCPL)** - is the next rank of soldier in the Army and the badge of rank is one chevron.
- d. **Corporal (CPL)** - is the next rank of soldier in the Army and the badge of rank is two chevrons.
- e. **Sergeant (SGT)** - is the first SNCO rank of the Army and the badge of rank is three chevrons.
- f. **Staff Sergeant (SSGT)** - is the next SNCO rank of soldier in the Army and the badge of rank has three chevrons and a crown. *NOTE: Staff Sergeant has no equivalents in the RAAF or RAN.*

- g. **Warrant Officer Class 2 (WO2)** - is the second highest soldier rank in the Army and the badge of rank is a crown.
- h. **Warrant Officer Class 1 (WO1)** - is the highest soldier rank in the Army and the badge of rank is the Australian Coat of Arms.

**Warrant Officers of the Air Force, Army and Navy**

**3016.** Each service has one member who is promoted to the highest rank attainable in each of the three services other ranks structures. These three positions are: **Warrant Officer of the Air Force (WOFF-AF), Regimental Sergeant Major of the Army (RSM-A) and, Warrant Officer of the Navy (WO-N).**



Figure 3-5 ADF Other Ranks

**RAAF Qualification Badges**

**3017.** The RAAF has specific badges which are awarded to personnel upon completion of training and upon gaining a qualification. The badges are primarily awarded to aircrew personnel and are commonly referred to as wings. The badges are referred to as **BREVETS**. All brevets are worn directly above all decorations over the left breast pocket. Examples of the RAAF qualification brevets are as follows.

**3018. RAAF Pilot Brevet.** The RAAF Pilot Brevet is awarded to Officers upon completion of pilot training in the RAAF. There are three versions of the brevet, for different uniforms; a metal version for wearing on shirts only, a full colour embroidered cloth version for wearing on the Service Dress jacket and a white and black embroidered cloth version for wearing on the utility jacket. A smaller version of the Service Dress jacket brevet is worn on Mess Dress. The pilots brevet is shown in Figure 4-6.



Figure 3-6 RAAF Pilot Brevet

**3019. RAAF Navigator Brevet.** The RAAF navigator Brevet is awarded to Officers upon completion of navigator training in the RAAF. The navigator brevet is worn in the same way as a pilots brevet and come in the same versions. An alternative is the new navigation “wings”, shown in Figure 3.7. They are similar to the Pilots Wings, except the “RAAF” is replaced by the Southern Cross. The navigator’s half brevet is shown in Figure 3-7.



RAAF Navigator Wings. RAAF Navigator Brevet

Figure 3.7

**4020. Flight Engineer Brevet.** The RAAF flight engineer brevet is awarded to Officers and Airmen upon completion of flight engineering training in the RAAF. The flight engineer brevet is worn in the same way as a pilots brevet and come in the same versions. The flight engineer brevet is shown in Figure 3-8.



Figure 3-8 RAAF Flight Engineer Brevet

**4021. Load Master Brevet.** The RAAF load master brevet is awarded to Airmen upon completion of load master training in the RAAF. The load master brevet is worn in the same way as a pilots brevet and come in the same versions. The load master brevet is shown in Figure 3-9.



Figure 3-9 RAAF Load Master Brevet

**4022. Flight Steward.** The RAAF flight steward brevet is awarded to Airmen upon completion of flight steward training in the RAAF. The flight steward brevet is worn in the same way as a pilots brevet and come in the same versions. The flight steward brevet is shown in Figure 3-10.



Figure 3.10 RAAF Flight Steward Brevet

**3023. Air Electronics.** The RAAF air electronics brevet is awarded to Airmen upon completion of air electronics training in the RAAF. The air electronics brevet is worn in the same way as a pilots brevet and come in the same versions. The air electronics brevet is shown in Figure 3-11.



Figure 3.11 RAAF Air Electronics Brevet

**3024. Gunners Brevet.** The RAAF gunners brevet is awarded to Airmen upon completion of aircraft gunners training in the RAAF. The gunners brevet is worn in the same way as a pilots brevet and come in the same versions. The gunners brevet is shown in Figure 3-12.



Figure 3-12 RAAF Gunners Brevet

**3025. Parachute Jump Instructors Brevet.** The RAAF parachute jump instructor brevet is awarded to Airmen upon completion of parachute jump instructor training in the ADF. The parachute jump instructor brevet is worn in the same way as a pilots brevet and come in the same versions. The parachute jump instructor brevet is shown in Figure 3.-13.



Figure 3-13 RAAF Parachute Jump Instructor Brevet

**3026.** Members of the Medical and Chaplaincy Branches of the RAAF also wear distinctive badges, this time on the lapels of shirts and tunics. In the case of Medical staff (Doctors and Nurses etc) it is the Winged Caduceus of Mercury surrounded by a crown as in Figure 3-14.

**3027.** The chaplains wear the Maltese Cross in black metal with wings of black metal (the Cross Pattee) with the RAAF superimposed on the centre of the cross which is itself superimposed on wings.

**3028.** Only personnel with written authority may wear brevets and badges, and then only one badge if qualified in more than one category.

#### **BADGES OF BRANCH**



Figure 3-14 MEDICAL (Winged Caduceus of Mercury)

## Distinguishing Flags of the RAAF

**3029.** Distinguishing flags are small pennant flags that are used to signify the rank of the Officer Commanding a permanent RAAF establishment. The flag is flown at the mast head of a standard RAAF flag mast at the entrance to the RAAF establishment, on the front of a service vehicle when the Officer Commanding is travelling in the vehicle and on a parade ground to signify the rank of the Officer reviewing the parade. Each Officer rank has a particular distinguishing flag.

**3030.** Junior Officer Distinguishing Flag. The junior Officer distinguishing flag is used when an Officer of PLTOFF, FLGOFF or FLTLT rank is commanding a RAAF establishment. It is a triangle shape with a dark blue border down each long side, light blue filling and a single, medium, red stripe down the centre, as Figure 3-15 details.



Figure 3-15 Junior Officer Distinguishing Flag

**3031. Squadron Leader Distinguishing Flag.** The Squadron Leader distinguishing flag is used when an Officer of SQNLDR rank is commanding a RAAF establishment. It is a triangle shape with a dark blue border down each long side, light blue filling and two medium and one thin red stripes down the centre, as Figure 3-16 details.

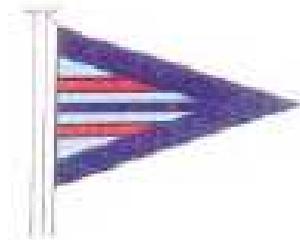


Figure 3-16 Squadron Leader Distinguishing Flag

**3032. Wing Commander Distinguishing Flag.** The Wing Commander distinguishing flag is used when an Officer of WGCDR rank is commanding a RAAF establishment. It is a notched rectangle shape with a dark blue border down each long side, light blue filling and three medium red stripes down the centre, as Figure 3-17 details.



Figure 3-17 Wing Commander Distinguishing Flag

**3033. Group Captain Distinguishing Flag.** The Group Captain distinguishing flag is used when an Officer of GPCAPT rank is commanding a RAAF establishment. It is a notched rectangle shape with a dark blue border down each long side, red filling and four medium light blue stripes down the centre, as Figure 3-18 details.

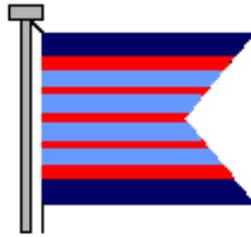


Figure 4-18 Group Captain Distinguishing Flag

**3034. Air Commodore Distinguishing Flag.** The Air Commodore distinguishing flag is used when an Officer of AIRCDR rank is commanding a RAAF establishment. It is a rectangle shape with a dark blue border down each long side, red filling, a broad light blue stripe and one red star in the centre, as Figure 3-19 details.

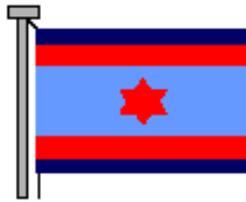


Figure 3-19 Air Commodore Distinguishing Flag

**3035. Air Vice Marshal Distinguishing Flag.** The Air Vice Marshal distinguishing flag is used when an Officer of AVM rank is commanding a RAAF establishment. It is a rectangle shape with a dark blue border down each long side, red filling, a broad light blue stripe and two red stars in the centre, as Figure 3-20 details.

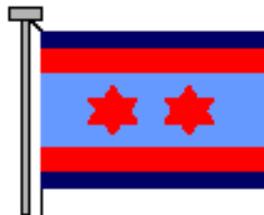


Figure 3-20 Air Vice Marshal Distinguishing Flag

**3036. Air Marshal Distinguishing Flag.** The Air Marshal distinguishing flag is used when an Officer of AM rank is commanding a RAAF establishment. It is a rectangle shape with a dark blue border down each long side, red filling, a broad light blue stripe and three red stars in the centre, as Figure 3.21 details.

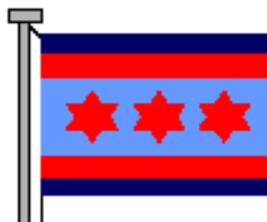


Figure 3-21 Air Marshal Distinguishing Flag

**3037. Air Chief Marshal Distinguishing Flag.** The Air Chief Marshal distinguishing flag is used when an Officer of ACM rank is commanding a RAAF establishment. It is a rectangle shape with a dark blue border down each long side, red filling, a broad light blue stripe and four red stars in the centre, as Figure 3-22 details.

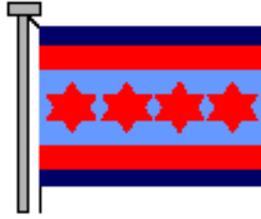


Figure 3-22 Air Chief Marshal Distinguishing Flag

### RAAF Star plates

**3038.** RAAF star plates are used on service vehicles to identify the rank of the Officer travelling in the vehicle. The star plates are only affixed to service vehicles when officers of Air Rank are in the vehicle. They are affixed to the front and rear of the vehicle. When the air rank officer leaves the vehicle the star plate is covered. Vehicles fitted with a visible star plate are to be saluted as they pass. RAAF Air Rank Officer star plates are as follows:

**3039. Air Commodore Star Plate.** The Air Commodore star plate is light blue in colour and has one silver star in the centre, as Figure 3-23 details:



Figure 3-23 RAAF Air Commodore Star Plate

**3040. Air Vice Marshal Star Plate.** The Air Vice Marshal star plate is light blue in colour and has two silver stars in the centre, as Figure 3-24 details:



Figure 3-24 RAAF Air Vice Marshal Star Plate

**3041. Air Marshal Star Plate.** The Air Marshal star plate is light blue in colour and has three silver stars in the centre, as Figure 3-25 details:



Figure 3-25 RAAF Air Marshal Star Plate

**3042. Air Chief Marshal Star Plate.** The Air Chief Marshal star plate is light blue in colour and has four silver stars in the centre, as Figure 3-26 details:



Figure 4-26 RAAF Air Chief Marshal Star Plate

**SERVICE KNOWLEDGE BASIC**  
**SKB 4 – SQUADRON, CAMP ROUTINE**  
**2 PERIODS**

**Introduction**

**4001.** All cadets will have the opportunity to attend camps at RAAF bases as part of their general training program. The first camp cadets will attend is a General Service Training (GST) camp. GSTs are conducted during most school holidays at RAAF bases within the home state of the Squadron.

**4002.** GST camps are designed to provide cadets attending with the opportunity to experience service life over a short time. To ensure that all personnel attending a camp have an enjoyable and interesting time, there are certain rules and regulations that control running a camp.

**Daily Parades**

**4003.** Daily parades are conducted each morning of a camp. The format is detailed in the Manual of Drill. Generally the daily parade includes a roll call, and an inspection of personnel (and raising of the Australian National Flag if applicable).

**4004.** AAFC Flights would hold similar parades at the beginning of each home training parade.

**Sick Parades**

**4005.** Sick parades are conducted during the daily parade each morning. All detachments are required to have a First Aid instructor available to attend to minor injuries, eg. blisters, cuts, etc. If the condition requires medical support the cadet will be escorted to the base medical facility for consultation.

**4006.** Cadets are not required to wait for the morning sick parade if they feel ill at other times. Cadets can request to be taken to the base medical facility at any time. During stand to hours, cadets should request their instructor to arrange for their transfer to medical. During stand-down hours, cadets should contact the AAFC Orderly Person.

**Clothing Parade**

**4007.** Issues and exchanges of clothing may be carried out in one of the following ways:

- a. members transported to the AAFC Store and
- b. members send items of exchange through their Squadron store (Equipment Officer) giving details of all sizes, etc.

**Clothing and Footwear**

**4008.** Cleanliness of clothing is as important as cleanliness of the body. Clothes should be changed and washed as often as possible. Underclothes and socks should be changed daily. Keep dirty clothes separate from clean clothes.

**Reporting of unsafe events and injuries**

**4009.** All unsafe and injuries are to be reported to the duty Officer immediately if the duty Officer is unavailable the cadets can come to any of the staff.

**First Aid Available**

**4010.** There will be full first aid assistance on all squadron parades and camps. All Staff and senior Cadets must hold a level two first aid certificate.

## **Purpose of SQN briefing**

**4011.** Squadron briefings are conducted for cadets to standardize information and safety, briefings consist of:

- First Aid
- Fire order
- Day to day running of SQN
- Etc.

## **Personal Hygiene**

**4012.** Personal hygiene aims at the formation of habits, which will assist the body to function efficiently and thereby safeguarding health. Where large bodies of people live and work together, disease spreads very quickly. It is therefore important that all members pay particular attention to personal hygiene.

**4013.** Care of the skin is essential in all climates. It is advisable to carry out the following:

- a. shower at least once a day, and after any vigorous physical training (PT),
- b. clean clothing replaced daily,
- c. wear thongs in the shower (to prevent tinea),
- d. dry well,
  - (1) between the toes,
  - (2) under the armpits, and
  - (3) between the legs,
- e. wash hands after leaving the toilet and prior to meals, and
- f. ensure that all parts of the body are washed, especially where sweat collects.

**4014.** Hair should be cared for in the following manner:

- a. back of the neck is to be kept clear of hair,
- b. brush hair at least three times a day (ie. prior to meals), and
- c. don't wear other people's hats or use their combs.

**4015.** Teeth should be cared for to prevent dental cavities and gum disease. Teeth should be brushed at least daily and after every meal if this can be arranged.

**4016.** Nails should be kept short and clean at all times. Cadets are advised against biting their nails.

**4017.** Dirty clothing should be kept separate from clean clothing. It should be washed as soon as possible. Never wear dirty clothing.

**4018.** If a cadet objects to another cadet's standards of personal hygiene, they should politely mention their objections to the cadet concerned. If this fails to bring results then the cadet should bring the matter to the attention of the Disciplinary NCO.

**4019.** Ear trouble can be very painful, and can be caused by swimming in dirty water. The collection of sweat and dirt in the ears or failing to adequately clean them may also be a cause of the problem. If your ear bothers you, seek immediate medical attention.

## **Hands and Feet**

**4020.** Your hands are continually in contact with dirty and infected materials, which may transfer to food, or to other parts of the body. Disease germs gather particularly under fingernails, and scratches cause infection of the skin. Sweat and dirt collect on the feet, which renders them particularly liable to infection through blisters and abrasions caused by ill fitting boots, shrunken, badly darned socks, and poor foot hygiene. **Always**

- a. keep your nails short and clean,
- b. wash your hands before eating and after every visit to the latrine,
- c. wash your feet daily, and
- d. change your socks daily.

## **Conduct in Camp**

### **Introduction**

**4021.** When in camp the AAFC is the guest of the RAAF. Cadets, at all times, should act in a way that will bring credit to the Corps. All camps involve much organisation through and co-operation of the RAAF personnel. Good manners and conduct are a means of showing appreciation for this work. Camp Standing Instructions will be posted in sleeping quarters and lecture rooms. Cadets are to read and understand Camp Standing Instructions.

### **Conduct in Camp**

**4022.** Ensure that a sleeping hut label is attached above the head of the bed showing rank, number and name.

**4023.** Cadets are to keep to roads and footpaths when moving about the Base.

**4024.** Souveniring or theft is prohibited and will be dealt with appropriately.

**4025.** Smoking, alcohol, practical jokes and initiation ceremonies are also prohibited.

**4026.** Cadets are forbidden to enter:

- a. RAAF personnel living quarters,
- b. AAFC adults living quarters,
- c. Cadets living quarters alone,
- d. living quarters of the opposite sex, subject to Camp Standing Instructions, and
- e. Officers or Sergeants Messes.

**4027.** Cadets are not to go about in bare feet, (thongs to be worn in ablution areas).

**4028.** Leave of absence will only be granted in an emergency. Written requests from parents or guardians are required by the Detachment Commander.

**4029.** Lights are not to be switched on after "Lights Out" except in cases of emergency.

**4030.** Visitors are not permitted to enter camps except in cases of emergency.

**4031.** Caps are to be worn at all times except as specified.

**4032.** Money and valuables can be deposited with the Orderly Room. They should not be left in the sleeping quarters.

**4033.** Equipment must not be interfered with (eg. fire equipment)

**4034.** Cadets are responsible for all equipment on issue to them. Any item lost or damaged will be subject to repayment action.

**4035.** Cadets are not to invite or allow service personnel or civilians into their sleeping quarters, unless their duty requires entry, eg Security Police, Fire Personnel etc. If unauthorised persons should enter cadets sleeping quarters they should be politely asked to leave and the incident reported to the AAFC Orderly Person.

### **Fire**

**4036.** If a cadet discovers a fire the cadet should sound the alarm and rouse any sleeping person and evacuate the building. Cadets will form up as a Flight and the senior cadet will call the roll or number the flight to ensure no cadets are missing. No attempt is to be made to try and salvage any personal belongings of another Cadet. The RAAF fire officer should be advised of the situation upon arrival and they will carry out the rescue action. The AAFC Orderly Person is to be informed as soon as possible. It should be noted that many bases now have civilian fire fighting contractors, therefore the fire officers attending may not be in military uniform.

### **Initiation Ceremonies and Practical Jokes**

**4037.** Cadets are not to take part in initiation ceremonies with or against other cadets. Abuse of a cadet's person or property is expressly forbidden. Immediate disciplinary action will be taken against all offenders.

### **Gambling**

**4038.** Gambling by cadets is prohibited and will result in dismissal from the AAFC.

### **Alcohol**

**4039.** Cadets are not to partake of alcohol when in camp regardless of age.

### **Tobacco**

**4040.** The use of tobacco by cadets is discouraged for health and safety reasons. Smoking while in uniform, while on camp or on any AAFC activity is expressly forbidden.

### **Non Medical Use of Drugs**

**4041.** Cadets are not to have in their possession, or use (except where authorised by a legally qualified medical practitioner), any narcotic or other substance prescribed as a dangerous drug. Any member of the AAFC who is involved in the non-medical use of drugs will be discharged from the AAFC immediately such activity is brought to the notice of the Officer Commanding (OC), and the activity may be reported to the civil police.

### **Restricted Areas**

**4042.** When cadets arrive in camp they will be advised of the areas in which they can move around. These will generally include: Detachment HQ, canteen, sleeping quarters.

**4043.** All other areas are restricted unless direct permission has been given, or definite times advised as to access (eg. Airmen's Mess, Telephones, Post Office etc.).

**4044.** Cadets should consider all other areas to be Restricted. The Airfield, tarmac areas, technical areas are all restricted, unless an authorised tour of inspection has been arranged by the Detachment Commander.

### **Guards**

**4045.** The following personnel maintain the security of RAAF establishments:

- a. Main Gate Security The main gate is manned by the guards under command of the guard commander or by use of a Proximity Card Scanner. They control the entry of personnel and vehicles. Cadets may be required to produce their PH299 as proof of identification, before they can enter the Base.
- b. Picquets. A party of personnel normally under the control of a guard corporal carrying out some specific duty, eg building security or fire prevention. Any cadet challenged by a piquet is to stop and state their name and rank.
- c. Security Guards. These guards patrol with RAAF guard dogs and provide security of installations and aircraft. Personnel apprehended by a guard dog must stop immediately and stand still until the handler takes charge of the dog. Do not attempt to run from the dog.
- d. Security Police. Security Police carry out independent patrols to preserve good order and security. Cadets are to obey the orders of the Security police.

### **Airmen's Mess**

**4046.** Special times will be arranged for cadet meals and these are recognised as parades. Usually the messing staff allocates a particular area of the mess for use by cadets. Cadets are not to join with permanent members at their tables, nor to associate with them.

**4047.** Caps are not to be worn in the mess or placed on tables. Caps are to be placed in pockets or looped through the belt whilst at the table.

**4048.** At the conclusion of the meal, each cadet is to take their eating utensils to the area provided in the mess. In some messes, eating utensils are left at the tables and cleared by the messing staff.

**4049.** Overalls or working dress may only be worn to the mess during working hours. Service dress must be worn to the evening meal.

**4050.** Cadets are to conform to the normal rules of table etiquette. Talking in the mess should be kept to a minimum. Do not run in the mess. Avoid making a noise with boots when walking. Chairs should be moved quietly and replaced under the table when finished, avoiding scraping them on the floor. Any complaints should be directed to the Detachment Disciplinary NCO.

**4051.** Cadets are not to visit or enter the mess other than at meal times.

### **Support in Camp - Chaplaincy & Equity Advisory Service**

**4052.** Cadets in Camp may be faced with problems in which they feel the need for advice. Cadets are to approach the Disciplinary NCO who will offer confidential advice. If he/she is unable to offer assistance, he/she will arrange for them to see the appropriate officers including the Chaplain, Psychologist, Medical Officer etc.

**4053.** Cadets are not to make their own arrangements to see any of these particular people, but should make the arrangements through the Detachment Commander.

**4054.** Cadets should not hesitate to seek advice at any stage should they feel a need for it, and certainly shouldn't in any situation where the health and/or safety of others may be involved.

**SERVICE KNOWLEDGE BASIC**  
**SKB 5 – ADF AND AEROSPACE INDUSTRY CAREERS**  
**1 PERIOD**

**Introduction**

**5001.** Specific information on RAAF careers should be requested from the nearest Defence Force Careers Advisory centre. The information contained below is of a general nature only.

**5002.** The RAAF is a dynamic and modern Air Force and offers young people from all walks of life with exciting and challenging career prospects.

**5003.** Depending on the educational standard attained, applicants have various employment opportunities available with the RAAF. There are jobs for every level of education and in the majority of main stream civilian employment categories.

**5004.** The employment categories can be broadly grouped into two groups; Airmen/Airwomen employment options and Officer employment options. Some employment categories are only open to Airmen/Airwomen and others are restricted to Officer's.

**5005.** The following broad groups of employment categories are available within the RAAF:

- a. Air Operations,
- b. Aircraft Engineering,
- c. Health and Medicine,
- d. Information Technology,
- e. Education,
- f. Intelligence,
- g. Catering,
- h. General Engineering,
- i. Administration and Personnel Support,
- j. Communications,
- k. Supply and Logistics, and
- l. Security and Safety.

**Airman/Airwoman Employment Options**

**5006.** Applicants for employment categories available to Airmen and Airwomen are assessed for suitability for specific categories during the recruitment process and following successful acceptance for employment will undergo standard general service training before undertaking specific training in their selected speciality. The educational standard of the applicant dictates the employment options available as follows:

**5007. Year 9 Education Level:** Applicants with year 9 education standard have the following employment options available:

- a. Catering Staff - Cooks, Cooks Assistants, Stewards.
- b. Support Staff - General Hands.

**5008. Year 10 Education Level:** Applicants with year 10 education standard have the following additional employment options available:

- a. Aircraft Engineering - Aircraft (Mechanic, Fitter, Technician), Avionics (Mechanic, Fitter, Technician, Aircraft Life Support Fitter, Aircraft Structural Fitter, Aircraft Systems Technician, Avionics System Technician, Surface Finisher.
- b. General Engineering - Communications Electronics Technician, Ground Support Equipment Technician, Metal Machinist, Plumber, Carpenter, Electrician.
- c. Administration and Personnel - Clerks, Musicians.
- d. Health and Medical - Medical Assistants, Dental Assistants, Physical Training Instructors, Laboratory Technician, Dental Hygienist, Dental Technician.
- e. Supply and Logistics - Supply Clerk, Supplier.
- f. Information Technology - Signals Operator.
- g. Air Operations - Air Surveillance Operator.
- h. Security and Safety - Firefighter, Airfield Defence Guards, Security Police.

**5009. Year 11 Education Level:** Applicants with year 11 education standard have the following additional employment options available:

- a. Air Operations - Airborne Electronics Analyst.

**5010.** The RAAF can recruit people with existing qualifications into many of the above employment categories. These members, after being successfully recruited are required to complete general service training only, before commencing work.

### **Officer Employment Options**

**5011.** Entry into the RAAF as an Officer can be accomplished in a number of ways:

- a. as an Officer Cadet at the Australian Defence Force Academy,
- b. as a direct entry Officer, or
- c. by the undergraduate sponsorship scheme.

**5012. ADFA Officer Cadet Entry.** Applicants require year 12 prior to entering ADFA. Upon completion of training at ADFA Officer Cadets are specialist trained in their chosen field and are promoted to Officer rank. ADFA is a university and applicants receive a degree at the completion of their training.

**5013. Direct Entry Officer.** A direct entry Officer is an applicant with previous qualifications or experience who requires no academic training before being commissioned as an Officer. Applicants will be trained in general service areas prior to commencing work in their chosen field.

**5014. Undergraduate Sponsorship Scheme.** Applicants to join the RAAF who are currently undertaking university schooling can request the RAAF to sponsor the remaining of their training leading to commissioning in the RAAF as an Officer. Applicant are required to have completed a set amount of their course and have a proven ability to successfully complete the course.

### **Officer Specialisations**

**5015.** The following Officer employment specialisations are available in the RAAF:

- a. Air Operations - Pilot, Navigator, Air Traffic Control Officer, Airborne Electronics Officer.

- b. Aircraft Engineering - Aeronautical Engineer, Armament Engineer, Electronics Engineer.
- c. Health and Medicine - Dental Officer, Medical Officer, Pharmacy Officer, Environmental Health Officer, Nursing Officer.
- d. Intelligence - Intelligence Officer.
- e. Catering, Supply and Logistics, Administration and Personnel – Administration Officer, Supply Officer, Legal Officer, Chaplain, Facilities Officer.
- f. Education - Education Officer.
- g. Security and Safety - Security Police Officer, Ground Defence Officer.

**5016.** The RAAF is a dynamic and modern Air Force with a large variety of complex and sophisticated equipment. Employment within the RAAF is highly sought and provides successful applicants with a stable and satisfactory career. AIRTC Cadets seeking to join the RAAF should, in the first instance, contact their nearest Defence Force Recruiting Centre, where the latest employment availability and education requirements can be accurately provided.