



SERVICE KNOWLEDGE

RECRUIT

Australian
Air Force Cadets
Cadet / Instructor Notes

Rewrite dated 20 February 2007

- a. Outline the procedures for paying of compliments in the following circumstances:
- (1) Beginning and end of each instructional lesson
 - (2) Passing an officer in street
 - (3) Entering a room where an officer is 'present'
 - (4) Non-saluting areas
 - (5) In civilian hours outside of cadet hours including wearing of hats
 - (6) What to do if arms are full or injured
 - (7) Playing of Last Post
 - (8) Playing of National Anthem
 - (9) Raising of National Flag
 - (10) Raising of RAAF Ensign

SKR 5 AAFC Uniform

AL:B/2

Period(s): 1

This lesson should be conducted immediately prior to being issued a uniform or if cadets have been issued a uniform, immediately prior to them wearing it for the first time.

- a. Describe the various AAFC uniforms
- (1) Service Dress
 - (2) Ceremonial Dress
 - (3) DPU
 - (4) Working Dress (if applicable in the Operational WG)
- b. State when AAFC uniform is to be worn **B**
- c. Describe the correct way to wear the AAFC uniform
- (1) Wearing of Belt
 - (2) Wearing of Rank slides
 - (3) Wearing of Hat fur felt (including Chin strap)
 - (4) Wearing of tie
 - (5) Care for Hat fur felt
 - (6) Care for SD items (pants, tie, rank slides)
- d. State the requirements for grooming with respect to:
- (1) Jewellery
 - (2) Hair including hair colours
 - (3) Nail polish
- e. State the responsibility for care and maintenance of the AAFC uniform **B**
- f. State the procedure and responsibilities of cadets for the issue and return of uniforms **B**

SKR 6 RAAF Aircraft

AL: B Period(s): 1

Recognise the current RAAF aircraft types and their respective roles:

(F111, F/A18, Hawk 127, B707, BBJ, Challenger 604, PC9, Beech 200 King Air, Caribou, C130J, C130H, AP3C, PC9, C17, Wedgetail, KC30B,).

SKR 7 Uniform Preparation

AL:B 2 Period(s): 2

This lesson should be scheduled AFTER uniform has been issued.

- a. Demonstrate the correct way of ironing a shirt.
- b. Demonstrate the correct way of polishing shoes
- c. Demonstrate the methodology of blousing pants.

SKR 8 History and Customs of the AAFC/AIRTC

AL: B Period(s): 1

- a. Revise the aims of the AAFC
- b. Outline the history of the AAFC/AIRTC
- c. Describe the AAFC National, Wing and Squadron Banners, and the protocol attached to those flags and banners.
- d. The qualification badges used in the AAFC.
- e. Explain the significant aspects of the history of the local SQN. Possible suggestions include War time history, Freedom of the City, significant ex cadets and staff.

SKR 9 AAFC Behavioural Policy

AL: A Period(s): 1

- a. State the AAFC policy on Harassment and Equity & Diversity.
- b. State the Occupational Health & Safety Policy and what a cadet should do if they perceive an OH&S issue.
- c. State the expectations the AAFC has of cadet behaviour.
- d. State the AAFC policy on the use of drugs, alcohol and tobacco.
- e. Outline a cadets' first step in making a complaint (redress of grievance) and provide advice on where a cadet could find information if they desired.
- f. State the AAFC policy on counselling of cadets.

SKR 10 Administration and General Conditions of Service – Cadets

AL:B/2 Period(s): 2

- a. Outline the general processes with respect to:
 - (1) Seeking leave from a SQN parade/ activity.
 - (2) Reclassification to LCDT
- b. Outline where a cadet can find information regarding:
 - (1) Promotion
 - (2) Transfer to another SQN
 - (3) Seeking discharge
- c. State the use of orders and instructions issued in the AAFC including:
 - (1) HQAAFC Routine Instructions
 - (2) Unit Standing Instructions
 - (3) Directions from superiors
- d. Describe the use of the 24 hour time system.
- e. List the abbreviations used in the AAFC including AAFC rank abbreviations.
- f. Outline the use of AAFC online resources:
 - (1) AAFC Resource Centre
 - (2) AAFC Bulletin Board
 - (3) Hector
- g. Describe how to maintain a cadet's personal record of service (PH299).

SKR 11	Examination	Period(s): 1
SKR 12	Examination Review	Period(s): 1

**SERVICE KNOWLEDGE RECRUIT (SKR)
SKR 1 – INTRODUCTION TO THE AAFC
1 PERIOD**

INTRODUCTION TO STAFF AND THEIR POSITIONS

**SERVICE KNOWLEDGE RECRUIT (SKR)
SKR 2 - RANKS AND BADGES
2 PERIODS**

AAFC Ranks and Badges of Rank (Rank Insignia)

Introduction

2001. In the Australian Air Force Cadets as within many other organisations, there is a requirement for members to hold positions at different levels within the organisation. The requirement for a chain of command and different levels of management within the AAFC, is to ensure the operation and control of the AAFC follows a military format very similar to the RAAF.

2002. To easily identify personnel who hold certain positions within the AAFC organisation, members are promoted to different ranks to comply with the established positions within the AAFC. Promotion to a higher rank is generally only granted after a member has been in the organisation for a required period of time and has completed service for a required period at the previous rank.

2003. The different ranks have different insignia to identify the rank it represents.

2004. The Australian Air Force Cadets have two separate rank structures within the overall organisation. They are:

- a. Cadet rank structure, and
- b. Instructor rank structure.

Cadet Rank Structure

2005. The Cadet rank structure follows the same structure as the Instructor ranks. Cadets with rank have authority and seniority over other Cadets only. The Cadet rank structure follows.

2006. All Cadet badges of rank of the Australian Air Force Cadets are on a blue-grey background with a light blue stripe at the base, embossed with the word AAFC in dark blue.

Rank Slide Rank Qualification

AAFC Cadet Ranks and Abbreviations

RANK	ABBREVIATION	
	Cadet CDT	<input type="checkbox"/> <input type="checkbox"/> On enrolment to the AAFC

	<p>Leading Cadet LCDT</p>	<p><input type="checkbox"/> <input type="checkbox"/> Passed the Basic stage of training <input type="checkbox"/> <input type="checkbox"/> served in the AAFC for minimum of 12 months</p>
	<p>Cadet Corporal CCPL</p>	<p><input type="checkbox"/> <input type="checkbox"/> Passed a Junior non-Commissioned Officer course <input type="checkbox"/> <input type="checkbox"/> Served 6 months as a LCDT <input type="checkbox"/> <input type="checkbox"/> a vacancy exists <input type="checkbox"/> <input type="checkbox"/> recommended by CO</p>
	<p>Cadet Sergeant CSGT</p>	<p>Passed the Senior Non Commissioned Officer Course <input type="checkbox"/> <input type="checkbox"/> Served 12 months as a CCPL <input type="checkbox"/> <input type="checkbox"/> recommended by CO <input type="checkbox"/> <input type="checkbox"/> a vacancy exists</p>
	<p>Cadet Flight Sergeant CFSGT</p>	<p><input type="checkbox"/> <input type="checkbox"/> Served 6 months as a CSGT <input type="checkbox"/> <input type="checkbox"/> recommended by CO <input type="checkbox"/> <input type="checkbox"/> a vacancy exists</p>
	<p>Cadet Warrant Officer CWOFF</p>	<p><input type="checkbox"/> <input type="checkbox"/> Passed CWOFF course <input type="checkbox"/> <input type="checkbox"/> Hold a current Senior First Aid Certificate <input type="checkbox"/> <input type="checkbox"/> Served as a CSNCO for a minimum of six months <input type="checkbox"/> <input type="checkbox"/> a vacancy exists in the SQN <input type="checkbox"/> <input type="checkbox"/> recommended by CO</p>
	<p>Cadet Under Officer CUO</p>	<p><input type="checkbox"/> <input type="checkbox"/> Passed the SNCO Course <input type="checkbox"/> <input type="checkbox"/> Hold a current Senior First Aid Certificate <input type="checkbox"/> <input type="checkbox"/> Served 9 months as a SNCO <input type="checkbox"/> <input type="checkbox"/> a vacancy must exist in the SQN</p>

Instructor Rank Structure

1. The Instructor rank structure of the Australian Air Force Cadets is based on the rank structure of the RAAF. All AAFC Instructors have seniority to the Cadet rank structure and therefore have authority over Cadets at all times.
2. The Instructor rank structure is divided into two groups of ranks, the AIRMEN ranks and the OFFICER ranks. The Airmen rank structure of the Australian Air Force Cadets follows.
3. All Airmen ranks are to be referred to by their rank title when they are being addressed, eg. a Corporal is to be referred to by his or her rank of Corporal. The exception to this is for Warrant Officers who are referred to as 'Sir' or 'Ma'am' depending whether they are male or female.
4. All Officers are referred to as 'Sir' or 'Ma'am' depending whether they are male or female Officers. All Officer ranks must be saluted by cadets and Instructors. A table of Officer Ranks.
5. The Commander of the AAFC holds the rank of GPCAPT. The rank of WGCDR is held by the Officer Commanding for each AAFC Wing and Director positions. Staff Officers at the Wing Headquarters are appointed to the rank of SQNLDR. Each rank has seniority over the ranks below it, for example, a Sergeant has seniority over all Corporals, Leading Aircraftmen/women and Aircraftmen/women.
6. All Instructor badges of rank of the Australian Air Force Cadets are on a blue-grey background with a white stripe at the base, embossed with the word AAFC in dark blue. This will change to AAFC when the slides have been delivered. They are currently being made.

AAFC Instructor Ranks and Abbreviations

RANK	ABBREVIATION
	<p>Aircraftsman/ Aircraftswoman AC (AAFC); ACW (AAFC) The Lowest rank an Instructor can be appointed to the AAFC.</p>
	<p>Leading Aircraftsman/Aircraftswoman LAC (AAFC); LACW (AAFC) The next rank within the Instructors rank structure.</p>

	<p>Corporal CPL (AAFC) This rank is referred to as a Junior Non-Commission Officer rank (JNCO).</p>
	<p>Sergeant SGT (AAFC) This rank is the first rank of the Senior Non-Commissioned Officer rank (SNCO).</p>
	<p>Flight Sergeant FSGT (AAFC) This is another Senior Non-Commissioned Officer rank, Can be missed</p>
	<p>Warrant Officer WOFF (AAFC) Is the final and most Senior Non-Commissioned Officer Rank in the AAFC and RAAF</p>

AAFC Officer Ranks and Abbreviations

RANK	ABBREVIATION
	<p>Pilot Officer PLTOFF (AAFC) First of the Officer ranks Junior Officer</p>

	<p>Flying Officer FLGOFF (AAFC) Second of the Officer ranks Junior Officer</p>
	<p>Flight Lieutenant FLTLT (AAFC) Most senior of the Junior Officer ranks Can be found at SQN level</p>
	<p>Squadron Leader SQLDR (AAFC) The first of the Senior Officer ranks This rank will be held by Senior Staff at Wing HQ</p>
	<p>Wing Commander WGCDR (AAFC) This rank will be held by the Officer Commanding of the Wing.</p>
	<p>Group Captain GPCAPT (AAFC) Will be held by staff at national level.</p>

Training Stage Badges

Training Stage	Badge	Remarks
Recruit	Cadet will be awarded with Certificate	
On completion of the Basic Stage	No badge awarded; reclassified to LCDT	Cadets reclassified to LCDT.

Proficiency		
Advanced		
Qualified / Applied	Qualified / Applied no badge awarded	

2007. Adventure Training Award. The adventure training award is presented to Cadets who have successfully completed the adventure training course. The adventure training badge is metal in the shape of a boomerang written on the boomerang. The Adventure Training badge is worn centrally above the left breast pocket.



The Adventure Training Award badge.

Firearms Safety Award

SILVER

2008. Firearms Safety Award. This award is presented to Cadets and Instructors who have completed and passed the Test of Elementary Training (TOET) on the current service firearm or Firearms Safety Elective on the .22 weapon. The single rifle badge is made of metal and is in the shape of a F88 Austyer rifle and is silver in colour. It is worn centrally on the right breast pocket flap.



GOLD

2009. Marksmanship Award. This is presented to Cadets that have achieved a score of 31 or higher out of 36 on a LF6 and/or LF9 training shoot on the current service weapon. It is made of metal in the form of an F88 Austyer and is gold in colour. The crossed rifle badge has been superseded by the Marksmanship badge.. It is worn centrally above the right breast pocket. The Marksmanship badge is shown in Figure 6 Marksmanship Badge. Figure 6 Marksmanship Badge

2010. Solo Gliding Badge. The solo gliding badge is awarded to Cadets that successfully complete training as a glider pilot and attain solo flying status. The solo gliding badge is made of metal and is in the shape of an eagle flying over a wreath surmounted by two scrolls, the top one with the word SOLO and the bottom with the words AIR TRAINING CORPS. The badge is bronze in colour, and is worn centrally above the left breast pocket. The solo gliding badge is shown below.



2011. Parachuting Badge. The parachuting badge is awarded to Cadets who successfully complete the prescribed number of jumps during parachute training conducted by the AAFC. The badge is made of cloth material and is a parachute surmounted by wings above a scroll with the word AAFC. The badge is worn centrally on the top of the left sleeve of service dress shirts. The parachuting badge is shown below.



2012. AAFC Flying Badge. The AAFC Flying Badge is awarded to Cadets and Instructors who have successfully attained a civil pilot's licence under training provided by the AAFC. The badge is made of metal and is silver in colour, in the shape of an eagle



History of Saluting

2013. Origins of Saluting

There are a number of explanations for the origin of the military greeting of saluting. In the British Forces the custom probably dates from a regimental order issued by The Coldstream Guards in 1745. The paying of compliments to an Officer by soldiers required them to remove their hats in a sweeping movement. This resulted in the hats becoming soiled from gun powder blackened hands. The new order stated soldiers were to `clap up their hands and bow` as an Officer passed. The Royal Scots in 1762 followed suit with the order `the men for the future are only to raise the back of their hands to their hats with a brisk motion when passing an Officer`. From this beginning saluting, as we know it developed.

Saluting in a form can also be traced back to the Stone Age when the open hand held high indicated friendliness while the holding of the head erect is a reminder that the man is free and not required to avert his eyes to an overlord as was the custom in medieval times.

2014. Military Saluting

All Commissioned Officers of the Australian Defence Force hold office because the Sovereign has granted them a Commission. When a Cadet salutes a Commissioned Officer, the Cadet is indirectly saluting the Sovereign as well as showing respect for the Officer and respect towards Australia and the Australian Defence Force. AAFC Officers are not accorded a salute by ADF personnel.

Saluting does not imply any inferiority in the status of the lower rank.

Cadet Under Officers (CUO) do not hold a Commission, however they are saluted by Cadets as a sign of respect to the rank and authority of the rank. Instructors do not salute CUO's and members of the Australian Defence Force are not required to salute a CUO.

2015. Who and When to Salute

As a Cadet, you will be required to salute all Officers holding a Commission, AAFC Officers, Officers of any foreign services, Officers from the Australian Army Cadets and Australian Naval Cadets, as well as Cadet Under Officers. You must salute when:

- a. **Addressing an Officer** - halt two paces from the Officer, salute, address the Officer, salute when finished, about turn and march off,

- b. **An Officer approaches** - you must stand to attention, turn and face the Officer, and salute when the Officer is three paces from you,
- c. **Passing an Officer** - you must salute three paces from the Officer and at the same time, turn your head to face the Officer. After you have passed the Officer, return your head and eyes to the front as you bring your hand to your side,
- d. You recognise an Officer in civilian dress,
- e. You are spoken to by an Officer, and
- f. In acknowledgment of a command given by an Officer.

When two or more Cadets are together and an Officer approaches, the senior Cadet present or the first Cadet to notice the Officer approaching, is to call 'Stand Fast' and salute the Officer. All other Cadets present are to stand smartly to attention.

Apart from Commissioned Officers, there are also other people and occasions for which you salute. These are:

- a. Her Majesty the Queen, all members of the Royal Family, the Governor General;
- b. Prime Minister and State Governors;
- c. the coffin when passing a funeral cortege (as you cannot remove your hat);
- d. when an Officer enters the classroom for a lecture, the most senior cadet or a nominated class orderly calls 'STAND FAST'. All members of the class stand to attention. The Cadet who called the stand fast is to salute the Officer. The same happens when the Officer leaves the classroom;
- e. the quarter deck when boarding and leaving any of Her Majesty's ships and foreign warships;
- f. when first introduced to a lady;
- g. uncased Colours;
- h. on raising or lowering the National Flag; and
- i. on hearing the National Anthem played but not on occasions sung as a hymn.

SERVICE KNOWLEDGE RECRUIT (SKR)
SKR 3 – AAFC TRAINING
1 PERIOD

3001. Introduction

The basis of AAFC training is the Squadron training conducted weekly at individual Squadrons. The subjects undertaken by Cadets during home training form the foundation of all other training conducted within the AAFC.

3002. Squadron Training

The training conducted at Squadrons is that which is laid down in the Manual of Ground Training for the AAFC. Training is provided on a series of subjects in five separate stages. The stages of training are:

- a. Recruit stage,
- b. Basic stage,
- c. Proficiency stage,
- d. Advanced stage, and
- e. Qualified stage

The following details the subjects that must be completed during each stage of SQN Training:

RECRUIT

- Service Knowledge
- Drill & Ceremonial
- Teambuilding
- Field craft

BASIC

- Service Knowledge
- Drill and Ceremonial
- Fieldcraft
- Aircraft Recognition
- Aviation
- Personal Development

PROFICIENCY

- Aviation
- Drill and Ceremonial
- Fieldcraft

PLUS –Choice of three from

- Aircraft Recognition
- Survival
- Elective Subjects

ADVANCED

- Aviation
- Drill and Ceremonial
- Service Knowledge

PLUS Choice of three:

- Aircraft Recognition
- Survival
- Elective Subjects

QUALIFIED

- Project No 1
- Project No 2
- Project No 3

ELECTIVE SUBJECTS

- Adventure Training
- Aeromodelling
- Air Engines
- Air Navigation
- Air Power
- Air Traffic Control
- Aircraft Ground Handling
- Aircraft Ground Safety
- Fire Safety
- Firearms Training

- Hovercraft
- Meteorology
- Model Rocketry Pts I & II
- Motor Car Awareness
- Radio Communication

Each stage of training requires Cadets to successfully complete specified subjects. Some subjects are repeated in each stage (eg; Drill and Ceremonial), as they are complex subjects and require longer periods of training to cover all aspects of the subject. Some subjects have a theory and a practical component (eg: Fieldcraft) which require Cadets to study the theory aspect of the subject each week at their SQN and then consolidate the theory into a practical exercise at the end of the training.

3003. SQN Bivouacs

SQN bivouacs are field exercises that are conducted by individual Squadrons over weekends during their normal training year. SQN bivouacs are designed to consolidate the theory training Cadets have received during their home training. Many activities are conducted during SQN bivouacs including:

- a. base camp activities,
- b. search and rescue exercises,
- c. survival exercises,
- d. camouflage and concealment exercises,
- e. navigation exercises, and
- f. leadership exercises.

3004. Wing Training

General Service Training Camps (GST) conducted by the Wing Headquarters is in the form of camps at RAAF bases. During each school holidays Cadets can attend camps at RAAF bases and military establishments. The camps are generally conducted over a five day period.

GST camps provide Cadets with an insight into service life and activities conducted at RAAF bases and other military establishments by experiencing the lifestyle of service personnel. During GST camps Cadets will live, sleep, eat and participate in activities just like the permanent service men and women stationed at the base. Visits are organised to working areas of the base, including:

- a. aircraft technical and operating areas,
- b. security section,
- c. medical section,
- d. air traffic control section,
- e. police dog section, and many more.

Each AAFC Cadet has an entitlement to attend camps up to ten days per year. Not all Cadets will be able to attend a camp because of personal commitments; this allows Wing Headquarters to allocate extra camp days to promotion courses, etc.

3005. Field Camps

Wings may hold a field camp, where Cadets gain valuable experience by working in large groups in the field. During the duration of the camp, Cadets undertake training leading to a major field exercise run over the final days of the camp. Senior Cadets have the opportunity to attempt to achieve the adventure training award during the Wing field camp

3006. Promotion Training

During the school holidays, Wings conduct promotion courses, which enable eligible Cadets to undertake the necessary training required for promotion within the Cadets rank structure. The four promotion courses conducted are Junior Non-Commissioned Officer (JNCO), Senior Non-Commissioned Officer (SNCO), Warrant Officer (CWOFF) and Cadet Under Officer (CUO) courses. The following table contains the subjects that must be completed in each promotion course to successfully pass and become eligible for promotion:

Table 6–1 Promotion Course Subjects

Subjects	Promotion Course
Service Knowledge Fieldcraft Leadership Instructional Technique Drill and Ceremonial Physical & Recreational Training	JNCO
Leadership Fieldcraft Instructional Technique Drill and Ceremonial Organisation and Administration Firearms Training (elective) Physical & Recreational Training	SNCO
Service Knowledge Drill and Ceremonial Leadership Instructional Technique Fieldcraft Firearms Training (elective) Physical & Recreational Training	CWOFF

Organisation and Administration Leadership Drill and Ceremonial Fieldcraft Instructional Technique Service Knowledge Firearms Training (elective) Physical & Recreational Training	CUO
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3007. Flying / Parachute Training

The Wing Flying Training Flight regularly conducts courses in Gliding, Powered Flying, Parachute Jumping and Air Traffic Control. The courses are conducted during school holidays and Cadets who meet the relevant criteria are eligible to attend. The Cadet must cover the cost of flying training courses.

General experience gliding (air familiarization) is conducted by Flying Training Flight on weekends. Cadets generally receive “hands on” experience during a thirty minute flight and are instructed on soaring, thermals, take-off, landing and general instrument and control familiarization.

Cadets using the Wing Link Trainer can undertake link trainer flying (flight instrument simulator) in the AAFC. Additionally various Squadrons have their own Link Trainers. The opportunity to use a RAAF aircraft simulator when visiting a RAAF base for GST camps is also a possibility.

3008. Other Wing Activities

Occasionally the Wing will conduct competitive events between Squadrons. These activities include rifle shooting, drill and ceremonial competition, sports etc.

National Activities

3009. International Cadet Exchange Program - Cadets between the ages of 17 and 19 years can be selected to participate in the International Cadet exchange program. This program provides Cadets with a two or three week exchange to other countries with Australian Air Force Cadets organisations, such as Malaysia, Philippines, Hong Kong, Singapore, New Zealand, Canada, USA and Great Britain. Cadets are required to pay for their own travel to and from the country they are visiting, they are accommodated with the families of Cadets in the country or accommodated at a Military base.

3010. National Flying and Gliding Competitions

The AAFC nationally conducts annual flying and gliding competitions between the different AAFC Wings. The competitions require qualified Cadet glider and powered aircraft pilots to complete designated flying operations and courses. The competition is moved around the different states each year with the Wing in the state hosting the event for that year.

3011. Inter-Wing Training

Some Cadets may have the opportunity to travel inter-state to another AAFC Wing camp for either the GST or promotion courses each year. This allows Cadets to experience other RAAF bases around the nation and to meet with Cadets from other states and exchange ideas and experiences.

3012. National AAFC Web Site

The AAFC has a National AAFC Web Site, which provides information and resources to instructors and cadets.

The type of services provided are:

- Information on the AAFC,
- Instructor and cadet notes for all subjects,
- Copy of the Manual of Ground Training,
- Details and contacts to all Wings and Squadrons throughout Australia,
- Information on coming events,
- Links to similar organisations around the world, and
- Bulletin Board for discussion around Australia on AAFC matters.

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

The address for the Hector AAFC Web Site is: <http://www.hector.net.au>

3013. Bulletin Board (BB). Cadets are encouraged to use the BB to converse with other cadets around the country and internationally. However, a strict protocol is to be observed in relation to what is posted to the BB. Cadets must identify themselves at the end of each posting otherwise they will be banned or blacklisted. Inappropriate comments will be dealt with accordingly. It must also be pointed out that the information or comments can be read by anyone on the internet so some discretion is required. This is not meant to discourage debate on topics but merely to highlight the need for some discretion.

SERVICE KNOWLEDGE RECRUIT (SKR)
SKR – 4 PAYING COMPLIMENTS
1 PERIOD

4001. Beginning and end of each instructional lesson

At the beginning and completion of a lesson the duty cadet will call sit or stand fast when the Instructor / Officer enters or is about to leave the classroom.

The cadets will come to attention or will brace while seated.

4002. Passing an officer in street, In civilian hours outside of cadet hours including wearing of hats.

You must salute if you are wearing your uniform and recognize the Officer

4003. Entering a room where an officer is ‘present’

You must salute if you are wearing a hat.

4004. Non-saluting areas ,

Some areas are allocated as non- saluting areas therefore no Saluting is required.

There are certain times and areas where saluting is either unnecessary or impractical.

These are:

- a. when you are not in uniform (you must still stand to attention),
- b. when you are not wearing a hat,
- c. when you are riding a bicycle or driving a car,
- d. when carrying heavy objects,
- e. in crowded places,
- f. in prescribed 'non saluting areas' such as tarmac areas, canteens, mess halls, etc,
- g. when on Bivouacs or during a field exercise,
- h. an Officer who is driving a car or riding a bicycle is to be saluted. The Officer will not return the salute as it is unsafe to do so.

4005. What to do if arms are full or injured?

If a cadet is unable to salute the cadet will sit fast or brace.

4006. Playing of Last Post?

Upon completion of a memorial service, the ‘Last Post’ is sounded. Officers, warrant officers and SNCOs in executive positions are to salute during the playing of this call. The parade (including the catafalque party) is to ‘Present Arms’, if armed, or stand at ‘Attention’ if unarmed. Members in executive positions are to salute.

Cadets are Not to salute.

After the ‘Last Post’ has been sounded, the salute is completed and all members are to remain at ‘Attention’ for the sounding of ‘Rouse’. During the sounding of ‘Rouse’, the

National Flag is slowly hoisted to the masthead. Reveille is only sounded at a dawn service.

4007. Playing of National Anthem

On hearing the National Anthem played but not on occasions sung as a hymn.

4008. Raising and lowering the National Flag

Cadets are to stand fast and the Members in executive positions are to salute.

4009. Raising and lowering the RAAF Ensign

Cadets are to stand fast and face in the direction of the flag pole and Members in executive positions are to salute.

**SERVICE KNOWLEDGE RECRUIT (SKR)
SKR – 5 AAFC UNIFORM
2 PERIODS**

5001. AAFC Uniform

Describe the various AAFC uniforms

Service Dress/ Ceremonial Dress

OCCASION FOR WEAR

Working uniform

Unit parade

Mess Dress - alternative

Weddings

Religious service (except for memorial services
when ceremonial dress is worn)

Investiture (as a recipient only in tropical areas)

Formal Occasions

Representational Functions

ITEMS OF DRESS

Cap, SD, Air Force blue

Shirt, men's, blue/white, long sleeve
(with Air Force blue 'AUSTRALIA' rank slides)

Tie, SD Air Force blue

Trousers, men's, SD, Air Force blue

Belt, trousers, dark blue

Buckle, belt, silver

Socks, black

Shoes, SD dress, black, patent leather



TO BE WORN IF ENTITLED

Flying Badge, sterling silver

Aiguillette (1)

Ribbons of orders, decorations and medals (2)

Skill at Arms Badge (left sleeve)

Parachutist Badge (right sleeve)

Operational Readiness Badge (right breast pocket flap centrally above the button)

Commendation Badge

NOTES

1. To be worn if entitled (refer to Chap 3).

2. Optional wear, except for formal occasions when ribbons or medals are to be worn.

UNCONTROLLED IF PRINTED

AAP 5135.003(AM1)

Appendix 6 to
Annex A Chap 1

DISRUPTIVE PATTERN COMBAT UNIFORM (DPCU) NO 8

OCCASION FOR WEAR

All ranks, categories and musterings when on operations, field exercises, and bivouacs, when designated. On-base working uniform for members of the GRDEF category and ADG mustering, and SECPOL when performing dog-handling duties.
Other occasions, refer to Chapter 2, paragraphs 32 to 36

ITEMS OF DRESS

Hat, utility, DPCU
Shirt, DPCU (1) (2)
Trousers, DPCU (3)
Socks, green
Boots, general purpose (black or brown)



ADDITIONAL ITEMS OF DRESS

Hat, fur felt, khaki (to be worn only in non-operational areas)
Shirt, utility, DPCU (tee shirt)
Sweater, khaki, DPCU
Smock, DPCU with liner (4)
Belt, trousers, webbing, jungle green or khaki (3)
Beret, blue/grey (5)
Helmet, combat (6)
Pack, field (6)
Individual combat load carrying equipment (6)
Brevets (worn by aircrew under certain conditions – refer Chap 2 para 36)
Brassard, Red Cross (refer Chapter 5 Annex 1)

NOTES

Dress No 8 may be worn off base when travelling to and from the place of duty. For further conditions regarding restrictions when wearing this form of dress refer to Chapter 1 paragraph 25.

- 1a. The DPCU cloth 'AIR FORCE' tag is worn above the left breast pocket and the cloth name tag above the right breast pocket; the 'Air Force' patch 2 cm below the left shoulder seam.
- b. The sleeves may be rolled up to just above the elbow, the buttons of the sleeve on the outside of the last fold.
- c. The shirt is not to be tucked into the trousers, except when the webbing belt is worn.
- d. Chaplains are to wear a DPCU patch with the word 'Chaplain' above the name badge.
2. With DPCU rank slides.
3. Trousers are to be bloused over the top of the GP boots.
4. Liner not to be worn as an outer garment.
5. Worn by GRDEF and ADG personnel only.
6. As ordered.

5002. State when AAFC uniform is to be worn: For Cadets

This can be found On page four(4) Para C of your Blue Book PH299.

I will take good care of my uniform and only wear it:

1. in the proper approved manner and
2. when travelling to and from and during approved AAFC activities.

5003. Describe the correct way to wear the AAFC uniform

- (1) Wearing of Belt
- (2) Wearing of Rank slides
- (3) Wearing of Hat fur felt (including Chin strap)
- (4) Wearing of tie
- (5) Care for Hat fur felt
- (6) Care for SD items (pants, tie, rank slides)

All this can be found in the Manual of Dress 5135.003(AM1), Chapter 1 or by asking your Senior cadets.

5004. State the requirements for grooming with respect to:

- (1) Jewellery
- (2) Hair including hair colours
- (3) Nail polish

All this can be found in the Manual of Dress 5135.003(AM1), Chapter 2 Dress rules and Grooming instructions or by asking your Senior cadets.

5005. State the responsibility for care and maintenance of the AAFC uniform.

Day to day care and presentation of you uniform will be left up to you the cadet, All wash and drying instructions printed on the labels inside the articles must be followed.

5006. State the procedure and responsibilities of cadets for the issue and return of uniforms.

First issue the cadet is must check clothing when upon receiving and must sign for all articles in their possession.

When returning all items must be wash or dry cleaned and in a good condition unless damaged.

**SERVICE KNOWLEDGE RECRUIT (SKR)
SKR - 6 RAAF AIRCRAFT
1 PERIOD**

6001. Sideshow presentation

- **F18**
- **F111**
- **HAWK 127**
- **B707**
- **B737 BBJ, WEDGETAIL**
- **CHALLENGER**
- **PC9**
- **B350**
- **CARIBOU**
- **C130 H, J**
- **AP 3C ORION**
- **C17 GLOBEMASTER**
- **KC30B AIRBUS**

SERVICE KNOWLEDGE RECRUIT (SKR)
SKR – 7 UNIFORM PREPARATION
2 PERIODS

7001. Uniform Preparation

This lesson should be scheduled AFTER uniform has been issued.

- a. Demonstrate the correct way of ironing a shirt.
- b. Demonstrate the correct way of polishing shoes
- c. Demonstrate the methodology of blousing pants

This will be done in the classroom and on the recruit training weekend.

SERVICE KNOWLEDGE RECRUIT (SKR)
SKR - 8 HISTORY AND CUSTOMS OF THE AAFC/RAAF
1 PERIOD

Aims of the Australian Air Force Cadets

8001. The general aim of the Air force Cadets is to better equip young people for community life by fostering initiative, leadership, discipline and loyalty through a training program designed to stimulate an interest in the Royal Australian Air Force.

8002. The training program is therefore structured to reflect the following objectives,

- a. to give Cadets a foundation of Air Force knowledge and discipline,
- b. to develop the qualities of leadership, initiative and self-reliance,
- c. to develop good character and good citizenship in the widest sense,
- d. to develop an interest in the Royal Australian Air Force and aviation in general,
- e. to instil a knowledge of the history and origins of aviation, and
- f. to encourage Cadets to continue an active interest in aviation into their adult life.

History of the Air Force Cadets

8003. The Air Force Cadets was formed in Australia on the 11th June 1941, for two main reasons:

- a. to provide for the general education of young men between the ages of 16 and 18 years of age who desired to eventually join the RAAF, and thereby to assist the RAAF in its war effort, and
- b. to enable young men who were air-minded to accustom themselves to the practices of the Air Force and to the studies for which their aptitudes fitted them.

8004. Originally there were SIX (6) wings, one in each State (except the Northern Territory), with the Headquarters in the Capital City of each State.

8005. South Australia was known as No. 4 Wing, comprising at its maximum strength ten (10) Squadrons of forty one (41) Flights, totalling some eleven hundred and thirty (1130) Cadets.

8006. After World War II, No. 4 Wing was reduced to a Squadron of five hundred (500) cadets.

8007. Promotion courses were commenced in 1949. Cadets could reach Pilot Officer rank, which was a commissioned rank. Later in 1959, the Cadet Under Officer rank was introduced to replace the Pilot Officer rank.

8008. The South Australian Squadron Headquarters was located at Keswick Army Barracks for three years until 1951, at which time it relocated to North Adelaide for the next thirty six years.

8009. In August 1974 parliament announced that the cadet forces would cease to exist. This was part of the recommendations of the Report on the Army Cadet Corps. Strong

community opposition and a change of government resulted in the Cadet Forces and in turn the Air Training Corps being allowed to continue in 1975. In 1977 the new Cadet Forces Regulation was approved allowing the Air Force Cadets, Naval Reserve Cadets and the Army Cadet Corps to be formed with control by the parent service but with provision for community sponsorship of cadet units.

8010. In 1988 the Squadron Headquarters was re-located to RAAF Base Edinburgh.

Today

8011. There are now eight Squadrons. Queensland is divided into two Squadrons - North Queensland and Queensland. The two are divided along the Tropic of Capricorn.

8012. At year end 1995, total establishment Australia wide was in the order of 6,500.

Australian National Flag

8013. 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.

8014. 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.

8015. 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.

8016. The National Flag is to be saluted on parade when:

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



Ceremonial - Flags and Banners

Heraldry

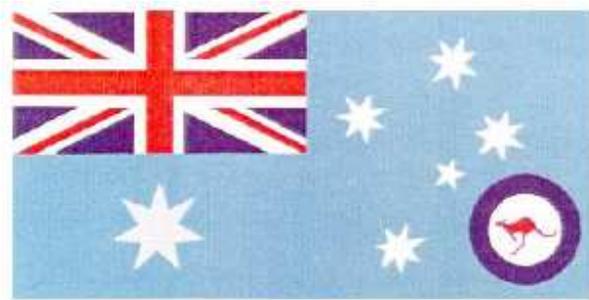
8017. Heraldic devices have been used for centuries as a means of identification. Military badges are believed to have originated with the grant of 'Honourable Distinctions' and

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.

RAAF Ensign

The RAAF Ensign is a rectangular piece of pale blue bunting 180cm by 90cm. It resembles the Australian National Flag in all respects except for the addition of a roundel in the bottom right hand corner. 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. The Ensign is flown from the peak of the flagstaff whilst the Commanding Officer's distinguishing flag is flown from the masthead.

The Ensign is to be raised at the hour of the first convenient morning parade, and is to be lowered at sunset. When the Ensign is raised and lowered, a whistle is sounded. All serving members (including Cadets) are to come to attention and face the direction of the Ensign. When the whistle is blown for the second time, personnel may carry on as before.



The Air Force Cadets National Banner

History

8018. The Air Training Corps National Banner was presented to the Air Training Corps by the Chief of the Air Staff (now Chief of Air Force) on 27 April 1991. The Banner was awarded to recognise the contribution of the Air Training Corps on the occasion of its fiftieth anniversary.

The Air Training Corps is ineligible for the award of any existing Colour, Standard or Banner. The Banner does not hold the same status as a Colour, Standard or Banner and is therefore not eligible for the paying of compliments by members of the Permanent Forces.

Design of the National Banner

8019. The National Banner is shown in the following diagram:



Obverse



Reverse

Parading of the National Banner

8020. Requests for parading of the National Banner are to be submitted to RPC-AF, through the AFLO, for approval. Approval will not be granted unless the occasion at which the National Banner is to be paraded is an officially approved ceremony, parade or function of some significance.

8021. When the Banner is marched on and off the Parade Ground, Cadets are to stand to attention as a mark of respect for the Banner.

Wing and Squadron Banners

8022. Wing and Squadron Banners are a means of fostering esprit de corps and are also an aid to public relations. However, it must be remembered that they have not been won as the result of long outstanding service or by distinction in battle, and nor will they have been bestowed by the Sovereign. Therefore, they do not merit the dignities and honours or other ceremonies normally accorded to Queen's Colours or RAAF Squadron Standards. Furthermore, as they will be paraded in public they must be of a dignified design, clean, well made and in good repair so that they do not discredit the AAFC.

Parading Flags and Banners

8023. The National Flag and/or a Unit Banner may be carried on parade, when the unit is participating, as a whole, on a parade held within unit lines.

8024. Subject to prior approval of the CO, the National Flag and/or Unit Banner may be carried when the unit, as a whole, is participating in an official parade in public including those conducted in the presence of Royalty, representatives of Royalty, Service Chiefs or their representatives.

8025. A Wing or Squadron Banner party is to comprise a cadet bearer and two cadet escorts only, none of whom is to be armed.

8026. Wing or Squadron Banners are not to be accorded either general or individual salutes, but a parade should be called to attention when a Banner is marched on and off a parade ground and spectators may be asked to stand.

The AAFC Crest

8027. The AAFC Crest is an eagle across the centre of a standard Air Force crest over the top of a white Southern Cross (national symbol) with seven stars for each squadron surmounted by a crown and the word Australia in a scowl at the bottom.



The AAFC Cap Badge

8028. The AAFC Cap Badge in use today has not changed since it was introduced in 1941 and in keeping with custom maintains a resemblance to the RAAF badge using the same eagle and words Royal Australian Air Force.



Figure 16 AAFC Hat Badge

SERVICE KNOWLEDGE RECRUIT (SKR)
SKR 9 – AAFC BEHAVIOURAL POLICY
1 PERIOD

AAFC Policy on Harassment, Equity & Diversity

9001. All AAFC members must abide by the State/Territory and Federal laws of equal opportunity and anti-discrimination. The Department of Defence has promulgated the principles of these laws into their Equity and Diversity Policies and Procedures across the whole of the Australian Defence Organisation (ADO). It applies to all AAFC members.

9002. Harassment is incorporated into the equity and diversity principles and may include the following behaviours:

- a. unwanted physical conduct by touching another person such as “rearranging” the
- b. uniform of a cadet without their permission,
- c. verbal comments with particular reference to their gender, race, religion, sexual
- d. preferences or body features,
- e. verbal abuse where the individual is “put down” in a derogatory manner,
- f. offensive gestures – some gestures considered inoffensive to Australians may have other connotations to other ethnic groups,
- g. sexual assault,*
- h. forced sexual intercourse, also known as rape,*
- i. persistent staring and leering at an individual, and
- j. confronting a person with pornographic literature and other distasteful material.

****CRIMINAL OFFENCES PUNISHABLE UNDER AUSTRALIAN LAWS***

9003. It is harassment if an Instructor request sexual favours from a Cadet or junior Instructor in return for promotion or other benefits, or threatens to have the person discharged or penalised for noncooperation. This applies to a Cadet with their subordinates.

9004. It is harassment for an Instructor or Cadet to make intrusive enquiries into the private lives of other instructors or Cadets.

9005. It is harassment to persistently ask a person out in the face of consistent refusal.

9006. It is harassment for a group of Instructors or Cadets to joke and snigger amongst themselves about sexual conduct in an attempt to humiliate or embarrass another person.

9007. It should be stressed that the aggrieved person(s) may not be the one(s) subjected to the harassment. Another person can take offence at the situation whether the intended recipient was offended or not.

9008. AAFC Wings have appointed Equity Advisors as a contact point for any Instructor or Cadet who believe they have been subjects of harassment of any kind.

Fraternisation

9009. No cadet is permitted a relationship with an adult instructor or another cadet whilst on any approved AAFC activity. The open displays of affection a relationship will bring to a Squadron may impact upon the discipline, command structure and sense of equity and fair play for all. Where the relationship disintegrates, the morale of the Squadron is usually affected due to the awareness amongst Instructors and Cadets, and their subsequent support for either party.

Unacceptable Sexual Behaviour

9010. The RAAF neither condones nor accepts unacceptable sexual behaviour, including sexual harassment. Incidents will normally warrant disciplinary and/or administrative action where such behaviour:

- a. takes advantage, or threatens the person or personal integrity of a subordinate or underage persons;
- b. brings or is likely to bring discredit on the AAFC, or
- c. is unlawful under civil or criminal or military law.

9011. Sexual relations and displays of affection and private intimacy between military recruits and military trainers or staff, and between all military recruits, regardless of their status, are prohibited in all Joint Service and Single Service initial training establishments. This prohibition applies equally to all AAFC members.

Occupational Health & Safety (OH&S)

9012. The safety of members of the AAFC when on an activity is a responsibility of the Commanders, Officers, Instructors and Cadets. Laws that tell us what we need to consider have been written to cover all Australian Defence Organisation personnel, including AAFC members. The law that tells us this is called the “**Occupational Health and Safety (Commonwealth Employment) Act 1991**” (**The Act**)

9013. The Act was extended in December 1999 to specifically cover Australian Defence Force Cadet personnel whilst undertaking any approved ADFC activity. This now includes all AAFC personnel on any activity.

9014. The Act requires certain things to be done to protect everybody’s health and safety including:

- a. writing safety procedures for all activities to prevent injuries happening
- b. training AAFC members in safety procedures and how to identify and control hazards
- c. making sure equipment and other gear is in good condition at all times
- d. investigating any injuries that happen so a cause can be identified and actions taken to prevent it happening again

9015. Importantly, it clearly identifies who must look after the health and safety of others and the consequences of not doing so.

9016. The Officer Commanding of each AAFC Wing has the overall responsibility to ensure that Instructors and Cadets are not placed at risk of accident or injury when attending AAFC activities in their State.

9017. The chart shown at Annex A outlines a typical Wing Health and Safety Structure.

Responsibilities of Cadets for their Health and Safety

9018. A cadet has certain responsibilities in regards to their own Safety and that of others. It means that all cadets must:

- a. ensure anything they have or have not done creates or increases a risk to the health and safety of yourself, or any other person (eg; RAAF personnel) during AAFC activities,
- b. co-operate with Service personnel, Instructors and other Cadets to ensure their health and safety during any AAFC activity,
- c. use equipment provided for health and safety purposes as necessary and in accordance with appropriate instructions on its use, (eg Hats or ear protection in high noise areas), and
- d. report any hazards (things that can cause an accident, harm you or damage equipment)
- e. and injuries immediately they occur, no matter how minor they appear at the time.
- f. use any equipment they are provided with in the way it was intended and in the correct manner.

9019. Instructors and Cadets owe a “Duty of Care” not to cause a risk to the health and safety of other Commonwealth employees.

9020. A “Duty of Care” means that you abide by rules and regulations that are there to protect everyone’s health and safety. It involves an attitude of caring for others and not deliberately causing unsafe conditions or actions.

Emergency Evacuation Procedure at Squadron

9021. Emergency evacuation procedures at a Squadron are an important part of the OH&S system, and must be developed in accordance with Fire Orders. Emergencies do not only occur from fires, therefore all contingencies need to be addressed. Some of the reasons for emergency evacuation are:

- a. **Fire**, such as from electrical malfunction, discarded matches, or open flames eg; bushfires
- b. **Hazardous substances**, eg; spillage of flammables or other toxic substances that may be used in areas such as aeromodelling or workshops
- c. **Bomb threat**, more likely on a Defence establishment than not, however still needs to be considered
- d. **Severe storms** , particularly for those Squadrons that are in cyclone areas

9022. Emergency, Fire and Evacuation Procedures must be displayed prominently in areas where Squadron personnel can access them during an emergency situation. Fire Orders must be collocated, and a Bomb Threat Checklist (BTC) should be at every telephone where access is readily available and identifiable.

9023. An evacuation needs to be controlled by trained personnel, usually Instructors, however there may be a role for SNCO's to play with the accounting of Cadets following evacuation. First Aid trained personnel must ensure they take a First Aid Kit to the evacuation site in order to treat any minor injuries whilst the emergency services are enroute.

9024. An Emergency Evacuation Assembly Point (EEAP) must be identified in the procedures, and practice drills conducted at least every 6 months to ensure that all Squadron personnel are conversant with the procedures. All Squadron Instructors must be aware of the locations of fire fighting equipment (FFE) and how to use them. Cadets are not to fight fires, but are to raise the alarm and evacuate the premises immediately.

9025. It is a serious offence for any person to interfere with any form of FFE or equipment designed for safety. Fire hose reels (FHR's) must not be used for general cleaning purposes in place of a hose. Qualified FFE maintenance personnel must inspect all equipment every 6 months.

9026. Hazardous substances are regulated for safety reasons, and therefore each Squadron needs to develop a manifest of all their substances used and/or stored. The manifest needs to be supplemented with Material Safety Data Sheets (MSDS), that are developed by the manufacturer to advise users about the safety aspects for their use. In some instances an emergency evacuation due to a spillage of a hazardous substance may require special personal protective equipment (PPE) to be worn. This is identified in the MSDS.

9027. Evacuations during severe storms, eg cyclones, may involve civil Emergency Services (ES's) such as the Fire Department, Police and State Emergency Service. For Squadrons located on a Defence establishment, there will be a Base Emergency Management Co-ordinating Centre (BEMCC) that manages the process in liaison with civil ES's.

Alcohol, Tobacco and Drugs

9028. No AAFC cadet is to partake of alcoholic beverages or smoke cigarettes, cigars or pipes whilst in uniform or whilst participating in an AAFC activity.

9029. Cadets are not permitted to partake of, or participate in any illegal activities, which include drugs and similar substances when on AAFC activities.

Procedure for Redress of a Grievance for Cadets

9030. A complaints system is available to cadets if they feel they have not been treated fairly. The process is called the Redress of a Grievance system. A cadet has an avenue to complain about any decision, act or omission that affects the Cadet's service in the Corps, where they feel they have not been treated in a fair and equitable manner.

9031. The word Redress includes the following meanings:

- a. to put right again,
- b. to relieve from injustice, and
- c. to make amends for.

9032. The word Grievance includes the following meanings:

- a. the cause of grief,
- b. hardship, and
- c. ground of complaint.

9033. When a cadet believes they have suffered a grievance due to the act, omission or decision, by another member of the AAFC (whether a cadet or instructor), they should initially seek guidance from an instructor not connected to the complaint.

9034. The complaint is to be written and classified STAFF IN CONFIDENCE. All available information should be referred and supplied with the complaint. After the complaint has been written it is directed through the chain of command until the matter of redress has been resolved.

9035. The essential parts of the Redress of a Grievance System are:

- a. a conflict by an individual which seeks redress of a grievance,
- b. a decision by a redress officer [an officer holding an appointment in the chain of command who has responsibility for investigating (or cause to be investigated) a
- c. conflict] that there either are, or are not, grounds for a conflict, or
- d. redress of the grievance, where grounds for the conflict exist, by an authorised officer.

9036. All redress of grievance complaints must be submitted to the Commanding Officer. If the complaint is against the Commanding Officer., the redress of grievance is submitted directly to the Officer Commanding. They will review the matter and make appropriate decisions and if required, correct the matter, or have it redressed by the appropriate member.

9037. Should the Commanding Officer. or Officer Commanding find there is no ground for a complaint, they will advise the cadet. If the cadet is not truly satisfied with that decision, they can request the matter be referred to the next level in the chain of command.

9038. A cadet should always seek advice before lodging a redress of grievance, as matters can be dealt through the normal Squadron chain of command.

9039. Cadets should not be prevented from making a complaint, and they should be provided with all possible information pertaining to their complaint.

9040. The submission of redress of grievance complaint should not be treated lightly by anyone. They demand a great deal of time and effort to ensure the matter is dealt with in an efficient and effective manner. Confidentiality must be maintained at all times.

9041. The following types of complaints cannot be heard under this system: -

- a. Anonymous complaints.
- b. Combined (more than one Cadet) complaints.
- c. Complaints arising from a decision of a Civil Court.

AAFC Policy on Counselling Cadets

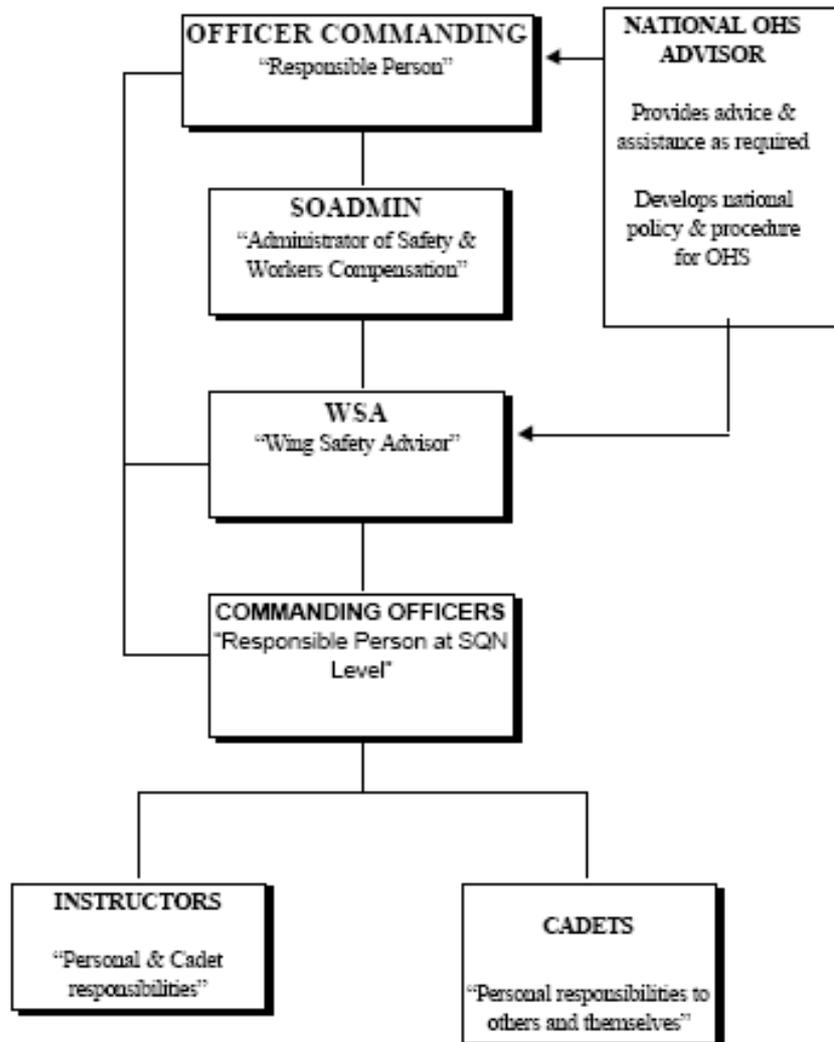
9042. Cadets are to be provided regular feedback on their performance. In areas where performance is not satisfactory then advice on how to improve should be given. Feedback may not always take the form of a formal interview, but will generally be in the form of individual instruction or advice relating to a specific matter.

9043. All Instructors and senior cadets have a continuing responsibility to ensure that all cadets are aware of their performance and are to provide guidance in the areas that require improvement.

9044. Formal performance counselling of cadets may be conducted when a cadet has fallen below a satisfactory standard. Formal counselling will generally take the form of a Formal Warning, and can only be issued by the Commanding Officer.

9045. A Formal Warning counselling session will be conducted in accordance with the procedure detailed in the Manual of Management and a Record of Conversation form will be completed, with both the Commanding Officer and the Cadet acknowledging a correct and accurate record of the session. An original and one copy only of the record of conversation are raised. The Commanding Officer retains the original and the cadet retains the copy.

TYPICAL WING SAFETY STRUCTURE



1. If you have a safety issue during a camp activity, follow the chain of command and report it directly to your Cadet SNCO, Instructor or the Detachment Commander so that the problem can be fixed. All accidents & injuries are reported to the Camp ADMINO no matter how minor to ensure relevant paperwork can be completed. At your SQN, report through the usual chain of command.

SERVICE KNOWLEDGE RECRUIT (SKR)
SKI 10 – ADMINISTRATION & GENERAL CONDITIONS OF SERVICE
2 PERIODS

Attendance at Parades/Leave of Absence

10001. Cadets are required as part of their obligation when enrolling to attend all authorised Squadron and Wing Parades. Practical training components are conducted at times away from the local Squadron and non attendance will prevent cadets from receiving the appropriate training. Additionally, membership numbers within cadets is limited, so a non attendee may be taking the position of someone waiting to join.

10002. In the event that a cadet cannot attend an activity then they are to apply for permission for leave. Cadets that are aware in advance of an impending period of absence are required to complete an Application for Leave form immediately and forwarded to the Commanding Officer. If a cadet is sick and has not applied for leave then it is a requirement to complete a leave form at the next parade.

10003. Should a cadet be absent from three consecutive Squadron Parades without leave being granted, the Commanding Officer is obligated to commence discharge action against the cadet. The Commanding Officer's initial action will be to inform the cadet's parents/guardians in writing that discharge action is proceeding due to absenteeism of the cadet. Therefore it is imperative that the cadet inform the CO of their intentions before missing any activities otherwise they could be discharged.

Reclassification to LCDT

10004. A cadet will be reclassified to Leading Cadet when he/she has:

1. Complete Time in rank of Cadet (16 Months),
2. Completed recruit and Basic stage courses.

Promotion

10005. The Officer Commanding a Wing may promote a cadet who has completed all the necessary training and is deemed qualified for promotion provided that:

- a. an establishment vacancy exists in the Squadron, and
- b. the Commanding Officer recommends the promotion,

10006. Upon joining the AAFC as a cadet, the Induction and Basic Stage training must be completed before becoming reclassified as a Leading Cadet. Cadets can then progress to Basic, Proficiency, Advanced and Qualified stages of training.

10007. After successfully completing Induction and Basic stages of training, a Leading Cadet must be recommended by the CO to attend a Junior Non Commissioned Officers (JNCO) promotion course to attain qualification to be promoted to the rank of Corporal. By attending annual 'Promotion Courses', progress can be made through the ranks of Sergeant, Flight Sergeant, Warrant Officer and Cadet Under Officer.

10008. Cadet NCOs can assist the SQN Instructors in the maintenance of good order and discipline, and in the planning, and the giving of orders to implement the Squadron Training activities.

Promotion Criteria

10009. To be eligible for promotion to the next rank, cadets must have completed the following conditions and requirements before the Commanding Officer can recommend them.

10010. To be eligible for reclassification to Leading Cadet a cadet is to have:

- a. completed a minimum of six months satisfactory parade attendance, and
- b. completed the Recruit and Basic Stage syllabus.

10011. To be eligible for promotion to Cadet Corporal a Leading Cadet is to have:

- a. completed five months' satisfactory parade attendance as a Leading Cadet, and
- b. passed the Junior NCO promotion course.

10012. To be eligible for promotion to Cadet Sergeant a Cadet Corporal is to have:

- a. passed the Senior NCO promotion course, and

10013. To be eligible for promotion to Cadet Flight Sergeant, a Cadet Sergeant is to have:

- a. complete six months satisfactory parade attendance as a Cadet Sergeant,
- b. must have completed any training requirements as laid down in the MoGT.

10014. To be eligible for promotion to Cadet Warrant Officer a Cadet Sergeant or Cadet Flight Sergeant is to have:

- a. passed the Cadet Warrant Officer Course,
- b. hold a current Senior First Aid Certificate

10015. To be eligible for promotion to Cadet Under Officer a Cadet Warrant Officer or SNCO is to have:

- a. passed the Cadet Under Officer training course,
- b. hold a current Senior First Aid Certificate.

10016. A cadet is not permitted to attend a CUO or CWOFF Promotion Course within 18 months of completion of a JNCO Promotion Course.

Acting Rank

10017. The Officer Commanding may grant a cadet acting rank status to the next higher rank (except for the rank of CWOFF and CUO), if a new Squadron is raised or if it is necessary for the efficient operation of a current Squadron.

The cadet may not be fully qualified for full promotion, however they must undertake and pass the next available promotion course for the acting rank before full promotion

will be confirmed. A cadet who fails to complete the promotion course for the acting rank will be reduced to their previous rank.

Transfer between Squadrons (Intra and Inter State)

10018. A cadet may make a request in writing to the Commanding Officer to transfer from one Squadron to another within the State, subject to the following requirements:

- a. the agreement of the two Commanding Officers, and
- b. a vacancy existing in the receiving Squadron's authorised establishment.

10019. If all the above requirements are satisfied the cadet will be transferred to the new Squadron at their current rank.

10020. With Inter State transfers, a cadet is to be transferred into the Squadron closest to where the cadet's place of residence is, at their current rank and training level, irrespective of the vacancy state of the new Squadron.

Seeking Discharge

10021. A cadet can be discharged from the Australian Air Force Cadets for any one of the following reasons:

- a. at their own request,
- b. on the day prior to their 20th birthday,
- c. through becoming medically unfit for the types of activities undertaken by the Australian Air Force Cadets,
- d. attendance at Squadron activities and training has been unsatisfactory,
- e. the Squadron to which the cadet belongs, is to be, or has been disbanded, and transfer
- f. is not possible,
- g. misconduct (including being convicted of a criminal offence), or
- h. being considered unsuitable by the Officer Commanding for continued enrolment.

10022. The AAFC requires cadets to behave in a manner that is normally acceptable of society and the general public, both when attending AAFC activities and at other times. Failure of cadets to show acceptable behaviour can result in a general lowering of the status of the AAFC in public view, and detrimental effect to the cadet's own Squadron standing in its community. Any cadets not displaying acceptable behaviour will initially receive disciplinary counselling and if they fail to respond will be discharged from the AAFC.

10023. Some of the factors that could be considered by the Officer Commanding in an assessment of a cadet being unsuitable would include:

- a. involvement with drugs;
- b. alcoholism or drunkenness,
- c. theft (includes souveniring items),

- d. malicious damage,
- e. acts of negligence and lack of responsibility,
- f. unhealthy or unacceptable fraternisation with other AAFC members,
- g. serious disciplinary matters or a series of minor disciplinary matters, including civil offences, or
- h. any matter which causes concern to the Officer Commanding for the level of honesty, responsibility, reliability or integrity of the individual

HQAAFC Routine Instructions

10024. Commonly referred to as URI's (or RI's), these Instructions contain information that is relevant to current or forthcoming activities. For example, a Wing or Squadron's URI's will contain information on a specific parade time for a ceremonial parade to be held once per year, requests for nominations to attend training courses, reduced activity periods for a Squadron, etc. This information is relevant for a limited period generally and may be for specific once off events or activities. Routine Instructions are issued on a regular basis and are numbered sequentially on a yearly basis, eg. 01/08, 02/08, 03/08, etc..

Unit Standing Instructions

10025. Commonly referred to as USIs, these Instructions contain information that is specifically relevant to your Wing and Squadron. For example, a Squadron USI's would contain information on the parade times, out of bounds areas, the duties and responsibilities of key personnel, dress standards, etc. This information does not change on a regular basis, hence the information is contained in the Units Standing Instructions.

Directions from superiors

10026. Directions from superiors may come from a staff member or even a SNCO these directions will be of a lawful nature. If you do not feel comfortable with the direction given please advise the member of this.

Writing Date and Time (24 hour system)

10027. There is a particular way that date and time are written in service writing. In the majority of service writing the date and time is abbreviated, for example the date is written (when abbreviated), 01 Feb 03, which is broken down into:

- a. the day, as a two digit number (even for the first nine days of the month when a zero is placed in front of the number),
- b. the month as a three letter abbreviation of the full month title, with the first letter a capital, and
- c. the year as a two digit number only.

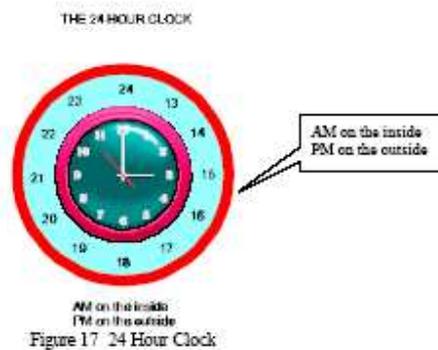
10028. A single space is inserted between the date/month and month/year.

10029. The time is written to comply with the time from a 24 hour clock. Within the Defence Forces and Cadet Forces, time is based on the 24 hour clock. This method is used to prevent confusion where 'AM' or 'PM' is accidentally left out of service writing.

The small letter h is the nationally recognised abbreviation for hours. Some examples of 24 hour times are:

- a. 1.00am 0100 h
- b. 6.45am 0645 h
- c. 10.00am 1000 h
- d. 12.00noon 1200 h
- e. 1.00pm 1300 h
- f. 6.15pm 1815 h
- g. 10.05pm 2205 h
- h. 12.00 Midnight 2400 h

10030. In simple terms to convert the normal AM/PM into a 24 hour time, simply add 12 hours to the PM times or put a zero in front of the AM times. An example of a 24 hour clock is shown below.



AAFC Authorised Abbreviations

10031. Abbreviations or acronyms are commonly used in all forms of correspondence within the Defence Forces and AAFC. Abbreviations allow for long extended titles to be quickly written in a format that all members can understand and comprehend.

10032. Generally abbreviations are the first letter of the words of the title, written to form another word: for example:

- a. The title Officer Commanding is abbreviated to the acronym – **OC**
- b. The title Australian Air Force Cadets is abbreviated to the Acronym – **AAFC**.
- c. The title Commanding Officer is abbreviated to the acronym – **CO**.

10033. Some commonly used abbreviations/acronyms are listed below.

Abbreviations for Organisations

ADFC	AUSTRALIAN DEFENCE FORCE CADETS
AAFC	AUSTRALIAN AIR FORCE CADETS
AIRTC	AIR TRAINING CORPS
ANC	AUSTRALIAN NAVY CADETS
AAC	AUSTRALIAN ARMY CADETS
PAF	PERMANENT AIR FORCE

Abbreviations for Positions/Locations within AAFC

HQ	HEADQUARTERS
OC	OFFICER COMMANDING
CO	COMMANDING OFFICER
TRGO	TRAINING OFFICER
ADMINO	ADMINISTRATIVE OFFICER
DETCDR	DETACHMENT COMMANDER
FLTCDR	FLIGHT COMMANDER

General Abbreviations

NLT	No later than
IAW	In accordance with
CDT	Cadet
OIC	Officer In Charge
FLT	Flight

Annex A to this lesson contains further abbreviations.

National AAFC Resource

10034. 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, and
- g. Bulletin Board for discussion around Australia on AAFC matters.

10035. The address for the National AAFC Web Site is: <http://www.aafc.org.au>

10036. Bulletin Board (BB). Cadets are encouraged to use the BB to converse with others cadets around the country and internationally. However, a strict protocol is to be observed in relation to what is posted to the BB. Cadets must identify themselves at the end of each posting otherwise they will be banned or blacklisted. Inappropriate comments will be dealt with accordingly. It must also be pointed out that the information or comments can be read by anyone on the internet so some discretion is required. This is not meant to discourage debate on topics but merely to highlight the need for some discretion.

10037. The address for the Hector Web Site is: <http://www.hector.net.au>

Cadets Personal Record Book (PH 299)

10038. The PH299 is the cadet's identity document, which is issued to all cadets when they enrol in the AAFC, and is to be carried by them at all times when attending AAFC activities. It is the responsibility of the cadet to complete and enter all details in the book and to maintain it. The Commanding Officer should carry out periodic checks to ensure that it is current.

10039. It is suggested that a passport photograph be attached to the inside front cover of the book.

10040. Immediately that the book is received, the cadet must:

- a. fill in the personal particulars as required in the front of the book, and
- b. make the "Declaration by Cadet" on page 4 and sign as having made the declaration.

10041. It is imperative that the following items (all copies) are completed and signed by parents or guardians:

- a. permission to fly, and
- b. permission to receive medical treatment certificate.

10042. It is the responsibility of the *cadet* to ensure the following data is recorded in the PH299:

- a. promotion record,
- b. attendance record at home parades,
- c. attendance record at camps and bivouacs,
- d. compulsory and elective subject examination results,
- e. record of extra-curricular activities,
- f. rifle shooting scores,
- g. link trainer flying,
- h. record of air experience flights,
- i. flying and gliding training achievements results, and
- j. postings.

10043. When a cadet leaves the AAFC, the clearance and discharge records are to be completed by the CO, and the cadet can then retain the Personal Record Book PH299, as their record of AAFC service.

ABBREVIATIONS USED IN AAFC

AFLO	AIR FORCE LIAISON OFFICER
CDT	CADET
CDR	COMMANDER
EQUIPO	EQUIPMENT OFFICER
FLT	FLIGHT
LOGO	LOGISTICS OFFICER
NCO	NON-COMMISSIONED OFFICER
OM	ORDERLY MEMBER
PACO	PUBLIC AFFAIRS AND COMMUNICATIONS OFFICER
POR	PERSONNEL OCCURRENCE REPORT
RAAF	ROYAL AUSTRALIAN AIR FORCE
RI	ROUTINE INSTRUCTIONS
SOMS	STAFF OFFICER MANAGEMENT SERVICES
SOGT	STAFF OFFICER GROUND TRAINING
SQN	SQUADRON
UFI	UNIT FIRE INSTRUCTIONS
URI	UNIT ROUTINE INSTRUCTIONS
WEF	WITH EFFECT FROM
WOD	WARRANT OFFICER DISCIPLINARY
XO	EXECUTIVE OFFICER