



**AUSTRALIAN AIR FORCE CADETS**  
**3 WING ROUTINE INSTRUCTION**  
Lidcombe MUD, Gormley Street, Lidcombe, NSW 2141



### **3WG Routine Instruction 03/18**

#### **Appointments**

1. The following personnel have been appointed to the positions as shown. AUTH: OC 3WG:
  - a. FLGOFF(AAFC) Brad Lochrin, 8599602, T/CO 325SQN, for the period 16 Jul 18 to 28 Sept 18, vice FLTLT(AAFC) Stephen Fry is on leave.
  - b. WOFF(AAFC) Christopher Gibson, 8515317, T/CO 335SQN, for a period of 01 Jun 18 to 31 May 21, with an initial review period following the first six months.
  - c. FLTLT(AAFC) Paul Moro, 8209969, Temporary Executive Officer North (T/XON), WEF 01 Jun 18 to 30 Oct 18.
  - d. FLTLT(AAFC) Michael Ryan, 8022083, T/FLTCDR, vice FLGOFF(AAFC) Mark Moreau is on leave
  - e. FLTLT(AAFC) Derek Kenyon, 8564637, Wing Safety Advisor North, WEF 01 Jun 18
  - f. PLTOFF(AAFC) Andrew Elms, 8622330, Wing Safety Advisor West, WEF 01 Jun 18
  - g. SGT(AAFC) Kylie Dorsett, 8572382, is appointed T/CO 335SQN, for the period 02 Sep 18 – 09 Sep 18, vice 3WG WOFF(AAFC) Christopher Gibson on leave overseas.
  - h. LAC Daniel Jager, 4658860, 3WG HQ, WEF 07 Jun 18.
2. Pursuant to AAFC Manual of Management, Volume 2, Part 1 (Personnel) Chapter 4 paragraph 7 and delegated authority, the following personnel have been registered as Civilian Instructors. AUTH: OC 3WG:
  - a. AC91626, CIV Jason Burton-Woods, 338SQN, WEF 07 Jun 18.
  - b. AC90657, CIV Catherine Baker, 338SQN, WEF 07 Jun 18.
  - c. AC91443, CIV Courtney Gracie, 323SQN, WEF 07 Jun 18.
  - d. AC91520, CIV Aaron Mitchell, 323SQN, WEF 07 Jun 18.
  - e. AC91101, CIV Kelly-Ann Oosterbeek, 326SQN, WEF 07 Jun 18.
  - f. AC91447, CIV Rhiannon Roberts, 325SQN, WEF 07 Jun 18.
  - g. AC91711, CIV Nathan Noble, 332SQN, WEF 10 Aug 18.
  - h. AC91708, CIV Maddison Clark, 316SQN, WEF 06 Aug 18.
  - i. AC91619, CIV Riley Thorpe, 334SQN, WEF 03 Aug 18.

- j. AC91787, CIV Brendan Andrezza, 340SQN, WEF 03 Aug 18.
- k. AC90950, CIV Andrew Guymer, 323SQN, WEF 03 Aug 18.
- l. AC91710, CIV Kayleen Burt, 330SQN, WEF 28 Jun 18.
- m. AC91388, CIV Kenneth Dickins, 337SQN, WEF 28 Jun 18.
- n. AC91510, CIV Mick Fordyce, 315SQN, WEF 28 Jun 18.
- o. AC91463, CIV Lachlann Conway, 330SQN, WEF 28 Jun 18.
- p. AC91206, CIV Nicole Trindorfer, 315SQN, WEF 25 Jul 18.
- q. AC91689, CIV Caroline Mackay, 315SQN, WEF 04 Jul 18.
- r. AC91622, CIV Kieran McCullagh, 334SQN, WEF 24 Jul 18.
- s. AC91338, CIV Jordan Conder, 308SQN, WEF 10 Aug 18.
- t. AC91517, CIV Anthony Forrest, 308SQN, WEF 10 Aug 18.
- u. AC91512, CIV Liam Sharp, 311SQN, WEF 10 Aug 18.
- v. AC91711, CIV Nathan Noble, 332SQN, WEF 10 Aug 18.
- w. AC91644, CIV Brayden Hjort, 316SQN, WEF 10 Aug 18.
- x. AC91378, CIV Peter Outteridge, 315SQN, WEF 24 Jun 18.

### **Leave**

3. Pursuant to AAFC Standing Instructions Personnel Part 7 Chapter 1, the following member has been granted leave for the periods as shown. AUTH: OC 3WG
- a. FLGOFF(AAFC) Gary Martinic, 8581044, 3WG HQ, 24 Jul 18 – 07 Aug 18.
  - b. FLTLT(AAFC) Stephen Fry, 8596518, 325SQN, 16 Jul 18 – 28 Sept 18.
  - c. WOFF(AAFC) Chris Gibson, 8515317, WGWOFF, CO335SQN, 02 – 10 Sep 18.

### **Deputisation Of Duties – WOFF(AAFC) Chris Gibson, WGWOFF, CO335SQN**

4. Whilst WOFF(AAFC) Chris Gibson is on leave, the following personnel will be looking after his respective areas:
- a. WGWOFF queries to FSGT(AAFC) Jason Townsend, [jason.townsend@airforcecadets.gov.au](mailto:jason.townsend@airforcecadets.gov.au).
  - b. CO335SQN queries to SGT(AAFC) Kylie Dorsett, [Kylie.Dorsett1@airforcecadets.gov.au](mailto:Kylie.Dorsett1@airforcecadets.gov.au).

## Redirection of Mail

5. We have received advice that the current redirection of mail will be expiring soon. When this occurs, all mail will be returned to sender unless appropriately addressed. In an effort to minimise lost mail in the future, could you please disseminate the instructions below to all COs

- a. CORRECT MAILING ADDRESS – External Australia Post Mail (Items received externally into a Defence Establishment):
- b. Your Name; Unit Name, Establishment, BLD No; Locked Bag 7005; Liverpool NSW 1871
- c. All items are to have a **Return to Sender** address annotated for both internal and external mail. As requested by the DAFLO, would you please direct enquiries for actioning to the 3WG AFLO email address at: [3wg.aflo@defence.gov.au](mailto:3wg.aflo@defence.gov.au)
- d. Detailed AFLO Office Instructions are provided at Annex B.

## Personnel and Administration contacts

6. Please note the following contact points for 3WG Personnel and Administration related matters:

- a. Personnel Officer, [perso.3wg@airforcecadets.gov.au](mailto:perso.3wg@airforcecadets.gov.au), all enquiries relating to:
  - (1) CIV and ADF Support EOI's/applications,
  - (2) IOC and OOC applications, and
  - (3) IOC/OOC pay queries.
- b. Administration Officer, [admino.3wg@airforcecadets.gov.au](mailto:admino.3wg@airforcecadets.gov.au), all enquiries relating to:
  - (1) Change of personal details (Form AD150 - Amendment of Personal Data Details),
  - (2) Change to financial details (Form AD576 - Bank and Financial Institution Account Authorisation), and
  - (3) Any changes to superannuation details.
- c. Administration Support 2, [adminspt2.3wg@airforcecadets.gov.au](mailto:adminspt2.3wg@airforcecadets.gov.au), all:
  - (1) ADFC Medal applications and queries.
- d. FLTLT(AAFC) Daren Cook: [daren.cook@airforcecadets.gov.au](mailto:daren.cook@airforcecadets.gov.au), all:
  - (1) AAFC ID Card requests and enquiries.

7. Escalation of any of these matters can be directed to SOMS, [soms.3wg@airforcecadets.gov.au](mailto:soms.3wg@airforcecadets.gov.au),

### 3WG Comp Results - 2018.

8. The following is a list of the results achieved at the recent 3WG Competition.
- a. 3 Wing Precision Drill Competition Results (max 636 points)
    - 1st 336SQN 547
    - 2nd 323SQN 516
    - 3rd 307SQN 512
    - 4th 305SQN 494
    - 5th 335SQN 484
  
  - b. 3Wing Individual Drill Competition results
    - CDT/LCDT 322SQN CDT Dale Cai
    - CJNCO 322SQN CCPL Madeleine Boyd
    - CSNCO 332QN CSGT Kobi Smith
    - CUO/CWOFF 323SQN CUO Zachary Comfort
  
  - c. 3 Wing Rifle Shooting Competition Results (max 1600 points)
    - 1st 337SQN 1,245
    - 2nd 310SQN 1,218
    - 3rd 311SQN 1,160
    - 4th 323SQN 1,157
    - 5th 333SQN 1,138
  
  - d. 3 Wing Rifle Shooting INDIVIDUAL Results (max 400 points)
    - 1st 324SQN CCPL Hu Jia Li Ling 356 (Marksmanship Award)
    - 2nd 337SQN CSGT Laura Hooper 355 (Marksmanship Award)
    - 3rd 323SQN CFSGT Ryan Hawthorn 352 (Marksmanship Award)
  
  - e. Also receiving Marksmanship Award:
    - 305SQN CUO Jemma Hodgson 343
  
  - f. 3 Wing Aircraft Recognition Competition Results (max 100 points)
    - 1st 305SQN 66
    - 2nd 322SQN 54
    - 3rd 336SQN 51
    - 4th 332SQN 50
    - 5th 324SQN 40
  
  - g. 3 Wing Aircraft Recognition INDIVIDUAL Results (maximum 25 points)
    - 305SQNCSGT Matthew Cole 22
  
  - h. 3 Wing Service Knowledge Competition Results (maximum 20 points)
    - 1st 324SQN 18.5
    - 2nd 333SQN 16.5
    - 3rd 322SQN 16.25
    - 4th 336SQN 15.85
    - 5th 321SQN 15.25
  
  - i. OC's Cup 3 Wing Competition Results
    - 1st 336SQN
    - 2nd 322SQN and 305SQN

## Staff Training

9. New staff are reminded of the requirement to complete Initial Mandatory Training (IMT), for all OOC/IOC/CIV appointed since 01 Jul 17, and Uniformed Mandatory Training (UMT), for all OOC/IOC. These courses are required to be completed with 12 months of appointment.
10. 3WG will be conduct the following IMT/UMT courses this year at RAAF Base Richmond, with dates as shown:
  - a. Activity No 47732 – 3/18 IMT – 21-23 Sep 18
  - b. Activity No 44147 – 4/18 IMT – 12-14 Oct 18
  - c. Activity No 44148 – 2/18 UMT – 12-14 Oct 18
11. Nominations are currently open on Activity No 47945 for the inaugural 3WG SQNXI Course to be conducted at RAAF RIC over the weekend of 21-23 Sep 18. This course has been developed to upskill selected airmen/women in the areas of personal development, service knowledge, and drill and ceremonial that are commensurate to the position of SQNXI. All participant answer workbooks must be completed and submitted prior to attendance on the course **NLT 24 Aug 18**. Members must have completed the Staff Induction Program (SIP) or Initial Mandatory Training (IMT) and Uniform Mandatory Training (UMT) prior to attending this course.
12. Nominations are currently open on Activity No 44443 for the 1/18 SNCO Course to be conducted at RAAF RIC over the weekend of 02-04 Nov 18. This course is designed to upskill selected SGT(AAFC) and CPL(AAFC) in the roles and responsibilities of an AAFC SNCO. This course now forms part of the promotion criteria for promotion to SGT(AAFC). All participant answer workbooks must be completed and submitted prior to attendance on the course **NLT 12 Oct 18**.
13. Nominations are currently open on Activity No 4445 DEA Conference and Award Leader Development conducted at RAAF RIC over the weekend of 12-14 Oct 18.
14. Nominations are currently open on Activity No 44442 Officer Initial Course conducted at RAAF RIC over the weekend of 02-04 Nov 18. There is a requirement to complete this course within your probation period.
15. Nominations are currently open on Activity No 44144 TRGO Conference & Course conducted at RAAF RIC on the weekend of 02-04 Nov 18. All participant answer workbooks must be completed and submitted prior to attendance on the course. The current Activity Management module will be made available in the [3WG Training folder](#) in the 3WG Resource Centre.
16. All courses and conferences will be conducted at RAAF RIC. Refer to the links or the Training Team for further information.

## **Expressions of Interest – Executive Officer North**

17. Expressions of interest are invited from suitable AAFC personnel for the above mentioned position.

18. Reporting to the Officer Commanding 3 Wing, this role will be a member of the 3 Wing Senior Leadership Team (SLT), responsible for providing leadership, support and specific skills to the customers that we serve; the staff and cadets of 3 Wing. To be considered for this role, applicants must possess the following attributes:

- a. Ability to contribute to the strategic direction of 3 Wing and the AAFC
- b. Ability to review and harness information and distil relevant content
- c. Ability to implement and lead change to take us towards our 2020 Plan
- d. Ability to guide, coach, lead and develop others in a respectful and appropriate manner
- e. Ability to influence, persuade and negotiate across all levels of our organisation
- f. Ability to modify style, language and approach in line with the message and the target audience
- g. Ability to manage the multiple time and activity demands required of a 3 Wing executive role which will require a strong work ethic
- h. Ability to participate in, and contribute to, research and development related to youth development
- i. Ability to identify risks, opportunities or emerging trends within your areas of responsibility and the wider AAFC

19. A detailed position description is available from the 3WG Resource Centre on the WG Portal <https://members.cadetnet.gov.au/aafc/3WG/3WG Resource Centre/>.

20. Applications close on the 28 Aug 18 and are to be marked Sensitive: Personal and submitted electronically to the Officer Commanding 3 Wing at [oc.3wg@airforcecadets.gov.au](mailto:oc.3wg@airforcecadets.gov.au).

21. Shortlisted applicants may be invited to attend an interview at 3WG HQ.

## **Expression of Interest Public Affairs Communication Officer**

22. Expressions of interest (EOI) are invited from suitably qualified IOC or OOC for the position of Public Affairs Communication Officer (PACO).

23. Reporting to Staff Officer Management Services (SOMS), this role is responsible for working with Officer Commanding (OC) 3WG, SOMS and Squadron staff to co-ordinate all matters related to the external image of the AAFC, and recruiting of cadets and staff.

24. EOIs will be accepted from members of the rank of CPL(AAFC) and above. A minimum of 5 years AAFC service within a Squadron environment is considered desirable but not essential.

25. A detailed position description is available from the 3WG Resource Centre on the WG Portal <https://members.cadetnet.gov.au/aafc/3WG/3WG Resource Centre/>.

26. Applications close on 10 Sep 18 and are to be marked Sensitive-Personal and submitted electronically to SOMS 3WG at [soms.3wg@airforcecadets.gov.au](mailto:soms.3wg@airforcecadets.gov.au). Hard copies will not be accepted. An email will be returned acknowledging receipt of the EOI.

### **Completion of Defence Youth Safety Level 6 Training**

27. Further to the AAFC Information Circular issued by the DCDR on 14 Aug 18 in relation to Completion of the Defence Youth Safety Level 6 training, it is imperative that all cadets ensure they have completed this package before the close deadline of 24 Aug 18.

28. Commanding Officers are to ensure they take responsibility for ensuring that all of their respective Cadets are compliant and have completed the package relevant to their age group.

### **Nijmegen International Four Day March**

29. The 103rd Nijmegen International Four Day March will take place in Nijmegen, Netherlands over the period 16-19 July 2019. 3 Wing will once again represent the AAFC and the ADF with a team to complete this 165km walk in 4 days.

30. Nominations on C1 for this activity (43936) will close on the 27 Aug 18. Cadets aged between 15 and 18 years of age and who can commit to the compulsory training events are eligible to nominate (Note. Cadets should be a minimum of 15 years of age at the time of the Nijmegen March)

31. The Four Day Marches Nijmegen is the largest multiple day marching event in the world with over 50,000 participants including around 5000 military personnel from across the world. Military participants walk approx. 40 kilometres on each of the 4 days and on completion, receive the Vierdaagse Cross which has now been approved to wear on AAFC uniform. This is a very unique event where all foreign military participants stay at Camp Heumensoord and where you will experience life with over 60 different countries.

32. Incorporated into the 2019 trip will be visits to Amsterdam, Berlin in Germany and Krakow in Poland. The 2019 trip requires a [\$1000 non refundable deposit - approx cost = \$7000 TBC] Specific dates are the Netherlands: 11-24Jul (including the 4 Day International Nijmegen March) , Germany: 24Jul-28 Jul and Poland 24Jul-01Aug

33. The walk is a high impact both physically and mentally and requires a high level of fitness as well as team work and psychological stamina. In order to prepare for this event, a number of compulsory training weekends will be held from late 2018 until departure in Jul 19.

### **Reminder - Guidance for Making Application & Endorsing Cadet Forces Allowance**

34. The AAFC Information Circular from 09 Aug 18, is reproduced below as a reminder to members. For the majority of members, the 'endorser' will be their CO or FLTCDR. For HQ personnel, the 'endorser' should be the SLT member in charge of their area. CO's/FLTCDR's should set their RXO as the 'endorser'. Unassigned HQ staff should select the 3WG XO as the 'endorser'. SLT members should set the OC as the 'endorser'.

35. Members are also reminded to ensure they select the ‘half day’ check box when recording CFA for weekly parades.

We have become aware of some difficulties members have experienced in some locations when submitting and processing CFA claims through the CadetNet Enterprise Application (CEA). This is not without expectation and I can assure you that the enterprise is working hard to change this and improve workflows at all levels of the process. Most of the improvements identified will be rolled out over several months during FY18/19. However, for the time being we ask that you persevere with the system allowing the process to reach full maturity.

Equally we have also become aware of instances where AAFC members have incorrectly submitted CFA claims to the ‘**approver**’ or delegate without the claim being endorsed by the AAFC members line manager or supervisor. In these instances, claims will be returned to the member as the approver has no capacity to validate the claim.

To assist OOC & IOCs to process CFA Claims correctly, the following guidance is provided. When an OOC or IOC makes application for CFA they also identify their line manager or supervisor who is responsible for endorsing and validating the claim. You are further advised that in making application the **member** provides the following assurance in submission: ‘***I certify that entries above are a correct record of my attendance***’.

The **endorser**, in undertaking the action of validating the claim, signs off and in doing so states: ‘***I certify that the above-named member is an Officer or Instructor of Cadets, and is applying for payment in accordance with Defence (Payment to ADF cadets) Determination 2016, and that the details shown are a true and correct account of the members authorised activities***’.

**Approvers** (or the Financial Delegate) signs off stating ‘***I approve the payment of Cadet Forces Allowance to the above named member***’. Approvers approve the payment on the certification of the applicant and the endorser.

It is really important to clearly understand this process and the risk members accept in both making application and endorsing or validating claims due to the statement that they each sign off on.

Equally, it’s acknowledged there is an element of trust and risk in everything we do. DDGCADETS-AF, in providing further advice to AFLO’s as the delegate has encouraged AFLO’s to approve all CFA claims in good faith unless they have very strong reasons not to do so. Where an AFLO feels the need to check CFA applications they might do a random sample cross-check, but sparingly. Any unexplained inconsistencies will be referred to the **endorser**.

We trust the above information will assist all members involved in the process to better understand their responsibilities when making, submitting and endorsing CFA applications.

Regards

WGCDR (AAFC) DM PIERI  
Deputy Commander AAFC



## AFLO Office Information

36. In order to ensure the smooth operations between AAFC and the AFLO office, it is important to note the following requirements and changes:

37. **Defence mail – Sydney Basin Area.** The correct mailing address to Sydney based Defence establishments has changed. Any mail that does not comply with the following mailing address will no longer be re-directed and will be returned to sender by Australia Post:

Recipients Name  
Unit Name, Establishment, BLD No.  
Locked Bag 7005  
Liverpool NSW 1871

38. **The hours of operation of the AFLO office are:**

Mon, Wed, Thur: 0730 – 1630

Tue: 1000 – 1300 h; 1500 – 2000 h (at Lidcombe)

Fri : 0730 – 1400

39. **Contact details:**

a. WGC DR Michael Wallace – 02 4587 1602 or 0428 569 733

b. FLGOFF Merridith Boyce – 02 4588 1651 or 0408 278 282

c. FSGT Danny Smythe – 02 4588 1652 or 0408 278 282

d. SGT Graham Turner – 02 4588 1653

e. FLTLT Lisa Karbon – 0433 061 677

40. All written correspondence should be emailed to [3wg.aflo@defence.gov.au](mailto:3wg.aflo@defence.gov.au), not to an individual member's email address.

41. **After hours contact should only be made in an emergency/urgent situation/in progress activity related issues.** The only contact number that should be utilised for after hours support is the AFLO Office duty member phone - **0408 278 282**.

42. **Engaging with Defence Agencies, including Defence Contractors.** All members are reminded that the AFLO office is the only interface and approvers for any/all Defence interaction and support. Instances of working outside the AFLO office may result in activities not being approved or being turned off.

43. **Defence issued mobile phones.** A requirement for utilising a defence mobile phone is to comply with auditing purposes. An email is sent out to each "custodian" quarterly. Failure to reply to the email within two weeks will result in the phone being disconnected. A replacement phone or reconnection will not occur. Transfer of a phone from one member to another, must be arranged through the AFLO office, even if temporarily. This is to occur via the completion of an Issue Certificate emailed to [3wg.aflo@defence.gov.au](mailto:3wg.aflo@defence.gov.au). This email is to include the name, rank and PMKeyS of the current custodian and the name, rank, PMKeyS of the new custodian. If it is

a temporary hand over an Issue Certificate must be completed at the time of each hand over. The required Issue Certificate and a mobile phone User Information sheet will be made available on the CEA 3WG Resource Centre, in the [Forms and Templates folder](#). This document outlines what to do with respect to various issues that may occur. **Note:** a Defence Supplied Sim is not to be placed into and used in a different phone as per Defence Policy. Diverting of a Defence issued mobile number to an alternate number is not permitted as per Defence Policy.

44. **ICT Issues/Requests.** All ICT Issues and/or requests are to be logged on CadetNet, not through the AFLO office. If the issues are not resolved in a timely manner, members are welcome to forward the request and job number to [3wg.aflo@defence.gov.au](mailto:3wg.aflo@defence.gov.au) and we are able to follow up the issue on your behalf.

45. **Facility Issues.** All facility issues must be sent through to [3wg.aflo@defence.gov.au](mailto:3wg.aflo@defence.gov.au). Emergency/urgent issues should be called through to either our office or duty member phone (0408 278 282). AAFC Members are not to call the BSSC/Spotless numbers under any circumstances to report issues. When alerting our office to any issues please provide the following information:

- a. SQN name
- b. Contact name and phone number of a member for our office to contact re further information/updates
- c. Base Name and building number. Room and/or space number and any further information to describe the location.
- d. Full description of the issue.
- e. An outline of how the issue occurred (e.g. vandalism)

46. **Finance Requests.** The 2018/19 budget has already been allocated. Any requests for funds outside the allocated budget must be approved, in writing, from the FINO (SQNLDR(AAFC) Merridy Thompson) and the OC. Once we receive the notification of reallocation of funds we can then support your requests. Please do not request funding from our office without speaking to the FINO first.

47. **First Aid Supplies.** The AFLO office is able to support the restocking of existing first aid kits, in compliance with the AAFC approved first aid list. Email [3wg.aflo@defence.gov.au](mailto:3wg.aflo@defence.gov.au) with your requirements. Most items are able to be shipped via post to units. Liquids are unable to be posted and as such must be collected from either the AFLO office at RAAF Richmond or HQ at Lidcombe. Any items purchased at squadron expense will not be reimbursed. All expenditures must be approved prior to the expense being made.

48. **Non-Defence Training Areas.** 3WG AAFC are now required to comply with all TASMIS requirements for the use of Non-Defence Training Areas. This includes all bivouacs, shoots and other venues. 3WG are the last Wing to move onto this system. TASMIS is used by Defence as a monitoring tool for any Defence activities occurring in the community. When setting up a venue for the first time, the following information is needed:

- a. Name & Address of Venue
- b. Venue Owner and contact details

- c. Any Paperwork you have confirming the booking/approval for use of the area – This makes the TASMIS approval much quicker!

49. For each activity following the initial setting up of the venue of TASMIS, the following forms must be completed and emailed to the AFLO office with the activity number in the subject line:

- a. 3WG Non-Defence Training Area Form
- b. ECC Template (Bivouacs/Fieldcraft only)
- c. NTDA Consent to use

50. These forms will be made available on the CEA 3WG Resource Centre, in the [Forms and Templates folder](#).

51. If your squadron regularly uses a venue, it is recommended that you start the paperwork for setting up the venue in TASMIS now, so it is ready to go when your activity is programmed to be run. Venues can take up to 12 weeks to be added to TASMIS and this must occur before an activity can be approved.

### **3WG Resource Centre**

52. A 3WG Resource Centre has been added to the 3WG Portal in the CEA, and can be reached via the following link:

<https://members.cadetnet.gov.au/aafc/3WG/3WG%20Resource%20Centre/>

53. The following documents have been loaded to the [Forms and Templates folder](#) within the Resource Centre:

- a. OIC Activity approval level application Annex C
- b. OIC Activity Level application – 3WG Guidelines
- c. OIC Activity Level Application Package – Annex C and 3WG Guidelines
- d. Individual Proficiency Assessment form
- e. Standard RAMP Security risks and protocols hazard

54. The following documents have been loaded to the [3WG Training folder](#) within the Resource Centre

- a. 1-18 Training Bulletin

55. Standardised SQN position descriptions (PD's) will shortly be made available on the 3WG Resource Centre, in the [1. Position Descriptions folder](#). Please feel free to download, edit and make full use of within your squadron and in conjunction with performing staff annual OIPARs.

- a. 3WGAAFC Squadron Commanding Officer (cannot be edited)
- b. Squadron Executive Instructor

- c. Squadron Executive Officer
- d. Squadron Administration Officer
- e. Squadron Assistant Administration Officer

56. Members will note that the 3WG website is currently unavailable. Resources will be transferred to the 3WG Portal in the CEA as soon as possible.

### **2018 ICT Assets Stocktake**

57. As with the Firearms stocktake this is a compulsory, annual stocktake for all ICT assets at any unit, including those members who may have laptops as a personal allocation who don't attend HQ weekly.

58. **All** Assets must be listed and sighted for during the **stocktake period of 1 Aug to 30 Sep**, this includes but not limited to; Desktop Computers, Monitors, Laptops, Printers, Multifunction Printers, Internet dongles, Internet routers, network switches either with or without a Defence Asset tag or Commonwealth or Unit Owned.

59. Going forward, by not completing the audit your unit will not receive any Hardware support until the 'Stocktaken / Last sighted' has been updated and the asset is on the register. The stocktake also assists with funding and budgeting of replacement of assets with Defence.

60. There are reports available within CEA-Reports that can assist you to track the completion and also check lists for the end user. If an Item is with another unit then a MOVEMENT action must be completed to have the asset transferred, likewise if the asset is assigned the wrong status.

61. All are encouraged to work with your units to have a 100% completion rate for this audit, **which needs to be completed by 30 Sep 18**. Failure to complete the stocktake will mean nil support for defence assets.

62. Note that the permissions are similar to the Firearms Stocktake, only certain people will have access to complete the CEA stocktake – in the Stocktake Summary Report you can see who is responsible for completing the audit. The current unit completion list and will publish this each week.

63. This is not a "list all of your Defence IT" activity. It is expected and required that all IT equipment in use by every unit is recorded. This allows the AAFC to plan and allocate accordingly.

64. The only equipment which is exempt are those items marked with PROTECTED or above Defence stickers.

65. Of particular importance at this stage is internet and network equipment. You should place a special emphasis on this.

66. Your proactive support is requested in regard to this matter.

## **AFLO WHS Audit Program**

67. Units are reminded that the AFLO WHS Audit program is also concurrently underway. The audit program will be checking compliance against WHS responsibilities to ensure that workplace inspections and associated documentation is regularly being completed by units, and to answer any questions that SQNS may have with respect to WHS responsibilities. An audit schedule is attached with this RI (refer to Enclosure 1).



**PAUL M. HUGHES**  
Wing Commander (AAFC)  
Officer Commanding

20 Aug 18

Enclosure:

1. AFLO Team Audit Program 2018/9

## 3 WING AAFC - AFLO TEAM WHS AUDIT PROGRAM 2018/9

UNIT	Parade Night					Audit Date	Day	Lead Auditor
	MON	TUE	WED	THU	FRI			
307SQN Lidcombe		Metro				18-May-18	Tue	Steve
340 SON Griffith						04-Jun-18		Danny
310SQN Tamworth		Remote				31-Jul-18	Tues	SQNLDR Franklin
337SQN Armidale		Remote				01-Aug-18	Wed	SQNLDR Franklin
336SQN Richmond	Metro					06-Aug-18	Monday	Merridith
325SQN Goulburn				Remote		30-Aug-18	Thur	CPL Adam Bergquist
313SQN Dubbo	Remote					03-Sep-18	Mon	Danny
329SQN Orange		Remote				04-Sep-18	Tue	Danny
330SQN HMAS Albatross		Remote				11-Sep-18	Tue	CPL Adam Bergquist
332SQN Wagga Wagga		Remote				25-Sep-18	Tue	CPL Adam Bergquist
302SQN Rockdale			Metro			10-Oct-18	Wed	Danny
335SQN Williamtown		Remote				16-Oct-18	Tue	Merridith
316SQN Adamstown					Remote	17-Oct-18	Wed	Merridith
321SON Adamstown			Remote			17-Oct-18	Wed	Merridith
311SON Erina/Gosford				Remote		18-Oct-18	Thur	Merridith
304SQN Pymble	Metro					22-Oct-18	Mon	Merridith
305SQN Collaroy			Metro			24-Oct-18	Wed	Danny
324SQN Randwick			Metro			31-Oct-18		Merridith
306SQN Darlinghurst					Metro	06-Nov-18	Fri	Danny
315SQN HMAS Harman		Remote				06-Nov-18	Tue	SQNLDR Franklin
309SQN - Holsworthy				Metro		07-Nov-18	Thur	Merridith
334SQN HMAS Harman			Remote			07-Nov-18	Wed	CPL Adam Bergquist
303SQN Camden					Metro	09-Nov-18	Fri	Merridith

308SQN Rutherford			Remot e			14-Nov-18	Wed	Merridith
	<b>Parade Night</b>					<b>Audit Date</b>	<b>Day</b>	<b>Lead Auditor</b>
<b>UNIT</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>			
322SQN Dundas			Metro			21-Nov-18		Danny
331SQN Coffs Harbour	Remot e					26-Nov-18	Mon day	Steve
333SQN Port Macquarie		Remot e				27-Nov-18	Tue	Steve
317SQN Taree			Remot e			28-Nov-18	Wed	Steve
312SQN South Kempsey				Remot e		29-Nov-18	Thur	Steve
300 SON AVIATION (BATAAC)		Remot e				01-Dec-18	Tue	Danny
328SQN Bathurst		Remot e				01-Dec-18	Tue	Danny
319SQN Inverell	Remot e					01-Mar-19		Steve
326SQN Lismore					Remot e	01-Mar-19		Steve
339SQN Moree				Remot e		01-Mar-19	Thur	Steve
3WG HQ Lidcombe		Metro						Merridith
3WG LOG Richmond (Same 336SQN)	Metro						Mon	Merridith
314SQN Wollongong		Remot e						Steve
318SQN Sutherland			Metro					Steve
320FLT (3WG HQ same day)		Metro						
323SQN Glenbook			Metro					Steve
338SQN Albion Park Rail			Remot e				Wed	Steve

Commenced



Completed

