



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



**3WG Routine Instruction 02/18**

**Appointments**

1. The following personnel have been appointed to the positions as shown. AUTH: OC 3WG:

- a. 8197969, WGCDR Timothy Lewis, ADF Support, 334SQN, WEF 03 Apr 18.
- b. CM383357, CUO Nathan Barnett, 3WG Chair of the Cadet Reference Group, 333SQN, WEF 3 Jun 18
- c. CM384128, CUO James Cross, 3WG Deputy Chair of the Cadet Reference Group, 335SQN, WEF 3 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. AC91458, CIV Ross Tomlins, 313SQN, WEF 10 Apr 18
- b. AC91016, CIV Johannes Marais, 303SQN, WEF 10 Apr 18
- c. AC91449, CIV Sally Ellis, 313SQN, WEF 03 May 18
- d. AC91445, CIV Hedy Hagans, 305SQN, WEF 03 May 18
- e. AC90990, CIV Natasha Marshall, 305SQN, WEF 03 May 18
- f. AC91438, CIV Georgia McKern, 305 SQN, WEF 03 May 18
- g. AC90900, CIV, Daniel Sherar, 311SQN, WEF 03 May 18
- h. AC91273, CIV Jake Harden, 335SQN, WEF 05 May 18
- i. AC91616, CIV Julie Andrezza, 340SQN, WEF 16 May 18
- j. AC 91433, CIV Mitchell Clark, 306SQN, WEF 16 May 18
- k. AC91504, CIV Rhys Heaton, 312SQN, WEF 16 May 18
- l. AC91466, CIV Dominic Philippa, 314SQN, WEF 16 May 18
- m. AC90615, CIV Laine Rennick, 337SQN, WEF 16 May 18
- n. AC91339, CIV Michael Thomas, 326SQN, WEF 16 May 18

- o. AC91387, CIV Ryan Brown, 310SQN, WEF 16 May 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

WGCDR(AAFC) Paul Hughes, 8596518, 3WGHQ, 05 Jul 18 - 06 Aug 18

### **Temporary Change of Command 3WG**

- 4. SQNLDR(AAFC) Dennis Green AM is appointed T/OC for the period 05 Jul 18 – 06 Aug 18, vice WGCDR(AAFC) Paul Hughes on overseas duty.

### **Reminder - 3WG Headquarters Parade Times**

- 5. Over 2018 HQ will parade on Tuesday evenings from 1830 h to 2130 h. These parade times also apply to 'virtual' HQ staff, ie HQ staff located in the regions and the ACT. HQ stand-down periods will be communicated in advance.

- 6. Informal meal times are held between 1900 h and 1930 h, all 3WG Adult supervisors are welcome to drop into HQ during this time.

- 7. Formal meetings with HQ staff should generally be made by appointment with the relevant member.

### **8. HQ Staff Meetings 2018.**

The OC will hold a HQ staff meeting over dinner on the last Tuesday of each month from 1930 h to 2030 h. All personnel physically parading at HQ should make every effort to attend. HQ staff who parade remotely are encouraged to attend HQ at this time of the month.

### **Detachment Staff Expressions of Interest – 300ATS Flying Courses**

- 9. 41975 2/18 Powered Flying Course and 41974 Gliding Course (4 Jul 18 – 13 Jul 18) Detachment Commander FLTLT(AAFC) Amy Baddams.

- 10. 41976 4/18 Gliding Course (13 Jul 18 – 20 Jul 18) Detachment Commander SQNLDR(AAFC) Belinda Gleeson-Barker.

### **3WG Aviation AVSCHED FY18-19**

- 11. Thank you to all the Squadrons who have liaised with 300ATS to access PEX funding for your cadets in the form of either Gliding or Powered Flying Experiences. Attached (Appendix A) is the updated AVSCHED for your information; please note that these dates can be renegotiated if needed to suit your Squadron as long as it works with the service provider for your activity.

- 12. CO 300ATS would like to take this opportunity to thank FSGT(AAFC) Rachel Turnell for all her hard work in coordinating this schedule and for the enormous amount of work it takes to get this number of activities off the ground with so many stakeholders. It should also be noted

that FSGT(AAFC) Turnell works extremely hard in trying to get as much flying out of the PEX budget provided as possible with all but 3 Squadrons gaining activities this financial year.

### **Change to September 2018 300ATS Flying Courses Dates**

13. Due to the Bathurst 1000 Supercar Race being scheduled in the middle of the school holidays, 300ATS is forced to change the dates of our flying courses due to restricted airspace over the race weekend.

- a. 3/18 PWDCSE & 5/18 GLDCSE - Tues 25 Sep 18 - Wed 3 Oct 18
- b. 6/18 GLDCSE – Mon 8 Oct 18 - Tues 16 Oct 18

14. We apologise for any inconvenience caused however the only other alternative is not to hold flying courses at all due to it impacting Term 2 and Term 3 school days.

### **Changes to 300 Aviation Training Squadron Course Fees – Gliding and Powered**

15. Due to a recent directive from Director General Cadet Branch – Air Force and subsequent policy changes, 300ATS has had to review the way in which we operate our gliding and powered flying courses and their associated costs. Due to the ever changing nature of aviation in the AAFC we apologise in advance for any further changes to our course fee structure, which will be kept to a minimum unless absolutely necessary.

16. These changes have seen our gliding courses drop to \$180.00 (excluding GFA Membership and Starter Pack) and an increase for our powered flying courses to \$2100.00 (Excluding Student Pilot Kit and Starter Pack). Please visit our website for further information or to download the new application paperwork for the discipline of your choice.

- a. POWERED FLYING  
[www.aviation.3wg.aafc.org.au/courses/powered-flying](http://www.aviation.3wg.aafc.org.au/courses/powered-flying)
- b. GLIDING  
[www.aviation.3wg.aafc.org.au/courses/gliding](http://www.aviation.3wg.aafc.org.au/courses/gliding)

### **Reminder – Photography on RAAF BASE Richmond**

17. Personnel are reminded that IAW The Defence Act (Cth) 1903 Section 82, **photography on RAAF Base Richmond is prohibited.**

18. Persons with a requirement to take photographs at RAAF Base Richmond are required to obtain written authority prior to any photographic activity being undertaken. Photographic requests must be approved by an authorised person IAW RAAFRIC BSI (OPS) 05-11 Imagery and Photography on RAAF Base Richmond.

19. Mobile phones, tablets, laptops and all other transmitting devices are not permitted to be used for the purposes of approved photography on base. Personnel are also reminded that dash mounted cameras (dashcams) must be switched off prior to entry onto base. Any enquiries relating to this message should be directed to the group mailbox below.

20. Base Support Operations – Service Delivery Division – East & West Zone (SD-RIC) Estate and Infrastructure Group. RAAF Base Richmond, RAAF Base Glenbrook, Defence

## Training Group

21. The 3WG Headquarters Training Team now have a secured group email: [training.3wg@airforcecadets.gov.au](mailto:training.3wg@airforcecadets.gov.au) This will ensure that all correspondence will be received by Staff Officer Training team. It is expected that this will streamline the processing of documentation. The following responsibilities fall under the training team:

- a. First aid compliance
- b. IPB applications
- c. Qualifications: food handling, education, driving, medical badges, etc
- d. Assistance with PSTC Cadet Training
- e. Medical badges
- f. Shooting qualifications
- g. OIC level applications
- h. OIPARS
- i. Cadet promotion deferred assessments
- j. Adult Training including coordination of Adult training courses eg. IMT/UMT
- k. Staff Promotions
- l. Training resources eg. JI templates

## Musicians Badge Recipients

22. At the recent 1/18 Musicians Course seven more cadets qualified for the AAFC Musicians Badge, as well as two staff members. The following cadets and staff have been awarded the Musicians Badge:

- |    |                      |           |        |
|----|----------------------|-----------|--------|
| a. | LCDT Joshua Lam      | CM 386069 | 307SQN |
| b. | LCDT Ravijay Gampala | CM386062  | 307SQN |
| c. | LCDT Remus Chira     | CM386600  | 322SQN |
| d. | LCDT Brendan Dias    | CM383636  | 322SQN |
| e. | LCDT Naris Suwanmuk  | CM386526  | 315SQN |
| f. | LCDT Kevin Nguyen    | CM386525  | 307SQN |

- g. LCDT Blake Kelly CM386499 321SQN
- h. CPL(AAFC) Georgia Brook 8614965 344FLT
- i. FLTLT(AAFC) Ben Simon 8575506 344FLT

### **DTRM. Defence Driver Training Instruction.**

23. A higher than normal number of vehicle accidents involving AAFC personnel have taken place within the past 4 months. All these accidents were as a result of vehicles carrying out a reversing manoeuvre with no marshaller present. This has had a significant impact on our relationship with MEOMS and CO 22 SQN who recently summoned the OC to 'please explain'.

24. OC 3WG has now specifically directed that Chap 5 of the DTRM '*Manoeuvring in restricted spaces or reversing vehicles*' be inserted into this Routine Instruction and complied with by all 3WG staff driving Defence or vehicles hired on behalf of Defence. This excerpt has been reproduced for the benefit of members at Annex B.

### **Payment of First Aid Courses**

25. OOC/IOC/CIVs are reminded they are able to request funding from the AFLO Office for renewal of their first aid qualifications and to obtain their first aid qualifications.

26. A request for payment utilising the '3WG Staff External Training Request Form', located on the 3WG website, <http://3wgaafc.org.au/training-0> must be submitted with an accompanying invoice through your CO/FLTCDR to the 3WG Financial Accounting Officer (FINACCTO), SQNLDR(AAFC) Merridy Thompson, [finaccto.3wg@airforcecadets.gov.au](mailto:finaccto.3wg@airforcecadets.gov.au), at least four (4) weeks prior to undertaking the course.

27. OOC/IOC/CIVs should ensure the first aid trainer accepts credit card payment otherwise payment processing will extend by a few more weeks.

### **OIC Activity Level application 3WG guidelines**

28. Approval for an OOC/IOC to hold an OIC activity level, or to increase a member's OIC activity level, will be based on the member's level of judgement, experience, capability and their rank; having been supervised, mentored and recommended; and then endorsed by the approving officer.

29. To assist in the OIC Level application process, refer to the 3WG guidelines and Annex located on the 3WG website <http://3wgaafc.org.au/training-0>.

30. These guidelines also outline what documents are to be provided to 3WG SOT when submitting an OIC Level Activity application.

### **Staff Training**

31. 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.

32. 3WG will be conduct the following IMT/UMT courses this year at RAAF Base Richmond, with dates as shown:

- a. Activity No 44144 – 1/18 UMT – 01-03 Jun 18
- b. Activity No 47732 – 3/18 IMT – 21-23 Sep 18
- c. Activity No 44147 – 4/18 IMT – 12-14 Oct 18
- d. Activity No 44148 – 2/18 UMT – 12-14 Oct 18

33. 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 positon of SQNXI. Further information can be found on the 3WG website at <http://3wgaafc.org.au/training-0> .

34. 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). Further information can be found on the 3WG website at <http://3wgaafc.org.au/training-0> .

35. DEA Conference and Award Leader Development Activity No 44445 dates have changed to 12-14 Oct 18, being held at RAAF RIC.

### **Wing Camp/Course Declaration Form**

36. The Camp/Course Declaration Form is to be completed by all 3WGAAFC camp/course applicants. Forms are to be completed in blue or black pen and must be received by SOT 3WGAAFC NLT the advertised closing dates for endorsements to be completed for the course (or if no date has been advertised, submitted by the closing date for nominations listed on C1). Forms are now required for the Jul courses. The form is located on the 3WG Website at <http://www.3wgaafc.org.au/training-0>

### **3WG Annual Parade 2018**

37. There will again be a 3WG parade scheduled for late on the Saturday of the WGCOMP's where the new DGCDTS-AF AIRCDRE Martin will review the parade and several awards will be handed out. The DG will only be at RAAF RIC on the Saturday hence why we are limited to this time.

38. The WGWOFF advises that due to this timeframe there will be no opportunity to practice for this parade and asks SQN CO's and SQNXI's to ensure their cadets who will attend the WGCOMP weekend are up to date with the SQN Daily Parade format (Incl. Advance in Review) which is the format we will use for the parade. Any questions regarding this please direct to the WGWOFF at [christopher.gibson1@airforcecadets.gov.au](mailto:christopher.gibson1@airforcecadets.gov.au)

## Cadet Executive Conference & Workshop

39. The Second Cadet Executive Workshop will take place at RAAF Richmond during period 02-03 Jun 18. All cadets are encouraged to speak with their CUOs and CWOFFs with their views on what they would like to see come out of the conference.

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

24 May 18

Enclosure:

Annex A. 3WG Aviation Schedule (AVSCHED) FY18-19

Annex B. DTRM. Chapter 5. Manoeuvring in restricted spaces or reversing vehicles.



Activity ID	Name	Participating Unit	Start Date	End Date	Provider	Location	Type	Number of flights
40790	PEX 1718/52	335	20/05/2018	20/05/2018	RWFC	RAAF Williamtown	P	20
40770	PEX 1718/33	322	26/05/2018	26/05/2018	300 P	Camden	P	40
45033	PEX 1718/55	324	27/05/2018	27/05/2018	300 P	Camden	P	30
40783	PEX 1718/45	334/304	14/06/2018	16/06/2018	300 B	BATAC	B	40
40780	PEX 1718/42	316	24/06/2018	24/06/2018	RWFC	RAAF Williamtown	P	20
48024	PEX 1819/26	313	29/07/2018	29/07/2018	Thomas	Dubbo	P	10
48025	PEX 1819/27	332	10/08/2018	12/08/2018	300 G	BATAC	G	50
46444	PEX 1819/5	321	12/08/2018	12/08/2018	RWFC	RAAF Williamtown	P	20
46433	PEX 1819/1	323/ 307	31/08/2018	2/09/2018	300 G	BATAC	G	50
46445	PEX 1819/6	303	8/09/2018	8/09/2018	300 P	Camden	P	20
46460	PEX 1819/2	310/ 337	15/09/2018	16/09/2018	LKSC	Lake Keepit	G	20
48026	PEX 1819/28	315/ 325	21/09/2018	23/09/2018	300 B	BATAC	B	40
48027	PEX 1819/29	314/ 330	26/10/2018	28/10/2018	300 G	BATAC	G	50
46446	PEX 1819/9	340	27/10/2018	28/10/2018	Thomas	Griffith	P	10
46461	PEX 1819/8	319/339	3/11/2018	4/11/2018	LKSC	Lake Keepit	G	10
46447	PEX 1819/10	306	10/11/2018	10/11/2018	300 P	Camden	P	20
46449	PEX 1819/12	309	11/11/2018	11/11/2018	300 P	Camden	P	20
46450	PEX 1819/13	308	11/11/2018	11/11/2018	RWFC	RAAF Williamtown	P	20
46448	PEX 1819/11	336	16/11/2018	18/11/2018	300 G	BATAC	G	50
46451	PEX 1819/17	302	9/02/2019	10/02/2019	300 P	Camden	P	20
46452	PEX 1819/18	329	9/02/2019	10/02/2019	Thomas	Orange	P	10
46453	PEX 1819/19	311	10/02/2019	10/02/2019	RWFC	RAAF Williamtown	P	20
46454	PEX 1819/20	317	17/02/2019	17/02/2019	MRAC	Manning River	P	10
46455	PEX 1819/21	309	9/03/2019	9/03/2018	300 P	Camden	P	20
46456	PEX 1819/22	318	10/03/2019	10/03/2018	300 P	Camden	P	20
48028	PEX 1819/30	333	16/03/2019	17/03/2019	MRAC	Manning River	P	10
46457	PEX 1819/23	305	17/03/2019	17/03/2018	300 P	Camden	P	20
46458	PEX 1819/24	338	30/03/2019	30/03/2018	300 P	Camden	P	20
46459	PEX 1819/25	334/ 328	5/04/2019	7/04/2019	300 G	BATAC	G	50

Annex B. DTRM. Chapter 5. Manoeuvring in restricted spaces or reversing vehicles.

## **DRTM, Chapter 5**

### **Manoeuvring in restricted spaces or reversing vehicles**

5.68 When the driver of a Defence vehicle is required to manoeuvre in a restricted space or reverse a vehicle, a guide or marshal must be used whenever possible. Under civilian law, the guide is responsible for the safety of the vehicle; however, the driver is not absolved from their duty of care to other road users. The driver is to have a clear view of the guide at all times. Should the driver's view of the guide become obscured, the driver is to stop the vehicle immediately. Where no guide is available, and where practical, the driver is to dismount and physically check the clearance of the vehicle from any objects in the vicinity before reversing. A driver who strikes an object and/or person whilst reversing may face civilian and/or military proceedings for driving without due care and attention.

5.69 When operating vehicles fitted with reversing cameras, the driver is to use a combination of the camera, mirrors and physical checks to ensure the vehicle is manoeuvred safely.

5.70 When reversing a vehicle fitted with a trailer, the use of a guide directing the vehicle from the front is difficult and can be cumbersome. A guide can be positioned to the side of the vehicle or trailer to assist the driver, but must not be positioned behind the vehicle or trailer.




5.72 Hand signals. When a guide or marshal is used they should direct the driver using the generic hand signals detailed in Annex D. The driver and guide must be competent in the employment of hand signals before the vehicle is moved. General rules for using hand signals are:




- a. When a guide is stationary, signals are to be given from the front or driver's side rear of the vehicle so that the driver of the guided vehicle can either physically see the guide or see the guide through the side mirror on the driver's side
- b. When a guide is walking forward, the guide must maintain a position in front of the vehicle and be no further rearward than the driver or passenger door. Guides must not run or walk backwards when guiding a vehicle
- c. Signals are to be continued for the duration of the entire movement
- d. When visibility is such that day signals are impracticable, the signal must be given by means of a torch or other signal lamp
- e. During the guiding or marshalling, the vehicle must be driven slowly (engaging low range is recommended, if available)
- f. If the driver loses direct sight of the guide at any time, then the vehicle must be stopped immediately.



# Chapter 5 Annex D - HAND SIGNALS




Table 5D.1: Signals for guiding or marshalling single vehicles by day


Serial	Meaning of Signal	Illustration of Signal	Description of Signal
	(a)	(b)	(c)
1.	COME FORWARD		<p>With both hands moving backwards and forward, the palms of the hands are turned towards the chest as if 'pulling' the vehicle.</p>
2.	REVERSE		<p>With both hands moving forward and backwards, the palms of the hands turned to the vehicle as if 'pushing' off the vehicle.</p>
3.	TURN TO THE LEFT/RIGHT		<p>The arm is held horizontal to the ground at shoulder level. 'Turn to the left' is given with the right arm. 'Turn to the right' is given with the left arm. The steering wheel is to be turned at a steady speed while the arm is horizontal. To speed up turning, the hand is pivoted at the wrist in an up and down motion.</p>

4.	INDICATING DISTANCE		<p>With both hands, the palms of the hands face each other. The distance between the hands indicates the distance between the guided vehicle and an obstacle to be approached. Touching hands means the distance between the guided vehicle and the obstacle has become nil.</p>
5.	STOP		<p>One or both arms are raised vertically. The palms of the hands are turned to the vehicle.</p>
6.	SWITCH OFF/STOP ENGINE		<p>With the right arm and hand extended, the down turned hand is moved horizontally across the throat in a 'cutting' motion.</p>
7.	START UP		<p>Circular movement of the right hand, as if turning a crank handle.</p>

**Table 5D.2: Signals for guiding or marshalling single vehicles by night**

Serial	Meaning of Signal	Illustration of Signal	Description of Signal
	<b>(a)</b>	<b>(b)</b>	<b>(c)</b>

<p>1.</p>	<p>COME FORWARD</p>		<p>With an illuminating device moving vertically from chin to waist.</p>
<p>2.</p>	<p>REVERSE</p>		<p>Cause the light to flicker by switching it on and off.</p>
<p>3.</p>	<p>TURN</p> <p>a. Clockwise turn right</p> <p>b. Anti-clockwise turn left</p>		<p>With an illuminating device, at least chest level, rotating slowly in a circular motion (clockwise or anti-clockwise to the driver).</p>

4.	STOP		Moving the illuminating device horizontally across the body.
5.	SWITCH OFF/STOP ENGINE		Switch off or cover the illuminating device.