



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



3WG Cadet Routine Instruction 01/18.

Mandatory Training Requirements

1. All AAFC adult members, volunteers and cadets aged 18 years and over are reminded that they have a personal responsibility to ensure that all mandatory training obligations are completed within the relevant timeframes. AAFC policy with respect to service requirements can be found in the Orders Instructions and Publications (OIP) portal in CadetNet. Any member who does not meet the minimum mandatory requirements may be placed on UAL until such time as all requirements are undertaken and recorded in CadetOne. Under certain circumstances a members appointment in the AAFC may be terminated.

2. No adult supervisor is to participate in any AAFC activity without having successfully completed the following:

- a. Working with Children Check (WWCC) clearance,
- b. Agree with and sign the Defence Child protection Code of Conduct,
- c. AAFC Behavioural Expectations,
- d. AAFC Code of Conduct,
- e. Defence Youth Safety (DYS) – Level 1 Awareness Training,
- f. Defence Youth Safety (DYS) - Level 2 Practitioners,
- g. Defence Youth Safety (DYS) Framework – Level 3 Leader, and
- h. An approved Statement of Attainment for HLTAID003 – Provide First Aid or authorised higher qualification.

3. No cadet 18 years of age and over is to participate in any AAFC activity without having successfully completed the Adult Transition Program (ATP), including:

- a. WWCC clearance and verification,
- b. DYS - L1 Awareness Training,
- c. DYS Framework – Level 6 Youth,
- d. DYS Framework – Level 6 Young Adult,

- e. Defence Child protection Code of Conduct, and
 - f. CUOs and CWOFFs are to have a current approved Statement of Attainment for HLTAID003 – Provide First Aid or authorised higher qualification.
4. COs should encourage cadets to apply for their WWCC once they are 17 years and 9 months old, and at the latest immediately once they turn 18. All other components of the ATP must be completed before the cadet turns 18. COs are reminded that the ATP cannot be signed off in CadetOne until all components are complete, that includes the checklist.
5. AAFC Policy regarding the ATP is located at SI(TRG) 2-6 Adult Transition Program.
6. Civilian Instructor Volunteers (CIV) must complete the DYS 1,2 and 3 courses through ADFC e-learning on the CadetNet Portal within three months of their appointment. AAFC Policy is located at AAFC SI(PERS) 1-6 including instructions on how to log on.
7. All newly appointed IOC and OOC must complete the Initial Mandatory (IMT) and Uniform Mandatory (UMT) course within 12 months of appointment.
8. All appointed CIV since 1 Jul 17 are required to complete the IMT course within 12 months of appointment.

C1 User Defined Security Hazard

9. SQNs are reminded that all activities submitted on C1 require a user defined security hazard to be included in all RAMPS. There is never a “no threat” environment regardless of the location of the activity. There can be a “No known threat to this activity” or “Low security threat at the location”. A CO confirming that they have carried out a risk assessment and mitigated as much as is reasonably practical.
10. Therefore, the following statement is to be included in the CO’s endorsement on all activities submitted by SQNs. ‘Security risks identified, assessed and mitigated in the RAMP attached IAW OC 3WG, 3WGAAFC RI 5-17 dated 18 Sep 17’.

Security Certification in OA86

11. All units parading on ADF Bases or MUD facilities are to comply with local security arrangements.
12. Local Police are to be advised of any activity being conducted in public areas, private property or National Parks. This should be included on any activity checklist to ensure it is completed.

3WG Competitions

13. The 3WG competitions are rapidly approaching and will take place over the long weekend 8-11 Jun 18 (Activity No 40495). This year will see a different format again, with RAAF Aircraft static displays and potential air experience for cadets and staff in Hercules and or Spartans. Sport (Activity No 40497) will be a big feature on the Sunday 10 Jun 18 along with

Abseiling from the tower is back on. The WGCOMP rules will be updated and placed on the 3WG website.

14. This weekend will also include the 3WG Ball where the theme for this year is 'the Great Gatsby'. This is a must attend event for all Cadets and Staff and an opportunity to through back to the roaring 20's. The C1 Activity No 44106.

15. Regional units who require accommodation and/or transport must contact SOOPS 3WG soops.3wg@airforcecadets.gov.au ASAP to secure within the designated lead time.

Air Force Flying Scholarships 2018 - 2019

16. Applications are now open for Air Force Scholarships for powered and gliding flying!

17. The Chief of Air Force has provided funding for members of the AAFC to apply for a select number of Air Force Scholarships (AFS) in the 2018-2019 financial year. These scholarships are designed to allow cadets and qualified IOCs/OOCs to participate in aviation activities to work towards achieving a "Solo Flight" standard in either gliders or powered aircraft.

18. Members of 3WG AAFC are now encouraged to apply for the AFS with applications opening from 26MAR18 and closing on the 15APR18. Successful applicants will be interviewed in late April and May. Attached are the AFS guidelines and mandatory application criteria.

19. All 3WG enquiries are to be directed to PLTOFF(AAFC) Alana Tetley, alana.tetley@airforcecadets.gov.au

Social Media Policy

20. The WGWOFF reminds all members of the current AAFC social media policy and the rules around Staff and Cadet communication via social media sites or programs. Both AAFC and ADFC Policy makes it clear that Cadets and Staff cannot be friends/follow/Snapchat or have any one on one communication via any social media site or networking program. For staff who have children involved in the AAFC it is accepted that they may friend and communicate with their children via social media.

21. Staff are encouraged to drive this policy throughout their respective Squadrons and report any members who are not following the policy through the relevant chain of command. Please contact the WGWOFF, wgwoff.3wg@airforcecadets.gov.au for further clarity or questions.

Mandatory Personnel Details on CadetOne

22. All personnel are required to maintain an up-to-date photo on their CadetOne profile. The photo is to meet the standards as adopted by Passport Control and Defence. Profile photos are to be taken in Service Dress uniform in front of a plain, light coloured wall or screen, preferably white background; there should be nothing in the background.

23. All personnel are required to maintain public next of kin (NOK) details on CadetOne. It is imperative that staff in supervisory roles be able to access NOK details in case of an emergency.

24. COs/FLTCDRs are to ensure that these details are present and up-to-date for all personnel with a primary posting to their SQN. Random audits will be conducted throughout the year.

AAFC Band Badge

25. AAFC Staff are now granted approval via DCDR-AAFC for wear of the AAFC Band Badge WEF immediately. The rules for wear are the same as what are currently in place for cadets. Further advise on this should be directed to the WGWOFF 3WG or FLTCDR 344FLT

Mess Dress

26. The current AAFC Manual of Dress states that as of July 2017 only the new All Seasons Mess Dress can be worn by staff and cadets. This is incorrect and the manual will be updated to reflect the following.

27. *All seasons Mess Dress and Red Sea Rig are the only two variants of Mess Dress allowed to be worn by Cadets (CWOFF/CUO) and Staff of the AAFC. The old white mess jackets can no longer be worn under any circumstances.*

DPU Soft Shell Jackets and Blue Cool Climate Jacket

28. DCDR has confirmed approval for the wear of the DPU Harry Soft Shell Jackets and Soft Shell AFB Cool Climate Jacket for all AAFC Staff and Cadets. These items are not on the AAFC scale of issue however if purchased or owned approval to wear is granted. Images of approved jackets can be found in Annexes A, B and C at the end of this RI.

29. Cadets and Staff cannot wear the blue jackets on ceremonial occasions or with ceremonial dress.

30. The Blue Jacket must have both the AAFC Crest on the front and AFB Rank Slide or it cannot be worn.

31. Further questions regarding the jackets are to be directed to WGWOFF 3WG.

Cadet Training

32. A reminder that CTEC syllabuses for FCR, SKR, ARB, and AVB became compulsory from 01 Jan 18. SQNs should now be delivering these subjects using the updated syllabuses available from the CTEC page on the AAFC Intranet:

<https://members.cadetnet.gov.au/aaft/TD/ctec/SitePages/Home.aspx>

2/18 Promotion Courses

33. Nominations are currently open to cadets and staff against the following activities:

- a. Activity No 40496 – 2/18 Promotion Course – staff and cadet executives

- b. Activity No 40683 – 1/18 CWOFF Course
- c. Activity No 40684 – 2/18 CSNCO Course
- d. Activity No 40685 – 2/18 CJNCO Course.

34. Staff and cadet executive nominations close on 28 Mar 18. Those who wish to nominate are to do so via C1 and send an EOI to SOT 3WG, sot.3wg@airforcecadets.gov.au, indicating at least two preferred positions.

35. Candidate nominations close on 15 May 18. COs endorsements are required NLT 22 May 18, including submission of the Camp/Course Declaration form with a comprehensive CO narrative for each candidate.

36. All candidates are to ensure First Aid, Defence Youth Safety Level 6 and ATP compliance is met as required prior to endorsement.

37. COs wishing for special circumstance consideration are to contact SOT 3WG outlining their requirements.

Expressions of Interest – Cadet Reference Group Chair and Deputy Chair

38. EOIs are currently sought from CUOs and CWOFFs for the positions of Cadet Reference Group Chair and Deputy Chair. EOIs are to be forwarded to SOT 3WG, NLT 31 Mar 18 sot.3wg@airforcecadets.gov.au, indicating which position/s is being applied for. On time of appointment to the positions you must be able to provide 12 months of service. Members who submitted an EOI in late 2017 and still wish to be considered for the positions are to email SOT 3WG indicating their continued interest.

Expressions of Interest – Fieldcraft and Adventure Training SMEs

39. No 342 (Fieldcraft and Adventure) Flight are seeking EOIs from any staff or senior cadets who have a passion and interest in fieldcraft and adventure training to assist in the development and execution of fieldcraft and adventure training programs within 3WG. EOIs are to be forwarded to FLTCDR 342FLT, fltcd.342flt@airforcecadets.gov.au.

Changes to Powered Flying Operations 3 Wing – DGCADET-AF Directive 1/2018

40. Recent policy changes have impacted the way the AAFC conduct powered flying operations in its extant form. Due to this short notice and unexpected change CO 300ATS has made the decision to cancel the 1/18 Powered Flying Course (11-20APR18) so that 300ATS Executive can use this time to ensure that powered flying continues in 3WG from July 2018 onwards. This change will have a significant impact on the course cost to cadets and therefore we want to ensure that we are developing a new business plan that will minimise this financial impact to the cadets and their families and secure our powered flying operations into the future.

Duke of Edinburgh International Award (Duke of Ed or DEA)

41. The Duke Of Ed is:

- a. offered within the AAFC as a voluntary activity for 14-25 year old cadets and staff.
- b. An International award recognising an individual's personal development, commitment to learning a new skill, improvement in physical wellbeing, volunteering in the community and experiencing a team adventure. There are three levels of increasing commitment to select from: Bronze, Silver and Gold.
- c. Highly regarded by employers and many universities, e.g. University of New South Wales and Australian Defence Force Academy (ADFA) Elite Athletes and Performance Program (may offer 2 bonus points in 2018).

42. The Duke of Ed process within the AAFC:

- a. A wide range of cadet activities fulfil the requirements of the award, and activities external to the AAFC can be undertaken.
- b. Cadets are to speak with their Squadron DEA Coordinator (SDEAC) to discuss their participation before registering for the award.
- c. Participants and SDEAC are required to use the DEA [Online Record Book](#) (ORB) to enrol, record participation and manage the award.
 - i. Participant cost is \$110.00 per award when undertaken through the AAFC. Payment must be made at time of online registration via credit/debit card and (for under 18 year old cadets) Parental Consent is to be completed electronically. Otherwise registration will not be accepted.
 - ii. SDEAC can apply for DEA Funding Assistance for cadets who meet the DEA criteria and would otherwise not be able to participate. Registration on the ORB is not to be done until funding assistance has been approved.
 - iii. 3 Wing participants need to select the following when enrolling:
 Operating Authority: Australian Air Force Cadets
 Award Unit: 3 Wing Australian Air Force Cadets (NSW)

43. The [AAFC Standing Instruction: SI\(OPS\) 4-2](#) were released on 01 Dec 2017. A summary of these details:

- a. Each Squadron is to appoint a Squadron DEA Coordinator (SDEAC), being an OOC or IOC (CIV-FLTLT(AAFC)), to coordinate and administer the award at SQN level.
- b. DEA Level 1 Award Leader training is to be completed online upon appointment. Once completion is verified, SDEAC will be granted access to the DEA ORB to coordinate and administer SQN participant activity.

(1) Register at Duke of Edinburgh International Award Community:

<http://www.awardcommunity.org/ac/>

Email (preferred): @airforcecadets.gov.au

Type of Organisation: NAO
Operating Authority: Australian Air Force Cadets
Award Role: Award Leader

- (2) Complete Award Leader training (approx. 1hr)
<https://www.awardcommunity.org/lh/courses/award-leader-training/>
 - (3) Complete Online Record Book (ORB) training (30mins)
<https://www.awardcommunity.org/lh/courses/orb-next-generation/>
 - (4) Register as an Award Leader on the DEA [Online Record Book \(ORB\)](#) and email Level One Training certificate (not screen prints) to [3WG DEACOORD](#) so that your registration can be accepted.
- c. DEA Level 2 Award Leader training is to be completed within 12 months of appointment. The next face-to-face training weekend is Activity 44445, RAAF RIC, 02-04 Nov 18.
- d. SDEAC must ensure all AAFC and external assessors / supervisors have a Working with Children Check (WWCC) for NSW or Working with Vulnerable People (WWVP) for ACT, and sign the DEA [Volunteer Code of Conduct \(VCOC\)](#), which are to be retained at the SQN. A copy of external WWCC / WWVP and all VCOC are to be emailed to [3WG DEACOORD](#).
- e. In CadetOne, SDEAC is to “Enrol Cadet to DEA Program” and update DEA Award completion (only upon verification on the DEA ORB or obtaining a copy of the DEA certificate, e.g. if cadet is registered with another authority such as a school). This will allow the DEA badge to be worn on AAFC Service Dress.
- f. Transfers between award authorities e.g. school to 3WG AAFC can be arranged to enable participants to continue their award following a change of circumstance. Terminated cadets will be transferred to the DEA Open Award to enable them to complete if they choose to do so.

44. Activity 47411, 1/18 3WG Gold Duke of Ed (DEA) Adventurous Journey, 15-20 Apr 18 is available for cadets and staff. This activity involves hiking in the Blue Mountains National Park and camping overnight, with members of the 3 Wing Bivouac, at Katoomba Airfield. Whilst awaiting CadetOne nominations to be opened, please email [3WG DEACOORD](#) with expression of interest to attend this activity.

45. Queries may be directed to deacoord.3wg@airforcecadets.gov.au

Email Change to [@airforcecadets.gov.au](#)

46. As we now need to move from [firstname.lastname@aafc.org.au](#) to: [firstname.lastname@airforcecadets.gov.au](#) instructions are provided below in how to do this:

47. First change your email in CadetOne to be [firstname.lastname@airforcecadets.gov.au](#). This triggers it to stop forwarding and to start storing

- a. In Outlook add a new account
- b. Email is (Cadetnet ID) @cadetnet.gov.au with your Cadetnet password
- c. It will then find your information and will change it to firstname.lastname@airforcecadets.gov.au
- d. You will be prompted two or three times for username and password. Always use cadetnetid@cadetnet.gov.au

48. You can find your CadetNet IS in CadetOne: → Personnel → My Details → Service Details → 3rd line down (CadetNet ID).

OC 3WG Commendations

49. Congratulations are extended to the following Cadets and Staff members that recently received Commendations from OC 3WG:

- d. CUO Max Cowan
- e. CWOFF Mitchell Paterson
- f. FLTLT(AAFC) Rick Lay

Cadet of the Year (COTY) ‘Sword of Honour’ Award

50. The Governor’s Sword of Honour for Excellence, awarded to the COTY, was awarded by the DGCDETS-AF, AIRCDRE Terrence Delahunty AM, during the Air Force Trophy Parade on Sunday, 11 Jun 17 CUO Kieran McCullagh of 334SQN.

51. Applications are now open for this year’s Sword of Honour award. Senior cadets whom may be interested are advised to speak with their CO.

Cadet Executives Workshop

52. The WG will be running a workshop specifically for CUOs and CWOFFs. The purpose of the workshop will be to provide some thought provoking debate and capture the thoughts and ideas of our future leaders. It is intended that this group will play a part in the creation and development of objectives and strategies that will dovetail into the 2023 Strategic Plan.

53. This workshop will be held at RAAF RIC from 01 to 03 June 2018.

Cadet Executives – Expression of Interest

54. The training team are looking for senior cadets to assist with project work. This would suit cadets looking for an opportunity to expand their training skills and contribute at a Wing level. Please email SOT if you are interested.



PAUL M. HUGHES

Wing Commander (AAFC)
Officer Commanding

26 Mar 18

Enclosure:

Annex A. 5WG Soft Shell Blue Jacket Image 1

Annex B. 5WG Soft Shell Jacket Image 2

Annex C. Harry Soft Shell DPU

Annex A. 5WG Soft Shell Blue Jacket Image 1.



Annex B. 5WG Soft Shell Jacket Image 2.



Annex C. Harry Soft Shell DPU

