



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



3WG Routine Instruction 01/18

Appointments

1. The following personnel have been appointed to the positions as shown. AUTH: OC 3WG:
 - a. FLTLT(AAFC) Michael Ryan, 8022083, Flight Commander No 341 (Aeromodelling) Flight, for the period 01 Mar 18 – 01 Mar 21 with an initial 12 month probation period.
 - b. FLTLT(AAFC) Grahame Fisher, 8442983, Flight Commander No 342 (Fieldcraft and Adventure) Flight, for the period 01 Mar 18 – 01 Mar 21 with an initial 12 month probation period.
 - c. SGT(AAFC) Kylie Dorsett, 8572382, Regional Executive Instructor (North) (RXI(N)), for the period of 01 Feb 18 to 31 Mar 21 with an initial 12 month probation period.
 - d. CPL(AAFC) David Klaus, 8536907, Temporary Regional Executive Instructor (South) (RXI(S)), for the period of 01 Apr 18 to 01 Aug 18, vice FSGT(AAFC) AnnMaree Anderson on rotation of appointment to Admin Support 3WG
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. CIV Annette Bell, AC90098, 3WG DEA Coordinator, WEF 18 Feb 18.

Leave

3. FLTLT(AAFC) Michael Casey, 8021730, Temporary Executive Officer North (T/XO(N)), for the period 21 Apr 18 – 30 May 18, vice SQNLDR(AAFC) Grant Mayler on leave overseas.
4. WOFF(AAFC) Chris Gibson, 8515317, Temporary Commanding Officer (T/CO) 335SQN for the period 21 Apr 18 – 30 May 18, vice SQLDR(AAFC) Grant Mayler on leave overseas.

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 2017.** 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.

Mandatory Training Requirements

9. 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.

10. 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.

11. 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.

12. 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.

13. AAFC Policy regarding the ATP is located at SI(TRG) 2-6 Adult Transition Program.

14. 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.

15. All newly appointed IOC and OOC must complete the Initial Mandatory (IMT) and Uniform Mandatory (UMT) course within 12 months of appointment.

16. All appointed CIV since 1 Jul 17 are required to complete the IMT course within 12 months of appointment.

Current Security Level - PROBABLE

17. Australia's current threat level as determined under the National Terrorism Threat Advisory System is set at PROBABLE. Refer: <https://www.nationalsecurity.gov.au>.

18. We should exercise caution and report any suspicious incidents to the National Security Hotline by calling 1800 1234 00. Life-threatening situations should be reported to the police by calling Triple Zero (000). Standard AAFC incident reporting also apply.

19. The National Terrorism Threat Level comprises a five tier, colour coded, National Terrorism Threat scale to inform the public about the level of the terrorist threat facing the nation:

- a.  - terrorism attack certain.
- b.  - terrorism attack expected.
- c.  - terrorism attack probable.
- d.  - possible terrorism attack.
- e.  - terrorist attack not expected.

20. The SAFEBASE Defence Security Alert System is currently set at SAFEBASE CHARLIE. The system utilises five levels of alert and enables Defence to implement coordinated, incremental protective security measures when required, by a change in the assessed level of threat to personnel and assets within Australia. Further information on SAFEBASE implications are available in SI(ADMIN) 15-3.

C1 User Defined Security Hazard

21. 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.

22. 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’.

Due Diligence

23. All COs and FLTCDRs are reminded that any event that takes place with Cadets or Staff that are either sensitive in nature or are significant to the safety and wellbeing of our people, must be reported by both a telephone call initially, followed by a detailed email to their RXO within 2 hours of the event occurring. Where CO’s have not successfully contacted their RXO as soon as the event has occurred, they are to escalate to OC 3WG again by telephone and follow up email.

Security Certification in OA86

24. SQNs are reminded that it is a requirement that all activity applications are endorsed by the CO/FLTCDR and that security risks are identified, assessed and mitigated IAW CDR’s Directive and SOGT email of 14 Oct 14. This is to be done in the CO Endorsement Box of the OA86.

25. JIs should state words to the effect of; ‘Cadets who travel on public transport are to travel in civilian attire and bring their uniform (in a concealed bag) to change into on arrival.’, ‘Any unwarranted conduct or approaches by members of the public are to be ignored and reported up

26. the chain of command as soon as practicable’ and ‘The wearing of uniform in public places will be dependent on the assessment of risk for the activity.’

27. All units parading on ADF Bases or MUD facilities are to comply with local security arrangements.

28. 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.

Correspondence with the AFLO Office

29. All correspondence with the AFLO Office needs to be via our group email or work contact numbers:

- a. 3wg.aflo@defence.gov.au
- b. 0408 278 282 – Duty Phone
- c. 02 4588 1351

d. 02 4588 1652

30. When sending emails please include the activity number and month of the activity for ease of correspondence.

31. When visiting Defence Bases a nominal roll needs to be forwarded to the AFLO Office inbox one week prior to the activity.

32. If there are non-AAFC members in attendance, an AAFC member with escorting privileges will need to be assigned to that person.

33. A visitor needs to be escorted at ALL times when on base, including entry and exit.

3WG Competitions

34. The 3WG competitions is 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 WGCAMP rules will be updated and placed on the 3WG website.

35. 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.

36. 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.

Social Media Policy

37. 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.

38. 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

39. 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.

40. 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.

41. 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

42. 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

43. 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.

44. *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

45. 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.

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

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

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

Staff Training

49. New staff are reminded of the requirement to complete Initial Mandatory Training (IMT), for all IOC/OOC/CIV appointed since 01 Jul 17, and Uniform Mandatory Training (UMT), for all IOC/OOC. These courses are required to be completed within 12 months of appointment.

50. 3WG will be conducting the following IMT/UMT courses this year at RAAF Base Richmond, with dates as shown:

- a. Activity No 44140 – 1/18 IMT – 06-08 Apr 18
- b. Activity No 44141 – 2/18 IMT – 04-06 May 18
- c. Activity No 44144 – 1/18 UMT – 01-03 Jun 18
- d. Activity No 44147 – 3/18 IMT – 12-14 Oct 18
- e. Activity No 44148 – 2/18 UMT – 12-14 Oct 18.

51. Nominations are currently open on Activity No 44143 for the inaugural 3WG SQNXI Course to be conducted at RAAF RIC over the weekend of 04-06 May 18. This course has been developed to upskill selected airmen/women and civilians in the areas of personal development, service knowledge, and drill and ceremonial that are commensurate to the position of SQNXI. Further information can be found on the 3WG Website at <http://3wgaafc.org.au/training-0>

52. 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>

Cadet Training

53. 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

54. 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.

55. 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.

56. 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.

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

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

Standard RAMP Security Risks and Protocols

59. As directed in 3WG RI 05/17, all activity RAMPs are to include a User Defined Security Hazard detailing the security risks and mitigation. A standard template for the different types of activities has been developed by the 3WG Training Team and is available for use by SQNs in their activity approvals. The *Standard RAMP Security Risks and Protocols* can be found on the 3WG Website at: <http://3wgaafc.org.au/training-0>

Expressions of Interest – Cadet Reference Group Chair and Deputy Chair

60. 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

61. 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

62. 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)

63. 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).

64. 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.

- (1) 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.
- (2) 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.
- (3) 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)

65. 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.

66. 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](mailto:3WG_DEACOORD) with expression of interest to attend this activity.

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

Email Change to @airforcecadets.gov.au

68. 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:

69. 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

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

OC 3WG Commendations

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

- a. CUO Max Cowan
- b. CWOFF Mitchell Paterson

c. FLTLT(AAFC) Rick Lay

Duke of Edinburgh Long Service Award

72. Congratulations are extended to FLTLT(AAFC) Sharon O'Donnell on the award of her Long Service Duke of Edinburgh Medal.

Cadet of the Year (COTY) 'Sword of Honour' Award

73. 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.

74. 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.



PAUL M. HUGHES
Wing Commander (AAFC)
Officer Commanding

17 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

