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AUSTRALIAN AIR FORCE CADETS (AAFC) NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(ADMIN) 05-01—POSITIONS AND RESPONSIBILITIES

POSITIONS AND RESPONSIBILITIES	
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INTRODUCTION

1. The Chief of the Defence Force (CDF) has issued the CDF Directions and Authorisation (Administration of ADF Cadets) 2019 (CDF Direction and Authorisation). The CDF Direction and Authorisation directs the Chief of Joint Capabilities (CJC) to issue and maintain policy requirements applicable to the Australian Defence Force Cadets (including the AAFC), and also directs the Service Chiefs to administer their respective cadet program in accordance with any policy requirement issued by CJC. By joint direction, CJC and Chief of Air Force (CAF) have appointed the Director General Cadets-Air Force (DGCADETS-AF) to administer the AAFC. The aggregation of the aforementioned directions authorises DGCADETS-AF to:
 - a. accept or cancel a volunteer's participation
 - b. delegate the approval of AAFC activities and positions within the AAFC and NATHQ
 - c. issue relevant instructions and procedures for that purpose.

AIM

2. The aim of this Instruction is to outline the key positions required to maintain a duty of care towards [all personnel](#) and achieve AAFC objectives.

AUTHORITY

3. The authority for this Instruction is DGCADETS-AF.

SCOPE

4. This Instruction applies to [all personnel](#) while administering, managing or participating in AAFC operations or activities.

DEFINITIONS

5. Policy definitions are detailed in [OIP Definitions](#).

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RESPONSIBILITIES

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Unit supervisors

16. The [unit supervisor](#) is responsible to their supervisory chain to ensure core safety, wellbeing, and governance requirements are met for their unit and to deliver training outcomes and experiential activities in accordance with AAFC OIP. While individual tasks can and should be delegated to unit members, overall responsibility for the unit remains with the unit supervisor.

17. **Status in relation to Australian Defence Force (ADF) members.** Irrespective of rank or position, [unit supervisor](#)s do not hold ‘command’ status over ADF members.

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However, [ADF members](#) defined as [Defence Approved Helpers](#) and operating at a SQN/[Unit](#) in an allocated subordinate role are subject to [unit supervisor](#) direction when parading within the unit.

Officer Commanding (OC)

18. Each operational wing is under the management of an OC at WGCDR (AAFC) rank. OCs are appointed by DGCADETS-AF on the recommendation of CDR-AAFC.

19. The OC of each AAFC wing is accountable to DGCADETS-AF through the CDR-AAFC for the effective performance, administration and delivery of the AAFC program within their wing. OC Aviation Operations Wing is responsive to the Director Aviation Operations (DAVNOPS) for the effective performance and delivery of the AAFC aviation program, whilst the other WG OCs are responsive to Director Ground Operations (DGNDOPS) for the effective performance and delivery of the non-aviation AAFC program.

20. DGCADETS-AF will provide specific Directives to WG OCs on appointment—an example directive is in [Annex C](#). Generically, within their wing, OC's are to:

- a. administer, lead and inspire all AAFC personnel
- b. identify, recruit, train, develop and motivate personnel to increase their capability and capacity
- c. manage resources, through budget allocation of [relevant](#) and [non-relevant moneys](#) and expenditure of non-relevant moneys in accordance with regulatory requirements
- d. advocate, develop and administer WHS, youth safety, behaviour, reputation and incident management and reporting
- e. ensure the good reputation of the AAFC, the wing and Air Force
- f. ensure engagement with AFLO by HQ and unit supervisors for planning, organisation and community relations programs
- g. engage with other ADF Cadet organisations to develop appropriate tri-Service activities and embrace community relations to enhance the reputation of their wing, the ADFC and Defence
- h. facilitate strategic development and cooperation with NATHQ
- i. ensure AAFC activities are conducted in a safe, effective and efficient manner.

Commanding Officers (CO) and Flight Commanders (FLTCDR)

21. Suitable [OOC](#) may apply for and be assigned to Squadron CO and FLTCDR positions. The CO/FLTCDR is responsible to the OC of the wing for the implementation of responsibilities as articulated by the wing OC and in AAFC [OIP](#). Broadly, responsibilities include the:

- a. safe, efficient and effective conduct of the cadet training program within the [unit](#)

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- b. control, administration, training and discipline of personnel within their squadron/flight
- c. maintenance of standards of behaviour within the unit (including mandatory behaviour briefs)
- d. maintenance of Workplace Health and Safety (WHS) (including evacuation drills) IAW [AAFC Safety Manual](#)
- e. consultation and engagement with the local community within AAFC guidelines.

22. **Rank.** A [unit supervisor](#) should be an [OOO](#). Where a suitable OOC is not available to undertake a CO/FLTCDR role, a WOFF(AAFC) may be temporarily assigned as the 'WOFF in Charge' of a SQN/FLT pending the assignment of an OOC as CO/FLTCDR.

Change of unit supervisors

23. **Succession planning.** Unit supervisors are to identify, encourage and mentor unit members to be capable of assuming the role of a unit supervisor.

25. **Appointment to senior positions.** [AAFC \(SI\) PERS 01-02—Conditions of Membership—OOO and IOC](#) outlines the process for the appointment of staff into senior AAFC positions and details the associated conditions of service.

Adult supervisors

26. Where an [OOO/IOC](#) is assigned to an identified position within the unit's [establishment](#), the OOC/IOC must be capable of performing the duties of their allocated position as outlined in [AAFC \(SI\) PERS 01-02—Conditions of Membership—OOO and IOC](#).

27. [Adult supervisors](#) are to assist the unit supervisor to administer, supervise and manage activities. Adult supervisors should:

- a. deliver training to and actively develop personnel under their supervision by encouragement, counselling and personal example in accordance with Youth Development Philosophy and Principles
- b. provide corrective action through objective and constructive feedback, counselling or advice about work-related behaviour and performance in a manner that is not humiliating or threatening
- c. give legitimate or reasonable management directions, decisions and act, within their scope of authority while respecting the rights, abilities and equity of all personnel
- d. recommend administrative action against a member who has acted outside the Youth and Adult ADF Cadets [Codes of Conduct](#)

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ANNEX A TO
AAFC SI(ADMIN) 05-01

APPOINTMENT OF DECISION MAKERS—AUSTRALIAN AIR FORCE CADETS

Table 1 sets out the administrative controls to ensure the effective and efficient administration of the AAFC. Subject to the limitations in column (5), DGCADETS-AF has delegated to the individual holding or performing the duties of the office listed in column (2) the right to exercise authority to make decisions identified in column (1) up to and including the rank identified in column (3).

Table 1: Delegated Decision Makers

Serial	(1) Decision	(2) Initiating Authority	(3) Maximum Rank level to which the Authorised person may exercise	(4) Imposing Authority	(5) Limitations or Directions
1	Accept an adult as a member of the AAFC. s22	CDR-AAFC DDGCADETS-AF DDPERS CB-AF SO2PERS1 (NATHQ)	OOB and IOC	N/A	OOB up to and including WGCDR(AAFC)
2	Accept DAH in AAFC s22	OC WG AAFC	N/A	N/A	
s22					
4	Accept a Cadet as a member of the AAFC. s22	CO SQN AAFC	All Cadets	N/A	

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Serial	(1) Decision	(2) Initiating Authority	(3) Maximum Rank level to which the Authorised person may exercise	(4) Imposing Authority	(5) Limitations or Directions
5	Approve promotion of a member of the AAFC. s22	s22	s22		
		CO SQN AAFC	All Cadets	N/A	
6	s22				
7	Manage a complaint against a CO, FLTCDR or member of a WG HQ* s22	s22		Any NATHQ GPCAPT GPCAPT(AAFC)	s22
		WG OC AAFC	SQNLDR(AAFC)		
		WG XO AAFC	FLTLT(AAFC)	WGCDR(AAFC)	
8	Impose on a Cadet the sanction of a formal counselling, reprimand, official warning or reassignment of duties. s22	CDR-AAFC OC WG AAFC XO WG AAFC CO SQN AAFC s22	All Cadets	CDR-AAFC OC WG AAFC XO WG AAFC CO SQN AAFC s22	
Serial	(1) Decision	(2) Initiating Authority	(3)	(4) Imposing Authority	(5) Limitations or Directions

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			Maximum Rank level to which the Authorised person may exercise		
9	s22				
10	Impose on a CO or FLTCDR the sanction of a formal counselling, reprimand, official warning or reassignment of duties. s22	s22	All AAFC Commanding Officers or Flight Commanders	s22 OC WG AAFC	Not below WGCDR or WGCDR(AAFC)
11	Impose on a member the sanction of a reduction in rank (except where the reduction in rank is due to the completion of a tenure position) s	s22			
		OC WG AAFC	AC(AAFC) to FSGT(AAFC)	OC WG AAFC	
		OC WG AAFC	All Cadets	OC WG AAFC	

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Serial	(1) Decision	(2) Authorised Persons	(3) Maximum Rank level to which the Authorised person may exercise	(4) Imposing Authority	(5) Limitations or Directions
12	Suspend a member or DAH from participation in the AAFC s22 s	s22 OC WG AAFC	AAFC Cadet and DAH	OC WG AAFC	AAFC Cadets and AAFC DAH
13	Impose on a member a compulsory transfer, denial or delay of promotion and removal from post. s22 s22 s22	s22 OC WG AAFC s22	s22 SQNLDR(AAFC)	s22 OC WG AAFC s 2	Not below WGCDR(AAFC)
14	Cancel the acceptance of an AAFC member in the AAFC or approve the cessation of an AAFC member as a member of the AAFC. s22 s22	s22 GPCAPT(AAFC) OC WG AAFC s22 CO Unit OC WG AAFC	s22 OOO and IOC Cadets—Voluntary cessation Cadets—Non-voluntary cessation	s22 GPCAPT(AAFC) CO Unit OC WG AAFC	OOO up to and including WGCDR(AAFC) Not below WGCDR(AAFC)
15	Authority to deregister a DAH. s22 s22	OC WG AAFC (of the WG the DAH is registered to).	DAH	OC WG AAFC	

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AUSTRALIAN AIR FORCE CADETS NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(OPS)01-01—ACTIVITY MANAGEMENT

ACTIVITY MANAGEMENT	
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6. **AAFC OIC.** The Officer in Charge of an AAFC activity ([OIC Activity](#)) is the person who has the overall responsibility for the activity s22

15. **Private functions.** A private function is any event that is not an [AAFC activity](#). Unit supervisors must regularly remind [all personnel](#) and [guardians](#) (via newsletter etc) that, if a function has not been approved in the [CEA](#), the event is not an AAFC activity. s22

16. **Roles and Responsibilities.** [Annex C](#) outlines the roles and responsibilities of [adult supervisors](#) at AAFC activities. s22

17. All cadets are to be supervised by an adult supervisor from arrival at the Squadron until the commencement of the nightly training program.

18. **Adult supervisor to cadet ratio.** The minimum [adult supervisor](#) to cadet ratio, which should be maintained at all times during AAFC activities, is detailed below:

Table 1: Adult supervisor to cadet ratios

Adult Supervisor to Cadet Ratios		
Activity	Ratio (Adult Supervisor to Cadet)	Comments

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SQN Parade Night (Home Training)	1:15	s22
Field based training	1:10	
Adventure training	1:10	
Firearms training	1:10	
Live firing activities	1:1	
Water activities	1:6	
Camps and courses not in the field	1:15	
Other activities away from unit parade facilities	1:10	

19. The following notes apply to the adult supervisor to cadet ratios referred to in para 18 above:

- a. A minimum of two competent [adult supervisors](#) are to attend each [activity](#), one being the OIC Activity. s22
- b. For overnight activities, when male cadet(s) are on an activity, at least one male adult supervisor is to attend and, when female cadet(s) are on an activity, at least one female adult supervisor is to attend. Where these conditions are unable to be met, then direct access to an adult supervisor of the same gender via alternative means (eg telephone or email) must be made available to ensure that appropriately tailored support is accessible.
- c. [Defence Approved Helpers \(DAH\)](#) may be included in the adult to cadet ratio, provided they meet the minimum standards to be an [adult supervisor](#) at the activity, be subject to supervision by an OOC/IOC and at the discretion of the activity approving authority.

20. **Supervision and safety.** The safety of [all personnel](#) is to be the primary aim of all activities. [Adult supervisors](#) are to read and apply the Risk Action Management Plan ([RAMP](#)) for the activity and the [AAFC Safety Manual](#) as it applies to activities.

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ANNEX B TO
AAFC SI(OPS)01-01

ACTIVITY PLANNING AND APPROVAL

Considerations

1. Before planning activities, the [unit supervisor](#) is to consider:
 - a. the type and number of activities the unit can reasonably conduct
 - b. the desired youth or staff development outcome
 - c. the logistics and support requirements for each activity
 - d. the roles, responsibilities, competence and availability of [AAFC supervisors](#)
 - e. safety aspects, including preparation of the Risk Assessment Management Plan ([RAMP](#))
 - f. the administration and logistical requirements for each activity.

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6. **Allergy Management.** [OIC Activity](#) must be aware of any members with identified allergies prior to the activity. s22

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OIC Activity Briefing Checklist

7. [OIC Activity](#) and/or the designated Safety Officer is to prepare comprehensive briefs on safety, hygiene, behaviour and the training program. s22

8. During the planning stage, the OIC is to download the [OIC Activity Briefing Checklist](#) in AAFC Resource Centre (to ensure the most recent version). s22

- a. provides direction for briefings and actions
- b. requires the OIC to tick off completed actions
- c. requires OICs to sign and date each page of the checklist to provide an auditable trail that they have met the minimum health and safety requirements of the activity.

9. The signed checklist will become a record of the safe and correct conduct for the activity. The completed checklist must be scanned and attached to the activity (within the activity documents area) before completion of the post activity report.

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Support Requests

15. Units can request Defence support for their activity by submitting a Support Request. Due to the lead times set by Defence and other agencies, the level of support requested and activity type will determine the lead time required for an Activity Support Request (ASR) submission.

16. The submission of an ASR is a commitment by the unit supervisor to conduct the activity. Cancelling an activity after support has been arranged will, potentially, waste time as well as Defence and monetary resources.

21. **Approval.** Every activity conducted must be approved in the [CEA](#) by a delegated authority before the activity is conducted. [OIC Activity](#) must ensure the activity is approved before it commences. s22

27. Where opportunities do arise at short notice for an activity to occur, special approval and support arrangements may be obtained, providing the [unit supervisor/OIC Activity](#):
- a. in the first instance, seeks verbal advice from WG HQ and AFLO that the activity is feasible and can be supported
 - b. initiates the activity on the correct template in [CEA](#)
 - c. liaises with relevant endorsing authorities outlined in the [Activity Approval matrix](#) to gauge their support for the activity
 - d. arrange for cadets and [adult supervisors](#) to nominate on line or manually nominate them for the activity
 - e. contacts all endorsing authorities and monitors each step to ensure the activity is approved before it commences.

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**ANNEX C TO
AAFC SI(OPS)01-01**

ADULT SUPERVISOR ROLES AND RESPONSIBILITIES

1. [Adult supervisors](#) involved in an [AAFC activity](#) must be current in their personal [duty of care](#) and competent for the position they will hold. This annex outlines the minimum adult supervisor requirements for AAFC activities which may range from Squadron (SQN) overnight camps to large Wing (WG) and National detachments including General Service Training camps, Personal Development and Leadership Courses and competitions.
2. On small activities (unit level) an adult supervisor may hold more than one position, (however, unit supervisor and first aid officer must not be held by the same person). On large detachments (more than 100 cadets) at least one person is to be appointed to each position.

Activity endorsers/approvers

3. As endorsers/recommenders and/or approvers of AAFC activities, WG and unit supervisors are responsible for ensuring:
 - a. all participants are aware of their Workplace Health and Safety (WHS) responsibilities
 - b. the correct adult supervisor to cadet ratio for the activity type and that nominated adult supervisors are competent and capable to undertake their assigned roles
 - c. equipment and facilities are adequate for the activity
 - d. that personnel with specific or specialist duties associated with the activity (service providers, subject matter experts etc) are competent and have complied with AAFC and industry requirements and training (qualifications and suitability checks etc).

Activity Coordinator

4. The activity coordinator, under direction from the unit supervisor or higher HQ coordinates an activity. The activity coordinator is responsible for the logistical requirements of the activity, entering activity details in [CEA](#) and monitoring the activity progress.

Officer-In-Charge Activity

5. The Officer-In-Charge Activity ([OIC Activity](#)) has overall responsibility for the conduct of activity (OIC Activity includes Detachment Commander (DETCDR), OIC Bivouac etc). As a minimum, the [OIC Activity](#) must:
 - a. be a qualified (ie current with all required training) [OOC](#) or [IOC](#) and hold an Activity [OIC Activity](#) Level commensurate with the activity
 - b. ensure the safe conduct of the activity and safety and welfare of all participants
 - c. have detachment/activity experience and understanding of the outcomes of the activity identified in the training program/course curriculum
 - d. be physically present at the activity location for the entire activity

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- e. ensure the activity is approved and only members on the nominal roll attend
- f. ensure [adult supervisors](#) are aware of their allotted role, are briefed accordingly and are competent to carry out assigned roles
- g. ensure the required adult supervisor to cadet ratio is maintained throughout the entire activity
- h. ensure that suitable medical resources and evacuation facilities are available and reachable
- i. ensure that participants are adequately briefed prior to, and during the activity—as a minimum, briefs should include:
 - (1) safety procedures and techniques particular to the activity
 - (2) site familiarisation (facilities, boundaries, and routes etc)
 - (3) WHS, emergency and first aid procedures
 - (4) behaviour and expectations
 - (5) communication
 - (6) activity program and events.
- j. ensure service providers comply with the requirements of the activity and that AAFC members comply with service provider instructions
- k. ensure all members can, and do observe personal safety requirements (eg hydration, weather protection etc)
- l. ensure minimal environmental impact on the training area
- m. satisfy requirements in the [OIC Checklist](#) before each activity
- n. conduct a debrief for [all personnel](#) at the end of the activity
- o. ensure a post activity report is completed in the [CEA](#) at the end of the activity.

Safety officer

- 6. The Safety officer is to oversee all safety issues before and during the activity and is responsible to the [OIC Activity](#) for:
 - a. ensuring that safety has been considered for all elements of the activity
 - b. ensuring that emergency procedures (including evacuation and lockdown procedures) are in place
 - c. providing safety briefs to all participants

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- d. ensuring any unsafe activity is ceased and brought to the immediate attention of the OIC.

First Aid Officer

7. All [IOC/OOC](#) on an activity will be first aid qualified, however, the First Aid Officer (FAO) is responsible to the OIC for the overall medical welfare of activity participants. Any competent IOC/OOC except the OIC may be appointed FAO. The FAO is to:

- a. ensure prompt and adequate first aid is applied as required, with follow up and monitoring
- b. review the activity medical nominal roll and all activity consent forms and note any medical issues
- c. monitor the administration of medications
- d. provide briefs and advice as required, including allergy management
- e. maintain a log on all first aid administered by AAFC personnel, record any medical aid provided by medical practitioners and submit the log to CEA at the end of the activity for inclusion in the PAR
- f. complete and follow up on any reporting requirements in accordance with the [AAFC Safety Manual-Chapter 21—Notification and Reporting](#).

Duty Member

8. In any emergency or incident, during a camp or activity the Duty Member (DM) is the initial point of contact during stand-down periods. Timing and responsibilities of the DM are to be advised to all members in the Detachment Standing Instructions or activity training program. The DM is to:

- a. be the first point of contact for any reportable incident
- b. take appropriate action IAW relevant instructions for incidents and/or advise appropriate authorities
- c. maintain a log of all actions taken during the duty period and brief next DM. DM logs are to be uploaded to CEA at the end of the activity.

Training Officer

9. The Training Officer (TRGO) (also known as Chief Instructor) is responsible to the [OIC Activity](#) to ensure all activity objectives are met and is to:

- a. compile the training program
- b. ensure training/learning plans and support materials are prepared and distributed before the activity

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- c. review lesson plans and monitor lesson delivery
 - d. ensure the planned training outcomes are met
 - e. provide training advice and guidance to OIC and instructors as necessary
 - f. conduct assessments as required and record all qualifications in [CEA](#).
10. **Course Commander (CSECDR).** Large detachments may have several courses within the detachment. The CSECDR is responsible to the DETCDR for conduct of training, well-being and development of cadets within their allocated course.
11. **Course General Service Instructor (CSE GSI).** The CSE GSI is responsible to the CSECDR for the direct supervision and development of the course candidates in drill, ceremonial and general service skills.

Detachment Executive Instructor

12. The Detachment Executive Instructor (DETXI) is responsible to the [OIC Activity](#) for the good conduct and standards of dress, drill and ceremonial of members of the activity/detachment.

Detachment Administration Officer

13. The Detachment Administration Officer (DETADMINO) is responsible to the DETCDR for providing administrative support immediately prior to, during and immediately after the detachment.
14. **Support personnel.** On large detachments, the WG Staff Officer Training (SOT) may appoint additional adult supervisors or [Defence approved helpers](#) ([DAH](#)) as:
- a. **Programs Officer (PROGO)**—responsible to the CI for maintenance, amendment and promulgation of the DET training program.
 - b. **Assessment Officer (ASSESO)**—responsible to the CI for the coordination of all academic assessment activities conducted by the detachment.
 - c. **Instructional Technique Coordinator**—experienced in the field of instructional technique who is able to coordinate the instruction and assessment of instructional technique to assist all instructors/developers.
 - d. **Subject matter experts (SME)**—experienced in an area or subject that requires specialist knowledge.
 - e. **Course Coordinators**—[OOC/IOC](#) of SNCO or higher rank who coordinates the activities of a number of courses of all the same type.

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Equipment Officer

15. The Equipment Officer (EQUIPO) is responsible to the [OIC activity](#) for:
- a. ensuring equipment used in the activity is fully serviceable and in in accordance with any applicable manufacturer guidance
 - b. accounting for and issue of equipment as required
 - c. maintaining issue and return records
 - d. ensuring the return of all equipment, its cleanliness and storage after the activity seeking additional help and guidance from wing LOGO when required.

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ANNEX D
AAFC SI(OPS)01-01

OIC ACTIVITY LEVELS

1. The Officer-In-Charge Activity Level is aimed at ensuring that an [OIC Activity](#) is appointed based on a member's experience and skills rather than their AAFC rank. s22

2. Before undertaking the role of [OIC Activity](#), an [OOC](#) and [IOC](#) must be approved as an OIC Activity at the appropriate level by an authorised delegate. s22

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Table D2: OIC Activity Level—Progression Criteria

OIC Activity	Min activities (Cumulative)	Recommend by	Approver
Level 1	5 (5)	Unit supervisor	WG SOT, WG SOOPS or WG XO
Level 2	3 (8)	Unit supervisor	WG SOT, WG SOOPS or WG XO
Level 3	2 (10)	WG SOT, WG SOOPS, WG XO, or HQ Deputy Director	OC
Level 4	2 (12)	WG SOT, WG SOOPS, WG XO, or HQ Deputy Director	OC

Note: The recommender and approver must hold the OIC level at or higher than the OIC level being applied for.

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Applying for an OIC Activity level

3. Any prospective Activity OIC must utilise the AAFC Form—Application for OIC Levels to commence the education and assessment process to be approved to hold an [OIC Activity](#) level, or increase their current level. OIC Activity levels will be based on the candidate's:
- a. level of experience (ie number and type of activities recorded in CEA the applicant has participated in—not just attended—to give an indication of their experience
 - b. ability to maintain a duty of care to [all personnel](#) (including mandatory qualifications as outlined in AAFC [SI\(PERS\) 01-02—Conditions of Membership—OOC and IOC](#)
 - c. recommendation by an [OOC/IOC](#) listed in Table D2 and who holds an equal or higher [OIC Activity](#) Level than the level being sought
 - d. Approval provided by an authorised delegate as outlined in Table D2.

Training and Assessment

4. The training and assessment process for awarding of OIC Activity Levels is as follows:
- a. The recommending officer outlined in Table D2 identifies a candidate who requires a specified OIC level and meets all prerequisite requirements.
 - b. The recommending officer assigns a mentor/training officer to oversee the development of a training agreement.
 - c. The mentor/training officer will provide the candidate with the training agreement which details the training to be undertaken by the candidate and agreed timeframe for conduct and completion.
 - d. The candidate undertakes training under the supervision of the mentor/training officer.
 - e. At completion of training the candidate and mentor/instructor are to sign the training agreement and return to the recommending officer.
 - f. The candidate is then to be assessed by an independent assessor (not the recommending or mentor/training officer).
 - g. Completed assessment report is to be signed by candidate and assessor and dispatched to the approval authority listed in Table 2 for decision. Once decision is made CEA is to be updated with new accomplishment.

OIC Level Requirements

5. **OIC Level 1:** One day Flight/Squadron/Wing/National level activities, including working bees, training days, parade practices, weekly parades, and social activities.

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6. Prerequisites to commence training for an OIC level 1 require that the member must:
 - a. Be a current IOC/OOC.
 - b. Have completed Initial Mandatory Training (IMT) and Uniform Mandatory Training (UMT).
 - c. Have attended a minimum of five OIC level 1 (or higher) activities involving multiple cadets, as an adult supervisor.
 - d. Be endorsed by the unit supervisor to commence training.
7. The standard training requirements for an OIC level 1 are:
 - a. Complete all required theoretical training as per the training agreement.
 - b. Complete the practical training sessions addressing single day training activities or home parades followed by culminating assessment for OIC level.
8. The activity assessment requirements for an OIC level 1 are:
 - a. a flight/squadron home parade or unit based activity,
 - b. preferably 15 or more cadets in attendance, and
 - c. a minimum of 2 hours duration.
9. **OIC Level 2:** Flight/Squadron/Wing/National level activities that incorporate an overnight component.
10. Prerequisites to commence training for an OIC level 2 include:
 - a. The member must hold a current OIC Level 1 and be an active adult supervisor in the preceding 12 months.
 - b. The member must have attended a minimum of three OIC level 2 (or higher) activities involving multiple cadets, as an adult supervisor.
 - c. The member must be endorsed by the unit supervisor to commence training.
11. The standard training requirements for an OIC level 2 are:
 - a. Complete all required theoretical training as per the training agreement.
 - b. Complete practical training sessions followed by culminating assessment for OIC level 2.
12. The activity assessment requirements for an OIC level 2 are:
 - a. must include an overnight component, and
 - b. the assessment is to be completed over the entire duration of the activity.

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13. **OIC Level 3:** Flight/Squadron/Wing/National activities involving increasing levels of complexity and risk.
14. Prerequisites to commence training for an OIC level 3 include:
 - a. The member must hold a current OIC Level 2 and be an active adult supervisor in the preceding 12 months.
 - b. The member must have attended a minimum of two OIC level 3 (or higher) activities involving multiple cadets, as an adult supervisor including at least:
 - (1) one activity with an overnight field based component, and
 - (2) one activity with multiple Squadrons attending.
 - c. The member must be endorsed by the unit supervisor to commence training.
15. The standard training requirements for an OIC level 3 are:
 - a. Complete all required theoretical training as per the training agreement.
 - b. Complete practical training sessions followed by culminating assessment for OIC level 3.
16. The activity assessment requirements for an OIC level 3 are:
 - a. multiple day duration with field based component, and
 - b. the assessment is to be completed over the entire duration of the activity.
17. **OIC Level 4:** Flight/Squadron/Wing/National activities involving significant complexity and risk.
18. prerequisites to commence training for an OIC level 4 include:
 - a. The member must hold a current OIC Level 3 and been an active adult supervisor in the preceding 24 months.
 - b. The member must have attended a minimum of two OIC level 4 (or higher) activities involving multiple cadets, as an adult supervisor including at least:
 - (1) one activity involving multiple PDL courses
 - (2) one GST activity with multiple Squadrons attending.
 - c. The member must be endorsed by the unit supervisor to commence training.
19. The standard training requirements for an OIC level 4 are:
 - a. Complete all required theoretical training as per the training agreement.

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- b. Complete two PDLC/GST activities followed by culminating assessment for OIC level.
- 20. The activity assessment requirements for an OIC level 4 are:
 - a. multiple day duration,
 - b. complex activity requiring coordination of multiple sub activities involving significant numbers of cadets and staff, and
 - c. the assessment is to be completed over the entire duration of the activity.

Operational Exceptions to minimum requirements

21. **Newly accepted members.** In situations where [OOC](#) are assigned to a CO ([unit supervisor](#)) role immediately on acceptance into the AAFC, they may be granted approval to act as OIC of Level 1 activities on completion of their induction training (including Introductory Management Training (IMT)) without having to first attend the required number of activities. In this situation, another experienced CO (or CO experienced WGHQ member) must be formally assigned as the new member's mentor and coach until the new member has completed required number of activities to legitimately hold the [OIC Activity](#) Level.

24. Any member holding approval to act as [OIC Activity](#) at a given level may also act as OIC Activity for any subordinate level.

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APPENDIX 6 TO
ANNEX D TO
AAFC SI(OPS)01-01

OIC ASSESSMENT REPORT MARKING RUBRIC

Criteria	Competency Not Displayed	Competency Displayed
Activity Paperwork	No evidence of prior preparation. OIC was unable to present or access required documentation or appeared unfamiliar with the information presented. OR OIC was not aware that participants had any medical or dietary concerns.	Some evidence of prior preparation. OIC was able to access required documentation in a timely manner. Some documentation may not have been in hard copy, however soft copies were easily accessible. OIC was able to provide a basic overview of the activity and used documentation to assist that understanding. OIC had a general awareness that there may be dietary or medical concerns to review.
Activity Considerations	OIC demonstrated no awareness when questioned of conditions likely to affect the conduct of the activity. OR OIC could not articulate the ratio requirements or name the members filling activity roles.	OIC demonstrated a base level of awareness regarding conditions likely to affect the conduct of the activity. OIC was able to provide an overview when questioned of adverse weather plans and alternative processes. However, these plans may be limited in scope or lack alternate options. OIC was aware of adult supervisor ratio requirements and with prompting was able to confirm that ratios were met. OIC filled the minimum activity roles as stated 1.2.3 and could provide a basic overview of the command structure.

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Criteria	Competency Not Displayed	Competency Displayed
Briefing	OIC did not conduct appropriate briefings. OR OIC did not follow appropriate briefing checklists missing key information (safety and behavioural) for cadet/staff briefings.	OIC conducted appropriate briefings utilising the checklist or notes. No critical safety or behavioural expectations were missed, however general information may have been excluded and/or excessive amounts of irrelevant information included. Basic staff briefings were conducted; however, they may not have clearly set out expectations or involved all staff members. Opportunity for feedback and response may not have been provided.
Cadet and Adult Supervisor Welfare	OIC failed to confirm all cadets accounted for at the start of the activity or end of activity. OR OIC was unable to manage or explain how to manage disputes. (Scenario cards) OR OIC took no oversight of health and hygiene or allowed unsafe practices to go unchallenged.	OIC was able to confirm all adult supervisors and cadets were accounted for, however it may not have been in a prompt manner. OIC was able to explain with prompting how to manage disputes and where to go looking for information regarding dispute resolution. OIC had a basic awareness of adult supervisor and cadet welfare, and did not allow any unsafe practices to go unchecked.
Safety & Security	OIC was unable to complete an immediate ramp when presented. OR OIC was unable to explain or readily locate the process for completing WHS incident reports.	OIC managed hazards appropriately. OIC was able to identify when an immediate RAMP was required. OIC was able to complete an immediate RAMP as required. OIC could explain the mandatory reporting process. OIC could navigate the OIP portal and show where information could be found relating to WHS incident report completion.

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D6-3

Criteria	Competency Not Displayed	Competency Displayed
Communication	OIC failed to issue safety critical information where required. OR OIC was unable to issue clear instructions or set clear expectations. OR OIC failed to communicate with adult supervisors or cadets relating to the running of the activity.	OIC issued safety critical instructions where required in a timely and effective manner. OIC delivered all instructions and directions appropriately, however, may have been verbose or vague in parts. OIC communicated at least once with adult supervisors and cadets to obtain and distribute information pertinent to the safe running of the activity.
Activity Management	OIC did not set any tasks during the activity. OR OIC did not seek any feedback from adult supervisors or responded negatively to feedback received. OR OIC did not maintain ratios or attempt mitigation when if ratios were unsuitable. Activity ran overtime with significant disruption. Multiple points of confusion during the activity.	OIC set tasks, however they may not have been measurable, attainable or time relevant. OIC on occasion sought feedback on how the activity was progressing, however may not have acted on feedback. OIC ensured that correct ratios were maintained throughout the entire activity however may not have been able to clearly explain appropriate mitigation options if ratios became unsuitable. Activity mostly ran to time with minimal disruption. Any confusion that occurred was appropriately rectified.

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Criteria	Competency Not Displayed	Competency Displayed
Emergency Management	OIC was unable to explain any of the emergency management plans. OIC incorrectly handled injuries and illnesses. No evidence that the OIC continually monitored weather conditions.	OIC was able to provide a basic overview of emergency management plans when prompted. OIC handled injuries and illnesses appropriately and was able to provide the location of any relevant management processes and documentation. OIC appeared to check on the weather conditions regularly and was able to explain a basic plan to manage adverse events. This plan may have been limited in its scope.
Post Activity Management	OIC did not ensure the roll was recorded in CEA. OR OIC did not complete a PAR in CEA.	OIC ensured the roll was recorded in CEA. OIC completed the PAR in CEA OIC uploaded any relevant incident reports and first aid logs.

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ANNEX E TO
AAFC SI(OPS)01-01

CONDUCTING AN AAFC ACTIVITY

1. This annex will outline the requirements for the physical conduct of an [AAFC activity](#). Before each activity the [OIC activity](#) is to read this annex in conjunction with all other annexes to this SI and the relevant chapters of the AAFC Safety Manual.

SAFETY

Personnel safety

2. [Adult Supervisors](#) involved in activities are to ensure the cadet's best interests, including physical, psychological and emotional wellbeing. To ensure continued personal safety and in case of an emergency the following are to apply at all activities:
 - a. Every participant is to observe personal (themselves) and collective (other's) safety and follow guidelines as outlined in safety briefs and activity directives.
 - b. Adult supervisors are to be familiar with the Risk Assessment Management Plan (RAMP) for the activity and the [AAFC Safety Manual](#), specifically chapters [13–Heat Injury](#), [14–Food Safety](#), [19–Emergency Preparedness and Response](#), [20–First Aid](#) and [21–Notification and Reporting](#).
 - c. When conducting outdoor activities [OIC Activity](#) is to consider weather forecasts and in adverse weather conditions ensure all personnel have adequate protection.
 - d. The [OIC Activity](#) is to ensure that cadets have continuous access to clean drinking water.
 - e. Undertaking activities are to be at the cadet's choosing, and cadets should not be coerced or forced to undertake an activity (or a part of the activity) where they do not feel comfortable. Cadets are not to be ridiculed or censored for choosing not to undertake an activity (or part of an activity).
 - f. [Adult Supervisors](#) are to advise [OIC Activity](#) of any absence from the activity and any absence must be noted in writing and added into the post activity report
 - g. Cadets are not to leave an activity site alone or without permission. Cadets are to utilise the 'buddy system' (ie always be with another cadet) on outdoor activities.
 - h. Where there is a risk of traffic injury, marching groups of cadets are to wear reflective high visibility vests and a portable light is to be carried at the front and back of each group.
 - i. Work routines should be realistic and not overly tax cadets or adult supervisors and the [OIC Activity](#) is to ensure that after hours work is kept to a minimum.
3. **Risk management.** Where there is a significant change in circumstances during an activity or new hazards are identified, the [OIC Activity](#) must complete and circulate an

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updated RAMP. In order for the activity to continue, a risk rating not above LOW must be achieved. This RAMP must be recorded in the post activity report.

4. **Supervision.** Adequate adult supervisor to cadet ratio must be maintained at all times at all activities. Should an adult supervisor need to leave an activity (eg injury or to escort a cadet to a medical facility), and the ratio cannot be maintained, the [OIC activity](#) must conduct an immediate risk assessment and either modify or cancel the activity.

5. **Stopping an activity for safety reasons.** Where the requirements of AAFC instructions and safety procedures are not met at any time during any activity, any participant may call for the activity to be suspended pending assessment and corrective action by the [OIC Activity](#). The OIC Activity is to assess the situation and either remedy the problem or cancel the activity.

6. **Allergies, Medical Conditions and Special Food Requirements.** Any medical conditions, allergies or special meal requirements are to be notated on the [CEA](#) generated Activity Consent form (para 18). To ensure effective medical and allergy management the following are required for all non-parade night activities:

- a. Before each activity, [OIC Activity](#) or delegate is to print out an activity medical roll from [CEA](#) to obtain information on participants' medical and allergy alerts, Medicare numbers and [guardian](#)/next of kin contact.
- b. [OIC Activity](#) is to collect the Activity Consent Form from participants at the start of the activity, ensure the consent is for the current activity with up to date contact and medical details. Without [guardian](#) approval and current contact details, a cadet may not attend any activity outside parade nights.
- c. The designated First Aid Officer (FAO) is to check all activity consent forms and note any medical conditions, special requirements, Medicare number and emergency contact. The FAO is to hold the original copy of the consent form and a copy is to be held by the cadet.
- d. Where individuals are identified as having a severe allergy risk, [an Individual Health Management Plan \(IHMP\)](#) must be provided for that person (or [guardian](#) for cadets under 18 years of age). The [OIC Activity](#) Briefing checklist provides tools to assist in the management of allergies.
- e. [OIC Activity](#) or delegate is to brief all cadets and adult supervisors on risk and action for allergies as part of the safety briefings at the start of the activity.
- f. [All personnel](#) are to bring sufficient quantities of personal medication to last the entire activity. Prescription drugs must have the members' name on them, and directions for administering noted in the Activity Consent Form.

7. **Fitness.** All personnel attending an activity are responsible for their personal fitness. Before an activity members should be made aware of fitness levels required and are to ensure they are sufficiently fit to complete the activity. During an activity, adult supervisors are to monitor the fitness levels of all personnel and not expect members to achieve tasks beyond their capacity.

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8. [Adult supervisors](#) who are not sufficiently fit to participate in all activities must not be included in the adult supervisor to cadet ratio.
9. **Emergencies/illness.** All cadets are to have a copy of their [guardian](#) signed activity consent form (available from [CEA](#) after nominating to attend an activity) on their person at all times. Adult supervisors are advised to carry their own personal details in case of emergency. In the case of an emergency or illness the following is to apply:
 - a. **Emergency.** The civilian ambulance is to be called.
 - b. **Sickness.** Members who fall ill or report sick are to be assessed by the activity nominated FAO and, if required, taken to a medical facility for treatment.
 - c. **Hospitalisation/doctor visits.** Where a member requires external medical assistance, FAO is to render treatment as required, contact the member's [guardian](#)/next of kin and ensure the member's kit and personal equipment is secured. The member, or guardian is responsible for medical expenses where illness is other than the result of an injury sustained whilst on an [AAFC activity](#).
 - d. **Medication.** Medication of any sort is not to be administered to a cadet unless it is listed on the Activity Consent Form or with written consent from the cadet's [guardian](#).
10. **Tools.** The use and approval of knives or other tools is to be advised by the [OIC Activity](#) during the pre-activity briefing and in the Joining Instruction (JI). [§22](#) [OIC Activity](#) is to ensure that the use and possession of tools are controlled and supervised by Adult Supervisors.
11. **First aid log.** The FAO is to maintain a log of all treatment and medications administered to AAFC personnel. The log is to be included in the [CEA](#) post activity report.

Environmental safety

12. **Safety Briefs.** [OIC Activity](#) and/or the designated Safety Officer is to ensure that a comprehensive safety brief is delivered to [all personnel](#) on actions considered in the RAMP, and indicating assembly areas and identified local hazards (eg mine shafts, cliffs etc).
13. **Emergency planning.** [OIC Activity](#) must be aware of, and comply with, any extant emergency response plans (ERPs) for the areas of the activity. A practice evacuation IAW the ERP is to be conducted as soon as practical after the activity has commenced with the results being recorded in the post activity report.

Reporting Safety breach or issue

14. Where a safety risk or incident is identified during any activity, the member identifying the issue is to report it immediately to the [OIC Activity](#). [OIC Activity](#) is to:
 - a. raise the issue with the appropriate persons to rectify the problem or stop the activity

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- b. follow-up any safety issues immediately after the activity IAW the [AAFC Safety Manual Chapter 21—Notification and Reporting](#)
- c. include details in the post activity report to enable follow up and remedial actions.

Incident, Injury and Fatality

- 15. In the event of a fatality, serious injury or serious incident the following actions are required:

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- c. [OIC Activity](#) is to notify the WG OCs22
- d. OIC are to comply with AAFC [SI\(ADMIN\) 09-06—Incident Recording](#) and [AAFC Safety Manual Chapter 21—Notification and Reporting](#).

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Lost/missing personnel

- 16. As each activity type will require individual responses to a lost/missing person, the risk of a member becoming lost during an activity and mitigating actions must be addressed in the RAMP. Actions to be taken are to form part of the OIC Activity Briefing at the beginning of each activity.
- 17. In the event that an individual or group is discovered missing, the OIC Activity is to:
 - a. establish the time the person/group was last seen or communicated with
 - b. establish their last known position
 - c. log the incident
 - d. arrange a search party to the last known position
 - e. contact civilian authorities (police, SES etc) **no later than** the second hour after the person/group was identified as being missing. Earlier contact **is to be** made if judged necessary by the [OIC Activity](#).

ADMINISTRATION AND COMMUNICATION

Nominal roll

19. [All personnel](#) attending an activity must have their attendance recorded in the online activity nominal roll or in the Activity approval process before the activity commences. To ensure an accurate record of attendees at an activity:
- a. all personnel must nominate or be nominated through [CEA](#) and be accepted for the activity before the activity commences
 - b. [OIC Activity](#) is to deny attendance to any member not listed in the [CEA](#) nominal roll
 - c. [OIC Activity](#) (or delegate) is to ensure that an accurate daily nominal roll is recorded each day of all personnel attending the activity
 - d. visitors and guests (whose attendance has been approved by the delegated approval authority) must be recorded and reported in the post activity report.

23. **Record keeping.** The [OIC Activity](#) is to ensure each Consent Form is uploaded and attached to the activity before the post activity report is submitted.

Communication

24. All participants should be advised of requirements, restrictions and program throughout the activity. s22

25. The [OIC Activity](#) is to ensure that cadets are aware of contacts for help or advice.

Absences from an activity

26. **Leave—adult supervisors.** Nominees are expected to attend the entire activity unless explicit pre-arranged agreements are in place. Should an adult supervisor require leave, it must be approved in advance by the [OIC Activity](#). The OIC Activity is to ensure the adult supervisor to cadet ratio ([Annex A](#)) is not compromised by a supervisor taking leave.

28. **Withdrawal from activity—adult supervisors.** Where an adult supervisor may need to withdraw from an activity [OIC Activity](#)/DETCDR is to:

- a. ensure the withdrawal is not the result of a breach of ADF Cadets behavioural policy including harassment or inappropriate behaviour without appropriate action having been taken
- b. ensure the adult supervisor to cadet ratio is maintained or the activity is ceased
- c. provide support to affected persons as required.

31. **Visitors to an activity.** Only personnel identified in the [CEA](#) (nominal roll service providers etc.) are to attend the activity. [OIC Activity](#) is to manage visitors IAW [SI\(ADMIN\) 14-01—AAFC and Visitors Access to Defence Establishments](#). The OIC Activity is to request any unauthorised person to leave the activity training area and must report any incidents of concern to the WG OC (and civilian authorities if appropriate). All visitors, invited or not, are to be recorded in the post activity report.

36. **Breaches of Code of Conduct.** Any member may be removed from an activity by the [OIC Activity](#) if the OIC believes there is a serious breach of the Defence [Youth Safety Codes of Conduct](#). If a member is removed from an activity, the OIC Activity must immediately advise the WG OC, record the incident [IAW SI\(ADMIN\) 09-06—Incident Recording](#) and note the incident in the post activity report.

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39. **Care of valuables.** All members attending an AAFC activity are fully responsible for the security of their own belongings and funds. The AAFC will not accept responsibility for the loss of any item of value or money, nor are Adult Supervisors to take into safe keeping any item unless the item is determined to constitute a risk to the activity.

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POST ACTIVITY REPORT

43. The post activity report is a [CEA](#) tool used to record that the activity was conducted in compliance with AAFC instructions, record lessons learnt, document issues or incidents, and allow supporting documentation be uploaded for auditing and future reference.

44. PARs are required for all activities and should advise when the approved parameters of the activity have been exceeded. As soon as practicable after the activity (no later than 14 days³), the [OIC Activity](#) is to complete the post activity report in the CEA.

³ Noting the submission of the post activity report is a requirement for CVP to be processed.

Defence facilities and leased accommodation

5. **Maintenance.** Immediately prior to an activity, the [OIC Activity](#) or delegate is to check that sleeping quarters, common areas and instructional facilities to be used by AAFC are inspected for cleanliness and maintenance. Any damage or issue with a facility is to be noted and referred to the AFLO or leasing agent (through the AFLO) for rectification. Maintenance requirements that arise during the activity are to be submitted to the WG AFLO by OIC Activity or delegate.

6. **Damage to property.** Damage to property and buildings is to be reported to the [OIC Activity](#)/Detachment Duty Member as soon as possible, and forwarded to the AFLO through the Wing OC. s22

7. **Cleanliness.** The [OIC Activity](#) is to ensure that a high level of cleanliness is maintained in all accommodation areas, and cleaning rosters are developed as applicable. s22

8. **Security.** The [OIC Activity](#) is responsible for ensuring that policies and procedures are in place to ensure the security of buildings utilised are adhered to at all times. [All personnel](#) are responsible for securing their own personal possessions. The AAFC will not accept responsibility for lost or stolen possessions. s22
Any security issues or breaches must be reported to the AFLO.

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Sleeping Quarters

9. **Allocation.** Personnel are not to change their allocated accommodation without approval from [OIC Activity](#) or delegate. The OIC Activity is to ensure that a bedding plan for each accommodation block/section is prepared and available in case of an emergency.

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11. **Civilian sleeping accommodation.** Where approval has been given to accommodate cadets in areas that may be used by the general public (caravan parks, motels etc.) the OIC is to ensure that the following extra conditions apply:

- a. the accommodation must be clean and safe to Defence standards (ie meets building code for overnight accommodation) and able to satisfy gender separation requirements in para 10
- b. cadets are to be supervised at all times while outside their sleeping quarters
- c. cadets are not to communicate with non-AAFC members unless under the supervision of an [OOC](#) or [IOC](#)
- d. an adult supervisor must be in the vicinity of communal facilities (ablution blocks, laundries etc) while the facilities are being used by cadets.

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Supervision

12. The [OIC Activity](#) is to ensure that cadets are supervised in their accommodation area. Barracks orderly⁴ duties may be carried out by CNCOs, CWOFFs or CUOs; however, adult supervisors must be in close enough proximity to all cadets to assist as required. Where there are multiple barracks blocks in close proximity, the OIC Activity is to ensure there is adequate supervision of cadets at each facility.

13. **Emergency contact.** At least one [IOC/OOC](#) is to be nominated by the [OIC Activity](#) each day as Duty Member (DM). The DM should be readily contactable and all members are to be aware of the DM's accommodation site and telephone number for emergency contact.

Road Transport

4. **Defence vehicles.** For AAFC purposes, a Defence vehicle means any vehicle (including hired) provided by Defence, for use on AAFC activities. [OOC](#), [IOC](#) may use Defence vehicles for authorised [AAFC activities](#) where they:

- a. have the appropriate civilian and, if required, Defence endorsement
- b. are familiar with the vehicle and, if necessary, have been familiarised and/or tested by a qualified ADF transport assessor
- c. are listed in the [CEA](#) activity process as a nominated driver
- d. are authorised (and listed on the [AD049](#)) to drive the particular vehicle by an 'Authorisation Officer' appointed by ADF Routine Instructions
- e. have requested the vehicles through the Air Force Liaison Officer (AFLO).

Note: Defence vehicles may only be used for official purposes and must be operated by qualified and authorised members.

6. **Hire vehicles.** The [CEA](#) activity approval request (listing the use of a hire vehicle and nominated drivers) forms the authorisation for [IOC/OOC](#) to drive a hire vehicle. [§22](#)

8. **Routes.** Vehicles are to be used only on pre-approved routes consisting of public roads and formed roads in Defence establishments and approved Non-Defence Training Areas (NDTA). The route must not involve off-road (cross-country) driving or driving over hazardous terrain and must adhere to the approved travel itinerary. Any deviations are to be recorded in the Activity post activity report detailing why the deviation was necessary.
9. **Road rules.** The driver must be conversant with and obey speed limits and road safety rules. Any infringement or penalty notices/fines are the responsibility of the driver who incurred them. Defence/AAFC is not to pay for fines or penalties, however incurred.
10. **Mobile telephones.** Drivers are not to use hand held devices or mobile telephones or subject themselves to any other distraction while in control of the vehicle.
11. **Drugs.** Drivers must maintain a zero (0.00) blood-alcohol level while in control of a vehicle and not consume any form of prohibited substance during the activity.
12. **Smoking.** Smoking is not permitted in any vehicle associated with an [AAFC activity](#).
13. **Passengers.** Passengers may be carried only in designated seats with seatbelts fitted. Passengers are not to move around the vehicle while it is in motion.

Record keeping.

14. Every driver must keep a log of all journeys. s22

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17. **Luggage and Cargo.** The driver is to ensure that luggage and cargo is securely stored so that it cannot harm a person in the case of sudden braking or incident. Carriage of people and luggage/cargo in the same vehicle compartment without a suitable and certified barrier between personnel and the cargo is prohibited.

18. **Trailers.** Trailers may only be towed by drivers deemed competent to tow the trailer conditional on the following:

- s22
- c. AAFC members are not permitted to tow a privately owned trailer behind a Defence owned or Defence leased vehicle IAW the [LVOM](#), Part 6, Annex 6.A1, Table 6.1A-1
- s22

21. **Supervision.** The adult supervisor to cadet ratio is to be maintained during travel with cadets in each vehicle.

22. **Assistance to other drivers.** Except in an emergency, AAFC drivers are not to delay the transport of cadets or stop to give assistance to others, as this could place cadets in danger.

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26. Cadets. s22

[OIC Activity](#) is responsible for adequately assessing and controlling the risks associated with cadets driving to, from or during AAFC activities. Generally:

- a. cadets should not drive to or from an activity/training area in their own vehicles unless there is a legitimate requirement and with prior permission from the [OIC Activity](#)
- b. s22
- c. cadets may only drive other cadets to/from activities/parades with the unit supervisor/[OIC Activity](#) consent and where the passenger's [guardian](#) has given written approval for their cadet to travel in the private vehicle
- d. [unit supervisors/OIC Activity](#) are to refuse permission for a cadet to drive where the risk may be unacceptable.

Coach /bus transport

27. When travelling in Defence owned or hired coaches the adult supervisor to cadet ratio must be maintained and driver's safety instructions obeyed, (seatbelts, no movement while coach is in motion etc) and luggage is to be secured properly. s22

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Defence Air Transport

28. When travelling in Defence air transport the adult supervisor to cadet ratio must be maintained. s22

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Public transport

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31. **Escorts.** The Activity OIC is to consider on a case-by-case basis whether an adult supervisor should accompany cadets on public transport. (for example, CWOFFs may not require an adult escort, while junior cadets attending a GST will). The cadet's safety and escort requirements are to be considered with the [RAMP](#). If the decision maker deems it appropriate for cadets to travel unescorted:

- a. the cadet(s) and their [guardian](#)(s) must be thoroughly briefed on the transport plan and provide informed consent
- b. the cadet(s) must be met at the transport terminal by a responsible adult
- c. the Wing OC and [OIC Activity](#) must ensure as far as reasonably practical that there is adequate adult supervision available at transit points where a cadet travelling unescorted is required to transfer modes (eg bus to rail or from bus to another bus).

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ANNEX H TO
AAFC SI(OPS)01-01

REMOVAL OF A CADET FROM AN ACTIVITY

1. Sending a cadet home from a course or camp should be considered only after reasonable action have been taken by [adult supervisors](#) to assist the cadet to maintain their position in the activity. s22

s22

2. **Early intervention.** Where a cadet is not coping with the activity or displaying behavioural problems, [Adult Supervisor](#)s are to intervene as early as possible and offer feedback, guidance and support (including remedial training) to assist the cadet to achieve the required standard. Cadets who feel that they are having any problem during an activity are to be encouraged to:

- a. come forward and discuss their concerns with their [Adult Supervisor](#)
- b. realise that admitting to having problems is not a weakness rather it displays strength of character
- c. know that adult supervisors are there to assist cadets complete the activity wherever possible.

3. **Considerations.** If, following feedback, guidance and support, there is no improvement in a cadet's performance, decision makers may deem it in the best interests of the cadet and the activity to remove the cadet from the activity. Before the decision is made:

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- e. if the Officer-In-Charge Activity ([OIC Activity](#)) is not the Cadet's Commanding Officer (CO), the OIC Activity or authorised delegate, is to contact the cadet's CO for background information, discuss options and to ensure ongoing support is arranged for the cadet

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- f. the [OIC activity](#) is to contact the OC of the cadet's WG to seek approval to remove the cadet from the activity
- g. the [OIC Activity](#) or authorised delegate, is to advise the cadet's [guardian](#) as soon as it is evident that the cadet may be withdrawn from the activity. If the cadet is under 18 years of age, the cadet's guardian must be contacted and the matter discussed with them before the cadet is advised of the decision.

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5. **Voluntary withdrawal.** Where a cadet voluntarily requests to be withdrawn from course, [OIC Activity](#) is to ensure that no breaches of AAFC behavioural policy ([AAFC SI\(ADMIN\) 09-01—Unacceptable Behaviour](#)) have occurred to influence the cadet's request to leave.

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8. **Approval to remove a cadet from an activity.** The OC of the Wing where the activity is being undertaken is the approval authority to remove a cadet from an activity. Where cadets are attending an activity conducted at another wing, the OC of the cadet's home Wing is to be consulted. This will permit a review of, and support the [OIC Activity](#)'s decision and ensure impartiality, procedural fairness, and consistency. The OIC Activity is to forward their recommendation and all supporting documentation requesting the removal the cadet to OC for review and final decision. Upon OC approval, normal travel requirements apply for the return of the cadet.

9. **Transport home for cadets leaving an activity early.** Where the cadet leaves an activity early at their guardian's request, the guardian is responsible for the cadet's return home. Where a cadet is removed from an activity for other reasons, the OIC Activity, the cadet's OC and AFLO are to coordinate the means of travel, taking into account the cadet's welfare and safety.

10. **Ongoing support.** Cadets who have been removed from an activity will require ongoing support from their units. Consequently:

- a. unit supervisors are to monitor the cadet after their return from the activity and provide support as required
- b. the cadet is to be encouraged and permitted to attend future similar activities when the opportunity arises.

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AUSTRALIAN AIR FORCE CADETS NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(PERS) 01-01—YOUTH PROTECTION

YOUTH PROTECTION	
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AAFC SI(PERS) 01-01

INTRODUCTION

1. A youth safety incident is any non-routine event or occurrence that may have an adverse effect on a minor. Defence and AAFC policy dictates that [all personnel](#) must take reasonable action to prevent and where required, report suspected child safety incidents and engage [guardians](#) of cadets under the age of 18 in administrative issues concerning their child.

AIM

2. The aim of this SI is to complement the requirements of ADF Cadets Youth Policy manual.

AUTHORITY

3. The authority for this SI is Director-General Cadets-Air Force (DGCADETS-AF).

SCOPE

4. This Instruction applies to [all personnel](#) while administering, managing or participating in AAFC operations or activities. AAFC must not investigate incidents of reported child abuse by guardians, or other serious offences—these incidents must be immediately reported to, and managed by, civilian police and authorised child welfare workers.

DEFINITIONS

5. Policy definitions are detailed in [OIP Definitions](#).

YOUTH POLICY MANUAL

6. Defence Head Joint Support Services Division/Commander ADF Cadets has specified the appropriate and ethical requirements in regard to child protection in the ADF Youth Policy manual ([YOUTHPOLMAN](#)). [Adult supervisors](#) should familiarise themselves with the [YOUTHPOLMAN Youth Safe Resources](#).

ROLES AND RESPONSIBILITIES

7. The safety of young people is to be the primary responsibility of [all personnel](#). Inaction to prevent or adequately manage a child safety incident is a breach of the [Defence Youth Safe Code of Conduct \(Adult\)](#) and may be a breach of civil law.

8. **Unit Supervisors.** [Unit Supervisors](#) are to assess and manage youth safety risks within their unit including:

- a. ensuring [adult supervisors](#) and service providers are fit to satisfy their [duty of care](#) to cadets
- b. informing [members](#) and [guardians](#) of AAFC child safety processes and requirements, support and agency contacts.

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9. **Adult Supervisors.** [Adult Supervisor](#)s must:
- a. satisfy police and other suitability checks before working with young people
 - b. comply with relevant legislative, Defence and ADF Cadets requirements for youth safety
 - c. undertake all Defence/AAFC youth safety training as required by DGCADETS-AF and be familiar with [AAFC SI\(ADMIN\) 09-01—Unacceptable Behaviour](#)
 - d. maintain their [duty of care](#) responsibilities for the safety of cadets (including training, personal fitness and requirements specific to their position)
 - e. understand, sign and comply with the [Defence Youth Safe Code of Conduct \(Adult\)](#)
 - f. report all youth safety incidents to the AAFC [supervisory chain](#) and, where required, to civil authorities (see para 20 onwards)
 - g. report to their supervisor if they are or could be involved in any activity that may cause harm to any person including imposed protection orders or restrictions and act in accordance with [YOUTHPOLMAN Part 2—ADF Cadets Protection Orders](#).

Adult/cadet relationships

10. [Adult supervisors](#) who work unsupervised with cadets must have satisfied the youth safety and child protection requirements in [AAFC \(SI\) PERS 01-02—Conditions of Membership—OOC and IOC](#) and undertake ongoing screening and training as directed by DGCADETS-AF.
11. Sexual interaction between an adult and a person under the age of consent is a criminal offence. [YOUTHPOLMAN Pt 1, Sect 6, Ch 1, Age of Consent and Special Care Provisions](#), provides Defence policy for relationships with minors. Within Defence, no sexual relationship with a person under 18 years old is permitted and ADF members and ADF Cadet Adults **must not** engage sexually or intimately with any ADF Cadet Youth.
12. [Adult supervisors](#) are deemed to have a [special care](#) relationship towards cadets. Consequently, any interactions outside normal cadet operations, (personal visits, texting, email, Facebook etc) between an adult supervisor and a cadet, irrespective of whether or not the cadet is over the age of consent, is prohibited. Where a breach of this policy is reported, the adult supervisor is to immediately:
- a. [suspend](#) the adult concerned
 - b. advise [NATHQ](#) IAW [AAFC SI\(ADMIN\) 09-06—Incident Reporting](#).
13. The only exceptions to para 12 are where a family relationship exists (parent/child, sibling etc.) and legitimate AAFC communications via the [CEA](#) email. Where a family relationship exists, the adult must advise their [unit supervisor](#) of the relationship.

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COMMUNICATION AND TRAINING

14. Youth Safety policies and procedures must be communicated to cadets and [guardians](#) in language that is appropriate to the cadets and the wider community. [Unit supervisors](#) are to:
- inform cadets about AAFC self-protection processes
 - have in place processes that allow cadets to feel safe to report concerns without fear of retaliation and knowing their concerns will be heard
 - inform cadets and guardians at recruit information meetings (and other opportunities) of AAFC policies and procedures for youth safety
 - conduct formal annual behaviour and youth safety briefs for all [AAFC personnel](#) and outline expectations at the beginning of all non-parade night activities.
15. **Guardians.** AAFC (via unit supervisors or other delegated person) will engage with [guardians](#) for administrative (including complaints made by or against a cadet) or for health reasons. Where a cadet is to be interviewed for administrative purposes, a guardian or their authorised delegate must be present at the interview. A guardian does not need to be present for a cadet to be counselled, except where the counselling is the result of a serious matter, and the attendance of the guardian is warranted.
16. **AAFC Activities.** [Guardians](#) will be advised of approved activities their child can attend outside normal parade nights via the [CEA](#) and related Activity Joining Instructions. Activities not listed in CEA are not AAFC approved or managed activities and will not be covered for compensation or rehabilitation and will not have AAFC adult supervision.
17. **Supervisory chain.** [Adult Supervisors](#) are to practice open communication with their [supervisory chain](#) and with cadets, to ensure that cadets feel confident they can approach an Adult Supervisor with any concerns.
18. **Compliance.** Participants are required to complete the relevant Defence Youth Protection training package within the required timeframe (Table 1 below refers). Participants in the Cadet programs may attend parade nights/other activities to enable completion of this training. Failure to complete this training will exclude adults from participation in ADF Cadets activities.

Table 1—Youth Protection Training Requirements

DYP TRNG LVL	Applies to:	Prerequisite	When	Expiry Period
L1- Awareness	Adults	None	60 days from date of appt	3 yrs
L2- Practitioner	Adults	L1	60 days from date of appt	3 yrs
L3- Leader	Adults	L1	60 days from date of appt	3 yrs

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DYP TRNG LVL	Applies to:	Prerequisite	When	Expiry
L6- Youth (under 18)	Cadets	None	60 days from date of acceptance	3 yrs
L6- Youth (18 & over)	Cadets	None	Prior to 18 th Birthday	3 yrs

Reference: [YOUTHPOLMAN Pt1, S5, Ch1, para 5.1.11](#)**Attribution of blame**

19. The adult in an inappropriate relationship carries the responsibility for that relationship and cadets are not to be considered at fault. [Adult supervisors](#) managing allegations of inappropriate relationships between adults and cadets or child abuse must ensure the cadet is made aware that they are not to blame, and that the cadet, their guardians and other affected persons are to be offered appropriate support.

Incident recording

20. Any incidents or complaint of inappropriate behaviour are to be recorded in accordance with [AAFC SI\(ADMIN\) 09-06—Incident Recording](#).

MANDATORY REPORTING

21. Mandatory reporting is the legislative requirement imposed on AAFC adult personnel to report suspected cases of child abuse (including neglect) to government authorities. As a minimum, AAFC [personnel](#) must report alleged or suspected child abuse when the person has:

- a. received a disclosure improper behaviour from or about a cadet
- b. witnessed a youth safety incident
- c. a suspicion or reasonable belief that a young person is at risk of harm.

22. Youth safety is managed under State/Territory jurisdiction and conditions may differ across the country. [YOUTHPOLMAN Pt 1, Sect 3, Ch 3, Guide 3](#) provides information associated with external-to-Defence incident reporting, including contact details for each Australian state and territory.¹ [Unit supervisors](#) are to ensure current youth safety contact and reporting details for their state/territory are promulgated on unit WHS notice boards.

Reasonable suspicion

23. [Adult supervisors](#) are not to decide what is or is not child abuse. Any reasonable suspicion of child abuse must be reported. Reasonable suspicion means a state of mind that is less than a belief, but more than a mere possibility, based on reasonable grounds, that the

¹ Additional information and advice may also be available from the Australian Government '[Reporting child abuse and neglect—Information for service providers](#)' website.

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young person's physical, physiological or emotional wellbeing has been, is being or may be jeopardised.

24. Proof is not required before reporting a reasonable suspicion of child abuse. Reasonable grounds for suspicion depends on the circumstances at the time of the incident and available information which presents at the time of reporting.

Reporting

25. Where an [adult supervisor](#) becomes aware of or suspects child abuse, or, if there are reasonable grounds to suspect a cadet's safety is at risk, the supervisor must immediately:

- a. report the matter to the relevant State or Territory child protection authority
- b. advise parents/guardians if the cadet is under 18 years of age (if disclosure does not place the cadet at risk)
- c. report the incident to the local civilian police
- d. report the incident and subsequent actions to [NATHQ](#) through the [supervisory chain](#) (unless the complaint is against a supervisor, when reporting should be taken to the next level)
- e. support the cadet and assure them that they are not to blame.

26. **Information.** When making a report the following information, if known, should be provided to child protection authorities and/or the police:

- a. name, age and address of child concerned
- b. current location of child
- c. date and time of incident(s) concerned
- d. the nature and type of suspected abuse.

27. A cadet's desire that no action be taken does not override the requirement for mandatory reporting. No person is to interfere with, prevent or overrule [adult supervisors](#) who are obliged to make a mandatory report. Adult supervisors are, however, required to inform their [supervisory chain](#) that they have or intend to make a report to civilian authorities.

28. **Supervisory chain.** [NATHQ](#) will report substantiated offences to the Australian Defence Force Investigative Service (ADFIS) in accordance with Defence guidelines.

29. **Guardian.** Where a cadet is involved in a youth safety incident, the cadet's [guardian](#) should be informed (if it is in the cadet's best interest—otherwise leave it to child care professionals). Where appropriate, the cadet's guardian or another adult person approved by the cadet's guardian and acceptable to the cadet should be present for any administrative interviews.

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Investigation and confidentiality

30. Investigation into youth safety incidents are the responsibility of civilian state/territory authorities. Once the civil authorities have assumed responsibility for the matter, the AAFC is not to conduct its own investigation or conduct interviews for other than administrative purposes (see [AAFC SI\(ADMIN\) 09-04—Performance Management and Administrative Action](#)).

31. All personnel are to note that unauthorised discussion or interference may jeopardise police investigations, bring unwarranted disrepute to personnel allegedly involved, and/or endanger the welfare of or embarrass the child making the allegation.

32. DGCADETS-AF (or delegate) will ~~s22~~ [suspend](#) a person allegedly involved with child abuse or associated incidents. [Suspension](#) of a person is not a sanction, rather it is an administrative precaution applied pending the outcome of an inquiry.

SUPPORT

33. **Internal support.** In the case of an allegation of or an incident concerning a cadet, [adult supervisors](#) must:

- a. take all reasonably practicable steps to safeguard anyone in immediate danger
- b. support the cadet but do not attempt to seek resolution (leave it to the professionals)
- c. respect, as far as possible, the privacy of all persons involved in the allegation/incident(s) and do not discuss with other than relevant personnel (including civilian authorities and the AAFC [supervisory chain](#)).

34. **Child protection authorities.** The [Reporting child abuse and neglect—information for service providers](#) website provides information for each state and territory. Relevant local details should be readily available (eg on unit WHS notice board, in unit standing instructions) to all personnel.

35. **Sexual Misconduct Prevention and Response Office (SeMPRO).** SeMPRO provides support, advice and guidance to Defence personnel and to those supporting victims of a sexual offence or other forms of sexual misconduct. This service is open to all members of the ADF Cadets. SeMPRO is staffed 24 hours a day, seven days a week by mental health professionals. Initial contact can be made by calling 1800 SeMPRO (1800 736 776).

36. **Employee Assistance Program.** Defence also provides professional support to ADF Cadet personnel and their immediate family through the Employee Assistance Program (EAP), which includes the EAP-Youth line. Members and their immediate families involved in Youth Safety incidents are to be encouraged to avail themselves of the support offered by Defence through the EAP. The EAP numbers are:

- a. EAP main line is **1300 687 327**
- b. EAP-Youth line is **1300 687 399**.

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MONITOR AND REVIEW

37. This Instruction will be monitored and reviewed by the Business Process Owner (BPO), in conjunction with CDR-AAFC, with amendments made when required. A full review of this SI, including associated subordinate OIP, is to be conducted by the BPO every two years in accordance with the 'OIP Biennial Review' table in [AAFC SI\(ADMIN\) 06-01, Annex E](#).

Linked Documents:

- A. [ADF Youth Policy Manual](#)
- B. [AAFC SI\(ADMIN\) 09-01—Unacceptable Behaviour](#)
- C. [SI\(ADMIN\) 09-04—Performance Management and Administrative Action](#)
- D. [AAFC SI\(ADMIN\) 09-06—Incident Recording](#)
- E. [AAFC SI\(ADMIN\) 13-01—Public Communications and Use of Social Media](#)
- F. [Reporting child abuse and neglect—information for service providers](#)

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AUSTRALIAN AIR FORCE CADETS NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(PERS) 03-01—AAFC TRAINING PROCESSES

AAFC TRAINING PROCESSES	
Document ID	s47E(d)
Version	1.02
Effective Date	16-Jun-22
Review Date	31 Oct 23
Approving Authority	DGCADETS-AF

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AAFC SI(PERS) 03-01

INTRODUCTION

1. AAFC training is conducted to meet the youth development objectives outlined in the [ADF Youth Policy Manual \(YOUTHPOLMAN\)](#) and [AAFC Youth Engagement Policy and AAFC Values \(SI ADMIN 04-01\)](#). All AAFC training is to be conducted in accordance with the following principles:
 - a. The safety and wellbeing of all [personnel](#) is to be a primary consideration during AAFC training. [Adult supervisors](#) are to ensure that training is conducted in a safe environment, in a positive manner and with constructive feedback to trainees.
 - b. The intent of training delivered to cadets and adult supervisors is to develop their knowledge of and interest in youth development, aerospace and the Air Force. Adult training is designed to enable adult supervisors to carry out their responsibilities and [duty of care](#) to all personnel.
 - c. Training is to be designed to be interesting, progressive and challenging. Training is to be practical rather than theoretical, where this can be achieved.
 - d. Training is to be conducted in accordance with approved training packages published in the AAFC Resource Centre.
 - e. Instructors/facilitators are to maintain currency in their subject specialties and make the best use of the training environment available to them.
 - f. Senior cadets, should be actively engaged in the delivery of approved training within their units.

AIM

2. The aim of this instruction is to provide guidelines for AAFC training programs.

AUTHORITY

3. The authority for this SI is Director-General Cadets-Air Force (DGCADETS-AF).

SCOPE

4. This Instruction applies to all personnel while administering, managing or participating in operations or activities of the AAFC.

DEFINITIONS

5. Policy definitions are detailed in [OIP Definitions](#).

AAFC TRAINING MANAGEMENT SYSTEM

Roles and responsibilities

8. The [AAFC Manual of Learning Management](#) outlines the roles and responsibilities of personnel involved in AAFC training delivery. Annex A to [AAFC SI\(OPS\) 01-01—Activity Management](#) outlines the generic roles and responsibilities for all personnel involved in AAFC Activities.

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AUSTRALIAN AIR FORCE CADETS NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(PERS) 01-02—CONDITIONS OF MEMBERSHIP—INSTRUCTOR OF CADETS AND OFFICER OF CADETS

CONDITIONS OF MEMBERSHIP—INSTRUCTOR OF CADETS AND OFFICER OF CADETS	
Document ID	s47E(d)
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Approving Authority	DGCADETS-AF

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AAFC SI(PERS) 01-02

INTRODUCTION

1. An adult person may volunteer to become a member of the Australian Air Force Cadets (AAFC) and be accepted as an [Officer of Cadets \(OOC\)](#) or [Instructor of Cadets \(IOC\)](#) by applying to the Chief of Air Force (CAF) through their local AAFC unit.
2. To become a member of the AAFC, the volunteer must satisfy AAFC and Defence suitability requirements. To remain an [OOC](#) or [IOC](#) the member must undertake ongoing personal development and initial and periodic suitability checks.

AIM

3. The aim of this instruction is to define the requirements for acceptance as, and ongoing conditions of service for an [OOC](#) or [IOC](#) in the AAFC.

AUTHORITY

4. The authority for this instruction is Director-General Cadets - Air Force (DGCADETS-AF).

SCOPE

5. This Instruction applies to [all personnel](#) while administering, managing or participating in operations or activities of the AAFC.

DEFINITIONS

6. Policy definitions are detailed in [AAFC Definitions](#).

CONDITIONS OF MEMBERSHIP

Eligibility

7. **Authorities.** Only [decision-makers](#) who are identified in [Annex A](#) to [AAFC SI\(ADMIN\) 05-01—Positions and Responsibilities](#) or identified in this SI are to make recommendations and decisions in relation to acceptance of and conditions of service for [OOC](#) and [IOC](#).
8. [OOC](#) and [IOC](#) are subject to ADF Cadets and relevant Defence rules and regulations while on AAFC activities or when administering or representing the AAFC. OOC and IOC must comply with relevant [AAFC Orders, Instructions and Publications \(OIP\)](#) and ADF and statutory youth safety requirements to uphold their [duty of care](#) to all personnel.
9. [Annex A](#) details the conditions for acceptance of a person as an OOC or IOC.

National policy checks

10. People wishing to become volunteers in the AAFC will be required to undergo a national police check (NPC) as part of the application process, and every five years thereafter.

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Status and relationship of OOC/IOC

11. Acceptance as a volunteer OOC or IOC does not make that person a member of the [ADF](#) and no contract of employment exists between an AAFC member and the Commonwealth.
12. While [AAFC members](#) are not ADF members, for the purposes of Work Health and Safety (WHS), OOC and IOC are subject to the following Acts:
 - a. The Military Rehabilitation and Compensation Act 2004 (MRCA). This is administered by the Department of Veteran's Affairs (DVA) see [AAFC Safety Manual - Chapter 22 - Rehabilitation and Compensation](#).
 - b. The Safety Rehabilitation and Compensation Act 1988, also administered by DVA, provides similar coverage for harm incurred prior to 01 July 04.
 - c. Work Health and Safety Act 2011—OOC/IOC are defined as workers under section 7 of the WHS Act 2011(Cth), and therefore are subject to legal duties outlined in section 28 of the Act. As a condition of service, all OOC/IOC must:
 - (1) take reasonable care for their own health and safety
 - (2) take reasonable care that their actions (including lack of actions) do not adversely affect the health and safety of others
 - (3) comply, so far as they are reasonably able, with any reasonable instruction given to them by Defence, Air Force and their supervisory chain
 - (4) co-operate with any reasonable policy or procedure of Defence, Air Force and the AAFC relating to health or safety at the workplace, that they have been notified or informed of.
13. **Privacy.** AAFC members are subject to the Privacy Act 1988 and may be held responsible where, while acting in the course of their duties, the OOC/IOC acts contrary to the Act (see [AAFC SI\(ADMIN\) 08-02—Privacy and Information Disclosure](#)).
14. **Representation.** While on approved activities, OOC and IOC wear uniforms supplied by Defence and use a rank structure similar to Air Force. OOC/IOC must not represent themselves as an ADF member at any time. [AAFC members](#) must adhere to the following:
 - a. Uniform is to be worn when only when on AAFC duty and/or participating in AAFC activities. On all other occasions (eg private functions) the OOC/IOC must have specific approval from Director Ground Operations (DGNDOPS) or delegate to wear the AAFC uniform. Applications should be made via the member's supervisory chain to DGNDOPS¹

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- b. Always use the suffix (AAFC) after their rank and/or position title.
- c. Unless specifically authorised, AAFC members are not to participate in any media or electronic or other communications that may imply they are representing, writing, or speaking on behalf of the Air Force/Defence (See [AAFC SI\(ADMIN\) 13-01—AAFC Public Communications and Social Media](#)).

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Rank and promotion

17. [Annex B](#) explains the AAFC rank and promotion processes applicable to IOC up to and including the rank of Flight Sergeant (AAFC) and OOC up to and including the rank of Flight Lieutenant (AAFC).

Posting and transfers

18. OOC/IOC may be required to rotate positions and/or wear rank appropriate to the position to benefit themselves and the AAFC. [Annex C](#) outlines the conditions for rotations in positions. [Annex D](#) outlines the conditions for limited tenure senior appointments.

Attendance and Absences

19. [Annex E](#) outlines the conditions of service regarding attendance and absences.

Conflict of Interest

20. A member must not remain a volunteer with the AAFC where an evident or perceived conflict of interest exists (eg primary employment is against AAFC principles, or an owner of a company which is a supplier to the AAFC).

OOC/IOC as an elected Commonwealth Official

21. Where an OOC/IOC intends to nominate as a candidate for Commonwealth Office, the IOC/OOC may request to be to have their acceptance in the AAFC cancelled or take an extended absence before nominating as a candidate.
22. There is no requirement for an elected Commonwealth Official to be excluded from participation in the AAFC, however, OOC/IOC who are candidates for Commonwealth Office, or are elected to a Commonwealth Office, are not obliged to take an absence or separate from the AAFC but must:
- a. advise the CDR-AAFC of their intent through their supervisory chain

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- b. not use their association with the AAFC for political gain or allow their political activities to interfere with, or influence AAFC activities or personnel
- c. must ensure there is no real or perceived conflict of interest associated with their involvement in the AAFC.

23. If elected to a Commonwealth Office, any absence or separation requested is to remain in place while the OOC/IOC holds the Office. If an absence or separation has been requested in association with holding a Commonwealth Office, the OOC/IOC is to apply to be reaccepted in the AAFC (within 90 days after the declaration of the poll), and the OOC/IOC is to be accepted back under the conditions that prevailed before separation.

Court orders

24. AAFC personnel who are the subject of a court proceeding (including protection order or civil action) that may affect their association with the AAFC must advise their [unit supervisor](#) as part of their membership acceptance process or before attending the next AAFC activity (if already a member). Details should include the:

- a. circumstances which prompted the order/action
- b. duration and conditions of an order/action
- c. impact of order/action on the person's association with the AAFC.

25. Unit supervisors who become aware of a member becoming the subject of a Protection Order, are to:

- a. conduct risk assessment and manage the matter in accordance with the [YOUTH POLMAN, Pt 2, Sect 2, Ch 3](#).
- b. review the member's access to personal information on the CEA and, if appropriate, restrict the member's access to CEA.

26. DGCADETS-AF or delegate is the [decision-maker](#) to allow or disallow a member's continued participation at AAFC activities. When a member provides advice of a court action or order the following considerations apply:

- a. The unit supervisor and the next higher HQ is to jointly assess any impact on the unit, and advise NATHQ, providing relevant information and recommendations regarding ongoing attendance at the unit.
- b. Where it is determined that the member's continued attendance may adversely impact a unit, the member is to [stand aside](#) until advised otherwise by NATHQ.

Separation from the AAFC

27. A member may be separated from the AAFC at his or her own request or because of administrative action. [Annex A](#) outlines the conditions where a member may have their acceptance as a volunteer in the AAFC cancelled.

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Annexes:

- A. [Acceptance as an OOC or IOC](#)
- B. [OOO and IOC Rank and Promotion](#)
- C. [Postings and Transfers](#)
- D. [Limited Tenure Assignments](#)
- E. [Attendance and Absence](#)

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**ANNEX A TO
AAFC SI(PERS) 01-02**

ACCEPTANCE AS AN OFFICER OR INSTRUCTOR OF CADETS

SUITABILITY TO WORK WITH MINORS

1. Only persons deemed suitable to work with young people will be recommended for acceptance as an [OOC](#) or [IOC](#). Applicants are not permitted to attend AAFC activities or work with cadets until approved by a [decision-maker](#) to be registered as an OOC or IOC.
2. To be deemed suitable to supervise and work with minors, an applicant must:
 - a. satisfy the recruitment processes listed in the Cadet Enterprise Application ([CEA](#)) including Working with Children and national police checks
 - b. complete Defence Youth Safety Training as directed by NATHQ
 - c. agree to comply with [ADF Cadets Adult Code of Practice](#)
 - d. have experience in and/or be committed to youth leadership.

Application

3. When a person volunteers to work with the AAFC they are usually registered as a [Defence Approved Helper \(DAH\)](#), are allocated to an AAFC [unit](#) and granted [Cadet Enterprise Application \(CEA\)](#) access. A six month management period is assigned for the DAH to complete the induction process and to gain an understanding of the AAFC before applying to become an [OOC](#) or [IOC](#). However, this period may be reduced and a DAH may apply to become an OOC or IOC after completion of the induction process and a favourable recommendation by their Supervisor or Commanding Officer.
4. Wing recruitment staff are to assist applicants in uploading required information into CEA. Once the information is submitted, NATHQ will coordinate checks and registration processes.
5. When recommending an applicant, the [unit supervisor](#) and Wing OC must be satisfied and document as part of the interview process that:
 - a. the selection board has tested the applicant's experience outside and within the AAFC
 - b. the applicant's knowledge of AAFC policies, procedures, objectives and methodologies is commensurate with the role into which they may be accepted
 - c. the applicant can devote sufficient time and energy to the role
 - d. the applicant has a genuine interest in youth development
 - e. applicants for [OOC](#) display understanding and commitment to the obligations and expectations of an [OOC](#).

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Eligibility

7. **Age.** For OOC, the minimum age requirement is 19 years. For [IOC](#), the minimum age requirement is 18 years. There is no maximum age restriction to become a member of the AAFC conditional on a person being able to carry out their duty of care to cadets.
8. **Citizenship.** Applicants must be Australian citizens or have been granted a citizenship waiver by DGCADETS-AF or delegate. To be considered for a citizen waiver, the applicant must have applied to become an Australian citizen and obtain their Australian Citizenship before the expiry of their initial term as an OOC or [IOC](#). Non-Australian applicants must supply:
 - a. certified copy of their passport showing their Permanent Residency Visa or, in the case of New Zealand citizens, a Special Category Visa
 - b. copy of their application to become an Australian citizen
 - c. evidence of their residency in Australia being more than four years or [Non-Australian Citizenship Acknowledgement Form](#).
9. **Assessment.** A selection board is to make a subjective assessment of the applicant's suitability for acceptance as an [OOO](#) or [IOC](#).
10. Applicants for acceptance as [OOO](#) must satisfy an OOC selection board of their capability to be an OOC. The OOC selection board must consist of the WG OC and two other officers, not below SQNLDR(AAFC), who will make a recommendation to DGCADETS-AF or delegate.

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11. **Education.** The minimum educational qualification to be accepted as an [OOC](#) is Australian Year 12 (or equivalent) with passes in English and three other academic subjects or tertiary studies that include at least one year of full-time (or equivalent) written communications type studies. If the applicant is assessed as suitable, the Wing Officer Commanding, in consultation with the Wing Air Force Liaison Officer (AFLO), may request an education waiver from DGCADETS-AF or delegate.

12. **First Aid certificate.** CB-AF will fund required first aid training for [IOC](#) and OOC. Applicants must be willing to obtain, and continue to maintain for the duration of their AAFC service, the national 'Provide First Aid' competency or authorised higher qualification (see [AAFC Safety manual Chapter 20](#)). Should a volunteer fail to obtain² or maintain the 'Provide First Aid' competency, they will be unable to supervise activities and will have their membership in the AAFC reviewed.

13. **Knowledge.** The applicant should possess some knowledge of aviation and/or associated subjects to be able to contribute to AAFC activities commensurate with the position they will hold within the AAFC.

14. **Commitment.** The applicant must be made aware of, and commit to the time requirements of the position (such as major camps, home training and other activities).

15. **Membership of Other Cadet Organisations.** The applicant must not be a current member of the Australian Navy Cadets, the Australian Army Cadets or member of a foreign military or foreign cadet organisation.

16. **Medical fitness.** Applicants must be medically fit and active enough to supervise young people. The applicant must declare any known medical conditions at the time of application in order to assist the [decision-maker](#) determine their suitability for acceptance as an [OOC](#) or [IOC](#) and, if required, undergo a medical examination at their own expense. Current [Medical Examination Record](#) forms are in the AAFC Resource Centre. A sample Health Clearance form is in YOUTHPOLMAN Part 2 [ADF Cadets Member Health Management](#). See also [AAFC SI\(PERS\) 0107 – Medical Fitness](#)

17. **Drugs and prohibited substances.** Volunteers being considered for acceptance as [Adult Supervisors](#), must have their applications rejected if: they admit to habitual [Prohibited Substances](#) involvement (see AAFC [SI\(ADMIN\) 09-02—Prohibited Substances, Alcohol and Tobacco](#)).

Managing Applications

18. The approving [decision-maker](#) must confirm an applicant's acceptance will be of benefit to the AAFC, the wing and the applicant by considering the applicant's:

- a. current Australian criminal records check
- b. character references or other appropriate letter of recommendation

² Successful applicants will be expected to obtain the 'Provide First Aid' competency within the period of their initial training or six months. Or, for applicants with higher qualifications, a waiver may be granted by the National Safety Manager (NSM). Applications for waivers are to be processed via the supervisory chain.

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- c. declaration of good character
- d. conduct record during service in the Australian Defence Force (if applicable)
- e. record of performance and behaviour from previous service in ADF Cadets (if applicable)
- f. suitability and aptitude assessment and, if not already completed, a psychological assessment (see paragraph 21.b.)
- g. evidence to meet the prescribed medical requirements by a registered medical practitioner or completed Health Declaration, as required
- h. commitment to accept training and personal development
- i. suitability to an existing vacancy within the wing.

19. Assessing and approving [decision-makers](#) are to complete the information in [CEA—Managing applications](#). Where an individual is assessed as suitable for acceptance as an [OOC](#) or [IOC](#), they will be accepted as a volunteer in the AAFC under the authority of CAF. Sopers NATHQ who will coordinate the registration process.

POST ACCEPTANCE

20. An applicant must accept the terms of the acceptance offered in their letter of acceptance and acknowledge that no civil contract of employment is created by their being accepted as an [OOC](#) or [IOC](#). Initial registration will be ongoing but subject to a minimum period of 12 months probation and/or any other conditions stated on letter of acceptance.

21. **Probation.** The initial period of acceptance as [OOC](#)/[IOC](#) is conditional on successful completion of a 12 month probation period. Acceptance of a member will remain provisional until the following obligations have been met:

- a. If not already completed as a DAH-CIV, [IOC/OOC](#) must complete the Initial Mandatory Training (IMT) and Uniform Mandatory Training (UMT) programs within 6 months of acceptance. OOC are also to complete the Officer Mandatory Training (OMT) program within 9 months of becoming an OOC. OOC/[IOC](#) who cannot complete these programs within the period and have extenuating circumstances must request approval, through the WG OC, for an extension or be transferred to the Unallotted List (UAL) until they have completed all probation requirements. OOC/[IOC](#) must also complete and maintain currency in all other mandatory training, (eg AAFC Annual Mandatory WHS Awareness training).
- b. The member is to undergo a psychological assessment to be arranged and managed by WG HQ. The member is to be assessed within the 12-month probation period as suitable or alternatively, if unsuitable, is to be advised by the OC that their acceptance as an [IOC/OOC](#) will not be confirmed.
- c. The member is to demonstrate their commitment to the AAFC by providing [effective service](#) (para 22). Where a member does not meet this criterion the OC is to include

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details of mitigating circumstances influencing their decision on whether or not to confirm member's acceptance as an [IOC/IOC](#).

- d. The member must have performed the duties of the position to which they are allotted, to the satisfaction of the AAFC.

22. **Effective service.** [IOC](#)s and [OOC](#)s are expected to be able to devote time and energy to the organisation in planning and conducting activities and in maintaining personal standards to satisfy duty of care requirements. The determination of effective service for a member of the AAFC can be measured against the following requirements:

- a. **Time Commitment.** [IOC](#) and [OOC](#) are expected to commit to the time requirements of their posted position. Normal IOC and OOC time commitments generally include at least:
 - (1) completion of minimum 75% of approved activities of their posted unit, which includes school holiday camps and major cadet activities
 - (2) availability for one parade night per school week
 - (3) availability for one weekend activity per school month
 - (4) availability for seven days staff development or continuation training
 - (5) personal time for planning and administration.
- b. **Checks and training** [IOC](#) and [OOC](#) must undertake and keep current with mandated training, checks, and personal [duty of care](#) requirements to retain their membership in the AAFC. These requirements include:
 - (1) national police checks on acceptance and every five years thereafter or as directed by DGCADETS-AF
 - (2) Working With Children Checks—as appropriate to State or Territory
 - (3) training as directed by DGCADETS-AF (see [AAFC SI\(PERS\) 03-02 Adult Training programs](#))
 - (4) Compliance with [ADF Cadets Adult Code of Conduct](#) Statement.
- c. other requirements as promulgated in AAFC Orders, Instructions or Publications (OIP).

23. If an [IOC/OOC](#) consistently cannot meet their time commitment or fails to maintain their personal duty of care currency, the member's [unit supervisor](#) is to advise their higher HQ and request the member be posted to the Unallotted List ([UAL](#)) ([Annex C](#)) or recommend a member's acceptance as a volunteer in the AAFC be withdrawn. A member may also request a UAL posting (in accordance with [Annex C, Enclosure 1](#)) where they may temporarily be unable to meet their requirements.

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24. **Change in personal status.** Changes in a members personal circumstances including change of contact details, medical conditions, relationships or other any circumstances, affecting their AAFC service must be reported to the member's [unit supervisor](#) as soon as possible. Members should also regularly monitor and update their personal details in [CEA](#).

WITHDRAWAL OF ACCEPTANCE AS A VOLUNTEER IN THE AAFC

25. The volunteer nature of the arrangement between the AAFC and an [IOC](#) and [OOC](#) means that the arrangement can end, at any time, initiated by either party. Where possible, notice of the end of the arrangement should be given in writing and enough time to ensure the cadet unit and cadets are not impacted.

Retirement

26. There is no compulsory retirement age for [IOCs](#) or [OOCs](#). However, DGCADETS-AF or delegate will determine the ongoing suitability of any person to remain in the AAFC based on their ongoing ability to fulfil the inherent elements of their role as an AAFC member.

27. When separating from the AAFC, a member's acceptance as an [OOC](#) or [IOC](#) is cancelled. Former members are not refer to themselves as 'RANK(AAFC) (Retired)'. In addition, former AAFC members are not to retain or wear AAFC uniform under any circumstance.

Separation at own request

28. An [OOC](#) or [IOC](#) may request (through their supervisory chain) that DGCADETS-AF or delegate cancel their acceptance as an OOC/IOC at any time and for any reason. The effective date will be the date of the decision by DGCADETS-AF or delegate, or a later date if specified in the request.

29. [Unit supervisors](#) are to ensure that a member's request for cancellation of acceptance in the AAFC is not the result of unacceptable behaviour on the part of any person and that the member requesting separation is afforded any necessary assistance.

30. **Withdrawal of separation at own request.** An application to withdraw a request to cancel acceptance of AAFC membership will not normally be accepted. An [OOC](#) or [IOC](#) may submit a written request for withdrawal to the [decision-maker](#) before separation. After 14 days separation from the AAFC, a former member will need to reapply for acceptance as a volunteer, conditional on a suitable vacancy and must satisfy all acceptance criteria.

Administrative cancellation of acceptance as an OOC or IOC

31. DGCADETS-AF or delegate is the authority to cancel an [OOC/IOC](#)'s acceptance and will consider doing so when an OOC or IOC:

- a. has contravened the [Adult Code of Conduct](#) and cancellation of their acceptance in the AAFC is an appropriate sanction for the contravention

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- b. is subject to other adverse administrative or civil action and suspension or cancellation of acceptance is warranted
 - c. has not satisfied the conditions of their probation and an extension has not been granted
 - d. has advised of their intent to be absent for 12 months and there is little chance that they will return to effective service
 - e. no longer has a viable role in the AAFC.
32. DGCADETS-AF or delegate, in accordance with procedural fairness, may cancel a member's acceptance as a volunteer in the AAFC at any time. Prior to a volunteer's acceptance being cancelled, and where appropriate and practicable, the volunteer will be afforded a level of procedural fairness commensurate with their volunteer status. Procedural fairness requires a decision-maker not be biased and that a person who is adversely affected by a decision:
- a. should not be surprised by the decision, or by the information that the decision-maker has relied on
 - b. have an opportunity to be heard in relation to the matter before the decision is made.
33. Administrative actions must be conducted in accordance with [AAFC SI\(ADMIN\) 09-04—Performance Management and Administrative Action](#).
34. Individuals, who are deemed unsuitable to remain in the AAFC and have their acceptance ceased, may be prevented from volunteering in another ADF Cadets organisation.

Administration

35. **Effective date.** The cancellation of the [OOC](#) or IOC's acceptance as a member of the AAFC will take effect on the date specified in the notice.
36. **Records.** Sopers-NATHQ is to ensure all separations are recorded in the [CEA](#) and promulgated in Personnel Occurrence Reports.
37. **Certificate of Service.** Upon separation, an [OOC/IOC](#) may be awarded a Certificate of Service by Chief of Air Force (CAF) or delegate, DGCADETS-AF or delegate, or CDR-AAFC. Sopers-NATHQ is to coordinate the Certificate of Service to be sent to the member's unit or home address.
38. **Return of Commonwealth material.** On separation from the AAFC, all items of uniform, identification documents (ID) and any unit/Commonwealth owned equipment are to be returned to the AAFC.
39. **Attendance.** Once a member has been separated from the AAFC, they may not attend any AAFC activity in a supervisory capacity (unless registered as a DAH) and must be escorted by a current [OOC/IOC](#) when in the vicinity of cadets. IOC/OOC who have been separated are not to enter any Defence/AAFC Facility as an AAFC member.

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**ANNEX B TO
AAFC SI(PERS) 01-02**

OOC and IOC RANKS AND PROMOTION

AAFC RANKS

1. [AAFC members](#) hold AAFC rank and status as a measure of authority within the AAFC for AAFC supervision, and only while on AAFC duty. The AAFC ranks that may be held by [OOC](#) and [IOC](#) and the approved abbreviations are:

Officers of Cadets (OOC)

Group Captain (AAFC) – GPCAPT(AAFC)

Wing Commander (AAFC) – WGCDR(AAFC)

Squadron Leader (AAFC) – SQNLDR(AAFC)

Flight Lieutenant (AAFC) – FLTLT(AAFC)

Flying Officer (AAFC) – FLGOFF(AAFC)

Pilot Officer (AAFC) – PLTOFF(AAFC)

Instructors of Cadets (IOC)

Warrant Officer (AAFC) – WOFF(AAFC)

Flight Sergeant (AAFC) – FSGT(AAFC)

Sergeant (AAFC) – SGT(AAFC)

Corporal (AAFC) – CPL(AAFC)

Leading Aircraftman (AAFC) – LAC(AAFC) or Leading Aircraftwoman (AAFC) - LACW(AAFC)

Aircraftman (AAFC) – AC(AAFC) or Aircraftwoman (AAFC) - ACW(AAFC).

Rank on acceptance as an OOC or IOC

2. A volunteer will start their term as an [OOC](#) or an [IOC](#) at the AAFC rank specified in their Letter of Acceptance, reflecting qualifications, ability, skill, knowledge and experience. OOC will normally be accepted in the AAFC at the rank of PLTOFF(AAFC). IOC will normally be accepted at the rank of AC/W (AAFC) Ex-cadet WOFF and CUO may be accepted at the rank of LAC/W.

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3. **Applicants with ADF service.** An applicant deemed suitable to be accepted to the AAFC, and who is, or has within five years before their acceptance been a member of the ADF:
 - a. may be accepted at a rank that corresponds to the rank the member holds or last held in the ADF (the member's ADF rank), up to and including FLTLT
 - b. may apply for honorary rank equivalent to their ADF rank where they are offered an AAFC rank, which is lower than their ADF rank.
4. **Former Cadets.** An applicant, who was formerly an AAFC Cadet Under Officer or AAFC Cadet Warrant Officer within the past five years before they have been accepted as a member of the AAFC, is deemed to have the qualifications, ability, skills and knowledge to qualify them for the rank of LAC(AAFC) or LACW(AAFC), once having met any other training or qualification requirements.
5. **Registration of a serving Flight Sergeant (AAFC) as an OOC.** AAFC [IOC](#) of Flight Sergeant (AAFC) rank with a total of five years' time in rank may be accepted as AAFC [OOC](#) with the rank of Flying Officer (AAFC), if an establishment vacancy exists within the unit and the applicant is deemed suitable for that rank by the selection board.
6. **Registration of a serving Warrant Officer (AAFC) as an OOC.** Retired or former WOFFs of the ADF with a minimum of five years' time-in-rank and AAFC [IOC](#) of WOFF(AAFC) rank with a total of five years' time-in-rank may be accepted as AAFC OOC with the rank of FLTLT(AAFC) if an establishment vacancy exists within the [unit](#) and the applicant is deemed suitable for that rank by the selection board.
7. **Other cadet services.** Members with prior service with the Australian Navy Cadets or the Australian Army Cadets may request consideration for acceptance at a higher rank if that service is current, or within five years of separation from the ANC or AAC as at the date of acceptance as a member of the AAFC. The recommendation must be supported by CDR-AAFC. DGCADETS-AF or delegate will only consider those cases where a vacancy at rank exists in the AAFC.

Seniority for ex-members returning to AAFC

8. Where an applicant with previous AAFC service is accepted as an [OOC](#) or [IOC](#), seniority and rank is as follows:
 - a. If an applicant is accepted as an [OOC](#) or [IOC](#) within five years of the date of previous separation from the AAFC they may retain their previous rank and seniority, provided that a vacancy exists in the unit establishment at that rank.
 - b. Following more than five years of separation from the AAFC, former AAFC [OOC](#) or [IOC](#) are to be administered as new applicants with rank and seniority at acceptance to be IAW para 2 above. CDR-AAFC has the discretion to waive this requirement and approve the retention of previous rank and seniority based upon the applicant's previous AAFC service and experience.

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Actual rank

9. **Actual rank.** The rank to which an [OOC](#) or [IOC](#) is promoted provisionally (para 21), temporarily (para 22), or as limited tenure promotion (para 23) is the member's actual rank while the member is in that position. The member may be paid [ADF Cadets Volunteer Payments](#) (CVP) at the tier rate designated for their primary role (ie CVP is not rank related).

Honorary Rank

10. DGCADETS-AF may promote an [OOC](#) or [IOC](#) to a rank that is to be held as an honorary rank conditional on the following:

- a. Honorary rank relates only to AAFC rank, is not an entitlement and is at the sole discretion of DGCADETS-AF.
- b. An honorary rank does not confer authority or responsibility additional to that of the members' actual rank, nor does it entitle the member to receive CVP at other than at the tier rate designated for their primary role.
- c. Where honorary rank has been awarded to an [OOC](#) or [IOC](#), that member is entitled to wear their honorary AAFC rank when engaged in AAFC activity.

Acting Rank

11. DGCADETS-AF or delegate may approve acting rank for [OOC/IOC](#) in exceptional circumstances. Applications for acting rank, detailing justification must be endorsed at each level of the [AAFC supervisory chain](#) and forwarded to CDR-AAFC for their recommendation to DGCADETS-AF or delegate. Members with acting rank are considered actual at that rank (para 9) until the acting rank expires.

Wearing ADF rank

12. Current active ADF personnel, who are also accepted as an [OOC](#) or [IOC](#) may apply to DGCADETS-AF or delegate for approval to wear their ADF uniform when engaged in AAFC activities.

13. Approval to wear ADF uniform does not confer authority or responsibility additional to the members' actual AAFC rank and position, nor entitle the member to receive CVP other than at the members' actual AAFC rank.

14. When the member retires from the ADF, the authority to wear ADF uniform is removed and the member is to revert to wearing AAFC uniform and rank but may apply for honorary AAFC rank.

PROMOTION OF OFFICERS AND INSTRUCTORS OF CADETS

15. **Decision-maker.** Under CAF direction to administer the AAFC, DGCADETS-AF or delegate may promote an [OOC](#) or [IOC](#) after considering the length of service, experience, capability and qualifications of the member, and recommendations of [unit supervisors](#) in the member's supervisory chain. Promotion is not a right or an entitlement. To be promoted, an IOC or OOC must meet certain conditions and be considered suitable by DGCADETS-AF or delegate.

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Eligibility for promotion IOC

16. An IOC may be promoted to the next rank up to FSGT (AAFC) when:
 - a. the member has satisfied time in service/rank for their level (see para 17)
 - b. the member has completed AAFC required training (AAFC SI(PERS 03-02—Adult Training Programs), youth safety and other contemporary requirements required by DGCADETS-AF
17. the member has provided [effective service](#) including regular home parades and periods of continuous training
 - a. the member is deemed suitable and recommended by their unit supervisor
 - b. there is a vacancy in the unit [establishment](#) (if applicable).
18. Minimum time in rank for promotion is:
 - a. **LAC/LACW(AAFC)** - effective service as an AC/ACW (AAFC) for at least 12 months
 - b. **Corporal, (AAFC)** - effective service as an LAC/LACW (AAFC) for at least two years
 - c. **Sergeant (AAFC)** - effective service as a CPL (AAFC) for at least 3 years
 - d. **Flight Sergeant (AAFC)** - effective service as a SGT(AAFC) for at least 3 years.

Eligibility for promotion OOC

19. An OOC may be promoted to the next rank up to FLTLT (AAFC) when the [OOO](#):
 - a. Has provided effective service for at least:
 - (1) two years as a PLTOFF(AAFC) for promotion to FLGOFF(AAFC)
 - (2) three years as FLGOFF(AAFC) for promotion to FLTLT(AAFC)
 - b. has completed required training ([AAFC SI\(PERS 03-02—Adult Training Programs\)](#)), youth safety training, and other contemporary training required by DGCADETS-AF
 - c. has provided effective service including regular home parades and periods of continuous training
 - d. has received favourable promotion assessments in two Performance Appraisal Reports or a waiver to the two report requirement is supported by CDR-AAFC and accepted by DGCADETS-AF or delegate
 - e. is deemed suitable and recommended by their [unit supervisor](#).
20. **Performance appraisal reports.** A satisfactory performance report at current rank is required for promotion and allocation to certain positions in the AAFC. Each [OOO/IOC](#)'s unit supervisor should raise an annual performance report on the member. The report should be

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sighted and signed by the member, and forwarded to the higher HQ for secure storage. Annual reporting should contain the following base information:

- a. an indication of the member's suitability for continued service with the AAFC
- b. an indication of the member's suitability for promotion to the next rank
- c. has completed the required training/courses and any other requirements as defined in AAFC Standing Instructions
- d. any areas of performance, which are strengths, and any area of performance, which could be improved.

Provisional promotion

21. A provisional promotion is one, which is subject to the member's compliance with stated condition(s). A provisional promotion may be confirmed (become actual) after the member has satisfied the conditions. If the member fails to comply with the specified conditions in the stated timeframe, DGCADETS-AF or delegate may revoke the provisional promotion and the member is to be reverted to their previous rank. If the provisional rank enables the member to perform a certain role, the member may be rotated to another position at their actual rank.

Temporary promotion

22. DGCADETS-AF or delegate may temporarily promote an [OOC](#) or [IOC](#) for a stated purpose and time. DGCADETS-AF or delegate may extend or revoke a temporary promotion at any time.

Limited-tenure promotion

23. Suitable [OOC](#) or [IOC](#) may compete through an expression of interest (EoI) process, or in the interests of the AAFC, be directly promoted to WOFF(AAFC) or SQNLDR(AAFC) WGCDR (AAFC) or GPCAPT (AAFC) to a limited tenure position where a vacancy exists. Annex D to this SI outlines the conditions of assigning a member to a limited tenure position.

REDUCTION IN RANK

24. DGCADETS-AF or delegate may reduce, or revert to actual rank, an [OOC](#) or [IOC](#) for the following reasons:

- a. on rotation of positions
- b. on transfer to the Unallotted List
- c. to maintain established staff/rank levels
- d. as a result of administrative sanction.

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**ANNEX C TO
AAFC SI(PERS) 01-02**

POSTINGS AND TRANSFERS

Rotation of positions

1. Rotation of [OOC/IOC](#) through units helps to maintain the AAFC duty of care to cadets, assists in succession planning, and enables OOC/IOC the opportunity to gain experience in different positions. After consultation with the affected member:
 - a. an OC may approve rotation to another position/unit within the wing where no change in rank or wing establishment is involved
 - b. CDR-AAFC may approve the transfer of a member between wings at both gaining and losing wing request where no rank change is involved
 - c. DGCADETS-AF or delegate may authorise transfer of members between wings, directorates and within NATHQ at any time.
2. Where the transfer of an [OOC](#) or IOC requires the promotion or reduction of rank, approval from DGCADETS-AF or delegate is required before the transfer is authorised.
3. The process of actioning a posting is to be in accordance with the guidance/workflow provided in the CEA and is to be reflected in the Personnel Occurrence Report.

Removal from post

4. DGCADETS-AF or delegate (see [SI\(ADMIN\) 05-01 Positions and responsibilities](#)) may remove a member from a post for any reason as detailed in [AAFC SI\(ADMIN\) 09-04–Performance Management and Administrative Action](#). Reason may include:
 - a. poor performance
 - b. poor conduct
 - c. unsuitability in post
 - d. development of other members.

UNALLOTTED LIST (UAL)

5. A transfer to the [UAL](#) allows an [OOC](#) or [IOC](#) to retain their membership with the AAFC while not being posted to an operational unit. Normally, the maximum period a member may be held in the UAL is 12 months. On completion of the 12 months period, if the member cannot return to their usual role, their acceptance as a volunteer in the AAFC may be withdrawn. Where exceptional circumstances exist, DGCADETS-AF or delegate may grant an extension beyond 12 months to no more than a total of 24 months combined absence/UAL.

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Transfer to the UAL

6. Members may apply to transfer to the [UAL](#) using the ‘[Application for Posting to UAL](#)’ form, a copy of which is in [Enclosure 1](#) to this Annex.
7. DGCADETS-AF or delegate may authorise an [OOO](#) or IOC be posted to the UAL when the member:
 - a. fails to meet their personal duty of care requirements, including currency in ADF Cadets/AAFC mandatory training (first aid, youth safety training etc.)
 - b. fails to have a national police check within the previous five years or when directed by DGCADETS-AF to do so
 - c. is stood aside in accordance with AAFC SI (ADMIN) 09-04 para 10
 - d. applies for more than three months absence from an active unit with the likelihood of returning within twelve months
 - e. was posted to a unit or position that no longer exists and there is currently no other suitable position
 - f. has failed to return to [normal duty](#) following a period of absence but has identified that he/she is likely to return to normal duty within 12 months of the original absence commencing
 - g. has not paraded for a period in excess of three months without approval or notification.
8. Posting to the UAL is not automatic or guaranteed and is at the discretion of the [decision-maker](#) who will consider each case alongside recommendations from the member's [unit supervisor](#). If a member is not considered eligible for posting to the UAL, a recommendation will be made to the decision-maker to cancel their AAFC membership.
9. Transfer to the UAL for IOC is normally at the member's actual rank for FSQT(AAFC) or below and, for [OOO](#), at the rank of FLTLT(AAFC) or below. Where exceptional circumstances exist, DGCADETS-AF or delegate may approve transfer at a higher rank.
10. **Non-effective service.** The period that a member is on the UAL does not constitute [effective service](#) and does not contribute to time in service for individual proficiency, seniority for promotion, or, the Australian Cadet Force Service Medal.
11. **Attendance.** During the periods that IOC or [OOO](#) is on the UAL they are not permitted to attend any AAFC events, activities, wear AAFC uniform or receive any form of [CVP](#) or allowances.

Removal from an UAL

12. **Reinstatement to normal duty.** Transfer from the UAL is not automatic or guaranteed. A member may apply to be reinstated to normal duty at any time within the 12

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month period if they have satisfied any outstanding or overdue mandatory requirements and a suitable vacancy is available.

National police check

13. When applying to be reinstated from the UAL, members who have not had a NPC conducted within the past five years are to complete the [AFP NPC Application form](#) in (stored externally), ensuring completion of all applicable sections of the form legibly and in full (type directly into the form electronically):

- a. **Sections 3-5.** Use Attachments B and C to the NPC form where necessary.
- b. **Section 8.** Only the check-box next to code number 28 should be selected.
- c. **Section 9.** This section is to be signed and dated to confirm consent to the NPC being conducted. If consent is not granted, refer to paragraph 16 below.
- d. **Attachment A.** Using the available check-boxes, select the relevant types of identification they will be providing as part of their NPC request.

14. When saving NPC forms and copies of supporting identification, members are to use the PDF format and the file naming syntaxes as follows:

- a. **NPC Form:** *Primary Unit - PMKeyS - First name Surname - NPC Form*
- b. **Identification documents:** *Primary Unit - PMKeyS - First name Surname - NPC ID 1* subsequent files should use sequential numbering (eg NPC ID 1, 2, 3 etc).

15. Members are to email the completed NPC form with copies of their supporting identification to cb-af.policecheck.renewals@defence.gov.au, noting:

- a. the email subject heading syntax: *Primary Unit - PMKeyS - First name Surname - NPC Submission* (eg UAL - 8123456 - John Citizen - NPC Submission).
- b. it is important the size of their email does not exceed 5 MB, as this may not pass through to the Defence email system. If multiple emails are required, add sequential numbering to the end of the subject syntax of each email (eg UAL - 8123456 - John Citizen - NPC Submission 1, 2 etc).

16. **Non-consent to conduct the police check.** Should a member not consent to the NPC being conducted, they are not to be reinstated from the UAL and will be subject to a review of their suitability for continued acceptance as a participant with the ADFC.

17. **Temporary posting.** In exceptional circumstances, a member may apply via their Wing OC and CDR-AAFC to DGCADETS-AF or delegate to be posted temporarily from the UAL to a unit to undertake training or an activity not involving cadets. Such a posting is to enable essential training and is not intended to enable members to provide relief staffing to wing or unit activities involving cadets. Members who have not satisfied their personal [duty of care](#) requirements must not associate with or supervise cadets.

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18. **Separation from the AAFC.** Where a member cannot, or indicates, as part of their application for transfer to the UAL, that they will not return to normal participation at the end of the intended UAL period, the member is to have their acceptance as a volunteer in the AAFC withdrawn rather than being posted to the UAL.

Supervision

19. SOPERS is responsible for maintaining the UAL, promulgating postings to and from the UAL and liaising with the member's previous [unit supervisor](#) to determine the member's intentions and posting prospects.

20. [Unit supervisors](#) are responsible for monitoring their members on the UAL, seeking their intentions and (after liaison with SOPERS) advising members of possible posting options.

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ANNEX D TO
AAFC SI(PERS) 01-02

LIMITED TENURE POSITION

1. Suitable [OOC](#) or [IOC](#) may compete through an expression of interest (EoI) process for, or in the interests of the AAFC, be directly assigned to a limited tenure position. Normally, limited tenure appointments only apply to [unit supervisor](#), WOFF(AAFC), SQNLDR(AAFC), WGCDR (AAFC) or GPCAPT (AAFC) positions where a vacancy exists.
2. AAFC members holding senior management positions must be selected by a Senior Officer Selection Board (SOSB) and recommended to CDR-AAFC for DGCADETS-AF or delegate approval using the Executive Appointment Report.
3. Limited tenure assignments are provisional and subject to the terms stated within the Letter of Acceptance. A member may be promoted to a limited tenure promotion where a vacancy exists and the member:
 - a. demonstrates that he/she is capable of effectively performing the duties of the higher position
 - b. has the prerequisite skills and experience for the position
 - c. has been deemed through an approved selection process as the most suitable candidate.

Conditions of unit supervisor assignments

4. **Tenure.** Unit supervisor and appointment to other approved limited tenure positions will be for a period of three years or as stated in the Letter of Appointment. The assignment may be extended for a maximum of two years at the recommendation of CDR-AAFC and discretion of DGCADETS-AF or delegate. The posting may be cancelled at any time at the discretion of DGCADETS-AF or delegate.
5. **Probation.** Assignments are subject to a 12-month probationary period.
6. **Termination.** Assignments can be terminated at any time at the request of the incumbent or by DGCADETS-AF or delegate for any reason within the bounds of procedural fairness.
7. **Rank.** Assignments involving members receiving temporary promotion in rank are conditional on the member either separating from the AAFC or returning to their actual AAFC rank on completion of their limited tenure position.
8. **Promulgation.** Limited tenure appointments/postings are to be promulgated in CEA before the member assumes the assignment. Subsequent promulgation via the AAFC Personnel Occurrence Report is to occur in due course.

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Call for expression of interest process

9. Ordinarily, a vacancy in a limited tenure position¹ role is to be promulgated and considered through a call for expressions of interest (EoI). In such circumstances the following process is to apply:

- a. The opportunity is to be advertised within the AAFC via an AAFC Information Circular. In some circumstances, the EoI may be advertised externally through civilian media (subject to CDR-AAFC and DDGCADETS-AF approval).
- b. The advertisement is to include:
 - (1) a current position description and selection criteria by which applications will be assessed
 - (2) a closing date and time and address where applications are to be submitted
 - (3) articulation of the requirement to address all selection criteria through a statement matching the applicant's professional and AAFC (or relevant) experience to the requisite skills and attributes of the position
 - (4) advice that that applications failing to meet the outlined requirements will be unlikely to be successful.

Limited Selection Board

10. The person conducting the EoI is to convene and conduct a selection board. The selection board should comprise of four or five members including:

- a. OC WG for promotion to SQNLDR(AAFC)/WOFF(AAFC) and CDR-AAFC for WGCDR(AAFC)
- b. a subject matter expert where the position dictates technical expertise
- c. an independent member, from another operational wing or NATHQ, of equal or higher rank to the position
- d. Air Force Liaison Officer for Wing level EoI appointments
- e. a selection board secretary (non-voting member), who will coordinate pre and post selection board administration and take selection board minutes.

11. The Selection Board, as a whole, is to consider all applications and determine those applicants to be invited for interview. The panel Chair is to advise the applicants selected to attend an interview of the time and place interviews are to be conducted.

12. The Selection Board is to interview all members who accept an invitation and, on the basis of their interviews, identify the most suitable candidate for the position. The Selection Board Chair is then to submit the Selection Board's recommendations, via the AAFC supervisory chain, to the [decision-maker](#).

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13. It is not a requirement that the Selection Board is able to unanimously identify the most suitable candidate for the position. In circumstances where a member, or members, of the Selection Board wish to record a dissenting view to that which has been reached by other members of the Selection Board, the member is to record their view and the basis of it, for inclusion with the recommendations of the other members of the Selection Board prior to submission to the decision-maker.

14. Where the recommendations have been approved, subject to the decision of the decision-maker the Selection Board Chair is to advise the successful applicant/s of the board outcomes and have the member sign a Letter of Appointment. All letters of appointment will be issued on the [standard templates](#) generated by NATHQ and will be in terms determined by the decision-maker.

15. The Selection Board Chair is to advise each unsuccessful applicant of their interview outcome and, if requested, debrief the applicant as applicable.

16. The Selection Board Chair is to provide feedback, upon request, to all applicants not invited for interview by the Selection Board.

Direct assignment process

16. Where a member has been identified as, having advanced skills and a high level of performance commensurate with the requirements of a particular position, and it is in the interest of the AAFC to optimise their skills and experience, CDR-AAFC may recommend to DGCADETS-AF or delegate that a direct assignment be made and the eligible member be directly offered a position.

17. The OC seeking to make a direct assignment of a member to a [unit supervisor](#) role is to provide a Minute to DGCADETS-AF or delegate, through CDR-AAFC, via the AAFC supervisory chain advising:

- a. the reason why the OC has chosen to adopt a direct assignment process rather than undertake an EoI process. The supporting information is to address the benefits of the direct assignment, including why a wider selection process is not relevant and how other potential applicants were considered to be uncompetitive
- b. the capability of the member recommended for direct assignment by reference to current performance, skills and potential for advancement through the assignment
- c. demonstrated benefit to the AAFC of offering the direct assignment.

Reassignment

18. Members who occupy a unit supervisor position, and who reach the end of the maximum five year period of assignment, may express interest in being assigned to a further term in the position. Members wishing to continue with the unit supervisor assignment must apply via the EoI processes (see para 8) and be considered in competition with other applicants.

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19. OC may make a submission to DGCADETS-AF or delegate through CDR-AAFC, via their supervisory chain, to re-assign a member to a unit supervisor position where it is evident that calling for expressions of interest will not identify any alternative candidates and will unnecessarily disrupt supervision for the AAFC and AAFC activities. Such requests should be supported as outlined in paragraph 10.

Completion of limited tenure assignment

20. A member who has completed a limited-tenure assignment is to have their acceptance in the AAFC cancelled at the rank to which the member was promoted at the end of the period of the promotion, unless:

- a. DGCADETS-AF or delegate extends the period of the limited-tenure promotion
- b. DGCADETS-AF or delegate authorises the member to revert, to the actual rank the member held immediately before the limited-tenure assignment. The member may apply for honorary rank in accordance with [Annex B](#).

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**ANNEX E TO
AAFC SI(PERS) 01-02**

ATTENDANCE AND ABSENCE

Attendance

1. [OOC/IOC](#) should attend at least 75% of approved activities. Where this is not possible, the member should negotiate a plan with their [unit supervisor](#) that can balance the member's individual circumstances and ensure the unit's cadet to supervisor ratio and gender balance is maintained.
2. Unless specifically requested by the unit supervisor to deal with membership administrative matters or visit as a cadet's guardian, an [OOC/IOC](#) is not to attend AAFC facilities, or participate in AAFC activities (with or without receiving Cadet Volunteer Payment (CVP)) or wear their AAFC uniform when the member is:
 - a. undertaking a period of absence
 - b. attached to the Unallotted List ([UAL](#))
 - c. [stood aside](#) from AAFC duty
 - d. suspended from AAFC duty.

ABSENCES

Absence notification

3. Where a member intends to be temporarily unavailable to perform their AAFC duties, the member is to notify their supervisory chain of their period of absence. Supervisors do not have the authority to refuse a member's period of absence but may discuss the potential impact of the absence on both the unit and the member and, if appropriate, negotiate mutually acceptable alternative dates.
4. The effect of an absence is to be managed by the relevant supervisor and their supervisory chain, who are to review the planned program over the period of the absence to ensure all policy requirements are maintained and, if necessary:
 - a. amend the program to maintain required compliance (eg cadet/adult ratios)
 - b. coordinate [IOC/OOC](#) temporary roles, including (where possible) obtaining staff from other units
 - c. cancel activities.
5. **Extended period of absence.** A member may extend a period of absence at any time, noting that periods of absences beyond three months will be considered to be non-effective service. The maximum period a member may be held on non-effective service is 12 months, inclusive of all other periods of absence taken in the same instance.

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Promulgation

6. All periods of absence are to be recorded in the CEA. Periods of absence in excess of one month are also to be promulgated in Personnel Occurrence Reports (POR). The member's supervisor is to pass the details of the absence to Sopers NATHQ, who is to ensure the absence details are promulgated. Where a period of absence is in excess of three months, the member is to be transferred to the UAL, leaving their posted position vacant to be filled by another [OOC/IOC](#).

Effects of absences on conditions of membership

7. **Effective service - awards.** Calculations for service towards the Australian Cadet Forces Service Medal and other awards will not be affected by an absence of up to 3 months, provided the [OOC/IOC](#), otherwise, meets the minimum qualifying requirements in each year, as specified by the regulations or policy governing the particular award ([SI\(ADMIN\) 10-01—Honours and Awards](#)).

8. **Effective service - promotion.** Periods of absence do not count towards time-in-rank requirements for promotion.

9. **Period of registration.** On acceptance as an [OOC/IOC](#), the Letter of Acceptance will state the member's period of registration. If a member's period of registration expires during a period of absence, their registration is to be renewed to one month after the member's expected date of return to allow the member time to resume their duties and satisfy requirements for an extension of registration.

Resumption of duties after a period of absence

10. An [OOC/IOC](#) may resume the duties of their assigned position at the conclusion of a period of absence provided they:

- a. hold a current first aid certificate, current Working with Children Check and any other mandatory conditions of service requirements at the time
- b. undertake to complete any new or expired training within a period of three months
- c. the position is vacant.

Absence during an activity

11. Should an [OOC/IOC](#) require an absence during an activity, it is to be endorsed in advance by the OIC Activity in accordance with [SI\(OPS\) 01-01—Activity Management](#). The [unit supervisor/OIC Activity](#) is to ensure the cadet to adult supervisor ratio and supervisor gender balance is maintained for the period of absence by an adult supervisor from the activity.

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AUSTRALIAN AIR FORCE CADETS NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(PERS) 01-08—INDIVIDUAL PROFICIENCY

INDIVIDUAL PROFICIENCY	
Document ID	s47E(d)
Version	1.02
Effective Date	5-Jan-22
Review Date	30 Sep 23
Approving Authority	DGCADETS-AF

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AAFC SI(PERS) 01-08

INTRODUCTION

1. [OOC](#), [IOC](#) and [cadets](#) must provide [efficient service](#) and maintain their personal [duty of care](#) to [all personnel](#). Members who consistently maintain high proficiency standards are recognised by being awarded the AAFC Individual Proficiency Badge (IPB).

AIM

2. The aim of this instruction is to provide information on the award of the IPB.

AUTHORITY

3. The authority for this instruction is Director-General Cadets-Air Force (DGCADETS-AF).

SCOPE

4. This Instruction applies to [all personnel](#) while administering, managing or participating in operations or activities of the AAFC.

DEFINITIONS

5. Policy definitions are detailed in [OIP Definitions](#).

PROCESSES

Roles and responsibilities

6. **Unit supervisors.** [Unit supervisors](#) are to:
 - a. performance manage personnel in their units and provide constructive feedback
 - b. assign suitable roles to members (advised in Routine Instructions (RI)), which contribute toward individual proficiency
 - c. maintain an overview of the individual proficiency levels of their unit members
 - d. articulate local requirements for IPB in unit standing instructions.
7. **Wing Staff Officer Management Services (SOMS).** WG SOMS is the Individual Proficiency Award Coordinator for their WG and is to:
 - a. be the point of contact for Individual Proficiency (IP) enquiries within their WG
 - b. record a member's individual proficiency in the [CEA](#).
8. **AAFC members.** OOC, IOC and cadets are to be conversant with this instruction and to actively seek opportunities to ensure they maintain their annual individual proficiency.

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Requirements for IPB

9. [Annex A](#) lists the minimum criteria for the award of the IPB. The [Individual Proficiency Assessment Form](#) is in the AAFC Resource Centre.

Assessment

10. **IP assessors.** IP assessors are to be OOC or IOCs appointed at a local level by WG SOMS and authorised through WG RI. The responsibility for control and issue of the IPB may be delegated to CO level. The appointed assessor/s must hold the IPB themselves. Assessment is to be standardised by the WG XO.

Recording IP

11. IP is to be recorded in the [CEA](#) as a qualification with a validity of 12 months. Only Directors, WG OC, WG XO, WG SOMS and WG SOGT may record the qualification in the CEA.

Wearing the IPB

12. The IPB replaces cadet qualification stage badges and is to be worn centrally on the right breast pocket of AAFC uniforms. When worn with other badges the IPB is to be offset to the left (inside) of the pocket.

13. Approval to wear the IPB is valid for 12 months from the date the assessor validates a member's individual proficiency assessment, unless withdrawn earlier by OC WG. Members must be current in all aspects of the IPB and have it recorded in the [CEA](#) before they can wear the badge.

14. IPBs are available for request through the Cadet Logistics (CLOG) system. All requests for IPBs are to be endorsed by a member's [unit supervisor](#). Once proficiency is attained, each member is entitled to one IPB. Replacement IPB must be justified and approved by the member's WG OC or director.

Loss of proficiency status

15. A member who does not maintain their proficiency by the anniversary date of the award of the IPB will forfeit their right to wear the badge. [Unit supervisors](#) are to control the issue of IPBs and are to ensure that members only wear the IPB when they are entitled to do so.

16. Individual proficiency (and the right to wear the IPB) is immediately lost with the expiry of the criteria in Annex A, unless the effected member has an approved waiver from CDR-AAFC, obtained prior to the expiry of a criterion or when the criterion does not apply.

17. To regain their proficiency, a member must be reassessed for the IPB. When entitled and promulgated in the [CEA](#), they may resume wearing the IPB.

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ANNEX A TO
AAFC SI(PERS) 01-08

AAFC INDIVIDUAL PROFICIENCY CRITERIA

Criterion	s22	OOO/IOC
Service		Have completed a minimum of 12 months service with the AAFC
Personal standards		Behaviour, Dress and Bearing is assessed by unit supervisor as acceptable and is consistent with the Defence Youth Safe Code of Conduct (Adult)
Active program participation		FLT/SQN/WG Attend a minimum of 75% of weekly parades (may include approved leave up to three parades) and Participate in a minimum of three extra-curricular activities Directorate/NATHQ Assigned tasks completed on time and agreed outcomes s met; Attend a minimum of 75% of Directorate or representational duties
Personal and organisational development		Attend a flight, squadron, wing, directorate or national activity of a minimum of seven days continuous service OR Attend three or more wing or national activities of a minimum of two days; and attend a staff development course, conference or workshop
Ceremonial activities		Participate in at least one flight, squadron or wing ceremonial or community activity
Youth safety		Must be current with Youth Safety requirements including valid Working with Children Check relevant to home state legislation
Individual training		Completed relevant AAFC youth safety and behaviour briefs/training

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AAFC

STANDING INSTRUCTION

AAFC SI(PERS) 03-02—ADULT TRAINING PROGRAMS

ADULT TRAINING PROGRAMS	
Document ID	s47E(d)
Version	1.02
Effective Date	16-Jun-22
Review Date	31/10/2023
Approving Authority	DGCADETS-AF

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AAFC SI(PERS) 03-02

INTRODUCTION

1. [All personnel](#) must undergo induction, youth safety and other contemporary training programs as directed by Director General Cadets-Air Force (DGCADETS-AF) to facilitate their [duty of care](#) obligations. [OOC](#) and [IOC](#) must undertake stipulated AAFC training and development to safely supervise and develop cadets. OOC/IOC may undertake development programs to increase personal skills to take on leadership roles within the AAFC.

AIM

2. The aim of this instruction is to provide information regarding AAFC adult training programs.

AUTHORITY

3. The authority for this SI is DGCADETS-AF.

SCOPE

4. This Instruction applies to [all personnel](#) while administering, managing or participating in [AAFC activities](#).

DEFINITIONS

5. Policy definitions are detailed in [OIP Definitions](#).

AAFC ADULT TRAINING PROGRAMS

Training authority

6. DGCADETS-AF is the training authority for all AAFC Adult training.

7. All adult training programs must be conducted in accordance with [SI\(PERS\) 03-01—AAFC Training Processes](#). Training conducted outside a scheduled home parade is to be conducted in accordance with [AAFC SI\(OPS\) 01-01—Activity Management](#).

ADULT TRAINING

8. With the exception of induction training, [all personnel](#) are responsible for completing their DGCADETS-AF mandated and self-development programs. Unit supervisors may recommend training programs to members but cannot compel a member to undertake training against their will. Personnel who cannot or will not maintain currency with mandated contemporary training will be transferred to the [Unallotted List](#) (UAL) or have their AAFC acceptance as a volunteer withdrawn.

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AAFC SI(PERS) 03-02

Induction programs

9. **Unit Induction.** Unit supervisors must brief [all personnel](#) new to an AAFC facility on safety and behaviour requirements and ensure personnel are aware of their roles and responsibilities within the unit. [AAFC members](#) and [Defence Approved Helpers \(DAH\)](#) are required to read and understand:

- a. [SI\(ADMIN\)14-01—AAFC and Visitor Access to Defence Establishments](#)
- b. [SI\(ADMIN\) 09-01—Unacceptable Behaviour](#)
- c. Other [OIP](#) relevant to their role (unit supervisor is to advise on this)
- d. Defence Youth Safety Awareness Programs relevant to their AAFC status
- e. Unit and Wing standing instructions.

10. **Initial.** Core development training programs are outlined in the [Manual of Learning Management \(MoLM\)](#). As a minimum adult learning must include the following:

- a. **Initial mandatory training (IMT).** IMT covers workplace and youth safe learning that will qualify the learner to participate as a Defence Approved Helper ([DAH](#)). This training must be completed by all [adult supervisors](#).
- b. **Uniform mandatory training.** UMT covers workplace and core skills to enable the learner to become an [OOC](#) or [IOC](#) and independently supervise cadets. This training must be completed by OOC/IOC within twelve months of acceptance in the AAFC.
- c. **Reporting/information systems.** [OOC/IOC](#) are to receive specific training on computer based applications required to conduct their AAFC business (eg the [CEA](#), Sentinel, and other relevant reporting systems).

Development programs

11. **Specialist.** Identified adult supervisors must hold qualifications specific to their roles or responsibilities. These include:

- a. senior first aid for all [OOC/IOC](#) detailed in [AAFC Safety Manual](#), Chapter 20
- b. food handling qualifications for adult supervisors who handle or prepare any food for AAFC personnel ([AAFC Safety Manual](#), Chapter 14)
- c. specialist skills akin to the person's position held in the AAFC (eg Workplace Safety Advisor (WSA), firearms supervisor, development programs etc)
- d. external qualifications as required by DGCADETS-AF to participate in a particular role (eg flying, safety governance etc).

12. **Skills Development.** Skills development will provide further learning to develop the requisite skills, knowledge, attitudes and behaviours to take on more responsibility and rank within the AAFC. Skills development programs (advertised through the [CEA](#)) are available

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on request to any [adult supervisor](#), however preference will be given to [OOC/IOC](#) who are in or wish to undertake unit or AAFC management positions.

Governance programs

13. [Adult supervisors](#) are to be qualified and current in all contemporary training mandated by DGCADETS-AF including but not limited to:

- a. ADF Cadets behavioural policy, to be delivered annually by unit supervisor
- b. AAFC Workplace Health and Safety including local hazards, controls, evacuation /lockdown procedures and risks associated with the local working environment.

Recognition of prior learning

14. **Recognition of Prior Learning (RPL).** The AAFC processes for RPL are described in the AAFC Manual of Learning Management ([MoLM](#)).

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AUSTRALIAN AIR FORCE CADETS NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(ADMIN) 09-04—PERFORMANCE MANAGEMENT AND ADMINISTRATIVE ACTION

PERFORMANCE MANAGEMENT AND ADMINISTRATIVE ACTION	
Document ID	s47E(d)
Version	1.01
Effective Date	28-Apr-23
Review Date	29 Jul 24
Approving Authority	DGCADETS-AF

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AAFC SI(ADMIN) 09-04

INTRODUCTION

1. Supervisors/managers must provide regular feedback to [all personnel](#) under their supervision on their standard of performance. Where a person's performance falls short of AAFC requirements, the [supervisor/manager](#) is to provide timely and honest feedback to achieve resolution and assist the person to improve.

NOTE: In applying the contents of this Standing Instruction, the priority to ensure child/personnel safety remains paramount: if safety is in doubt, decision-makers are authorised to take immediate action to isolate a person from contact with AAFC personnel.

AIM

2. The aim of this instruction is to outline the actions that may be taken in the event of misconduct, unacceptable behaviour or unsatisfactory performance by [personnel](#).

AUTHORITY

3. The authority for this SI is Director General Cadets – Air Force (DGCADETS-AF).

SCOPE

4. This Instruction applies to [all personnel](#) while administering, managing or participating in operations or activities of the AAFC. For the purposes of this SI 'person' covers all personnel—[AAFC members](#) and [Defence Approved Helpers \(DAH\)](#).

DEFINITIONS

Policy definitions are detailed in [OIP Definitions](#).

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has not achieved improvement in a person's behaviour or performance, the [supervisor/manager](#) may initiate further administrative action against the person.

6. **Unsuitability report.** An unsuitability report may be raised to address matters beyond a person's control (eg inability to perform the duties of a role due to a mismatch of abilities to position). An unsuitability report is not an adverse administrative action and infers no discredit on any person. Options proposed in an unsuitability report could include mentoring, training or reassignment to a more suitable position.

Reassignment to other duties

7. Poor performance may be a result of personality conflicts or the mismatch of people to positions, and reassignment may alleviate the person's underperformance. [Unit supervisors](#) are to monitor [all personnel](#) in their unit to ensure they are suitably qualified and matched to their positions. Reassignment may be authorised by:

- a. The [unit supervisor](#) for reassignment within the unit
- b. Wing (WG) Officer Commanding (OC) for reassignment outside a unit but within the WG
- c. CDR-AAFC for reassignments of people between WGs—transfers to another WG require agreement between both losing and gaining OCs
- d. DDGCADETS-AF/COS for reassignment of personnel to/from or within [NATHQ](#).

8. **Information and data.** [Unit supervisors](#) must keep records of all administrative actions (signed by the initiating/imposing authority and where possible, the respondent). All records are to be marked 'OFFICIAL: Sensitive' and managed in accordance with [AAFC SI\(ADMIN\) 08-01—Records and Document Management](#).

ADVERSE ADMINISTRATIVE ACTION

9. Adverse administrative action is the management process for dealing with unacceptable behaviour or unsatisfactory performance which is within the person's power to control. Adverse administrative action may be taken against [all personnel](#) where required.

10. **Criminal offence.** Where a criminal offence may have been committed, the matter is to be reported to the relevant civilian and/or military authorities. The matter is also to be referred, through the [supervisory chain](#) to CDR-AAFC before any administrative action is initiated. Where a cadet is involved in a criminal offence, see [AAFC \(SI\) PERS 01-01—Youth Safety](#).

11. **Adverse report.** An adverse report should be raised when required by a person's supervisor to advise them and the [supervisory chain](#) that they have not met behavioural expectations, or satisfactorily responded to informal counselling (when administered). An adverse report might take a number of forms and may result in a range of sanctions (see para 15 onwards). The report must state the areas of concern and recommend further actions/sanctions. Where the reported behaviour is significant, an adverse report may be raised without informal counselling in accordance with procedural fairness.

Sanctions

12. **Initiating authority.** A [supervisor/manager](#) or a more senior person in a person's [supervisory chain](#) may initiate administrative action against any person who may have breached the [Defence Youth Safe Code of Conduct \(Adult\) or Defence Youth Safe Code of Conduct \(Youth\)](#). The initiating authority is responsible for the administrative processes including compiling the adverse report.
13. **Imposing authority.** An imposing authority is the person authorised to impose a sanction upon a person who has acted outside the ADF Cadets behavioural expectations. The imposing authority should be in the person's [supervisory chain](#) and for [OOC/IOC](#) must be at least one rank higher than the person receiving the sanction.
14. The range of adverse administrative action that may be imposed upon a person in the AAFC are articulated in [Annex A](#). The Imposing authorities are listed in AAFC SI(ADMIN) 05-01—Positions and Responsibilities, Annex A, Table 1 (Decision Maker Table).
15. The [supervisor/manager](#) is to performance manage the sanctioned person to help them attain the required standards. Further sanctions may not be applied unless the sanctioned person has been given adequate opportunity to rectify their behaviour, and has failed to do so.
16. When initiating or imposing a sanction upon a person the initiating and imposing authorities must consider:
- the severity of the action prompting the sanction
 - the need to ensure the physical, mental and emotional safety of all unit personnel
 - if less severe sanctions will achieve the desired outcomes.

Extra considerations for cadets

17. Informal counselling is the preferred method to remedy behavioural issues with cadets. For repeated breaches of the [Defence Youth Safe Code of Conduct \(Youth\)](#), the [unit supervisor](#) should establish a 'behaviour compact'—a written agreement between the cadet and their [unit supervisor](#), which outlines areas that may need improvement. An example 'behaviour compact' is in [Appendix 1](#) to [Annex A](#).
18. If the cadet's behaviour has not improved within a reasonable timeframe or the cadet is placing themselves or others at risk, the [unit supervisor](#) may request the WG OC, in consultation with the cadet's [guardian](#), to deal with the matter in accordance with the sanctions in [Annex A](#).
19. When contemplating sanctions against a cadet, the initiating and imposing officers must consider the age, experience and rank of the cadet alongside the alleged misconduct. No action is to be taken against a cadet until after their [guardian](#) has been notified. A [guardian](#) (or their approved adult support person) must be present during interviews with cadets (below the age of 18) for sanctions above informal counselling.

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Procedural fairness

22. To ensure procedural fairness, the imposing authority must:
- a. inform the sanctioned person (and [guardian](#) if applicable) in writing or orally (followed by written notification within seven days) that action is being considered and grounds for the action
 - b. allow the sanctioned person a reasonable, stipulated time (normally 28 calendar days) to respond to any allegation and to show cause why the adverse action should not be taken
 - c. advise the sanctioned person that they must provide a response within the specified time (normally 28 calendar days)
 - d. carefully consider responses from and information provided by or on behalf of the sanctioned person
 - e. ensure that, where a cadet is under the age of 18 years, their parent/[guardian](#) is informed before any sanction is undertaken
 - f. ensure accurate notes and records of conversations are maintained, signed by both parties and made available to the sanctioned person
 - g. advise the sanctioned person they have the right to request a review if they are not satisfied with the outcome of a sanction.

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Annex:

- A. Adverse Administrative Action—AAFC Sanctions

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**ANNEX A TO
AAFC SI(ADMIN) 09-04**

AAFC ADVERSE ADMINISTRATIVE ACTION—AAFC SANCTIONS

1. Actions that can attract adverse administration action include, but are not limited to:
 - misleading a Selection Board regarding any information provided ([OOC/IOC](#) only)
 - unsatisfactory attendance at activities and training programs
 - unsatisfactory or negligent performance of AAFC duty
 - absence beyond an approved period of inactive service
 - behaviour of a discriminatory or harassing nature as defined in the AAFC Behaviour Policy
 - failure to comply with reasonable direction
 - failure to acquire, maintain or renew expired mandated personal qualifications or training requirements pertinent to the person's current position
 - failure to comply with mandatory child protection legislation and reporting procedures
 - breach of personal duty of care
 - breach of privacy provisions
 - having been convicted of, or being investigated for a criminal offence(s) by civilian or ADF authorities
 - improper use of drugs, alcohol and tobacco
 - [social media](#)—inappropriate use
 - any other action that may cause harm to Defence, the ADFC, or other persons.

Initiating and imposing adverse administrative action

2. Adverse administrative action should normally be taken only after all other options have been exhausted and should include the minimum action which is necessary to improve the behaviour or performance of the sanctioned person and/or protect AAFC personnel. Before applying sanctions, the initiating and imposing authorities must satisfy themselves that:

- a. the person's behaviour or performance is inconsistent with AAFC policy and obligations imposed on people through ADF [Youth Safe Codes of Conduct](#) and AAFC [OIP](#)
- b. alternative action (eg informal counselling) has been taken and has proven unsuccessful
- c. the unsatisfactory behaviour or performance is within the person's immediate control (if the fault is beyond the person's immediate control an unsuitability report is to be raised)
- d. the sanction is the minimum action appropriate to the seriousness of the situation
- e. the person has previously been made aware that further formal action may result if there is no improvement
- f. procedural fairness is observed throughout the administrative process

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- g. the person's privacy is protected and records are maintained securely.

Formal counselling

- 3. Formal counselling is a [unit supervisor](#) officially advising a person that their behaviour or standards are below acceptable levels and that they, with [supervisor/manager](#) support must remediate their actions.
- 4. The imposing authority for formal counselling is normally the person's [unit supervisor](#). For [OOC](#), the authority must be at least one rank higher than the sanctioned person.
- 5. The following is to apply during a formal counselling sanction:
 - a. The counselling is to be conducted at a suitable private venue. An impartial third party witness/support person may be in attendance (in the case of cadets—must be in attendance).
 - b. The person being counselled is to be fully advised of the reason for the counselling and is to be given adequate opportunity to explain their actions, or lack of action. If the person's situation appears to have been influenced by medical or psychological aspects, the matter is to be referred through the [supervisory chain](#) to [NATHQ](#).
 - c. The person is to be given reasonable assistance to remedy shortcomings identified and agreed to during formal counselling. The [unit supervisor](#) is to draw up a behavioural compact (Annex A, [Appendix 1](#)) up with the sanctioned person to identify areas of concern and remedial action needed.
 - d. Counselling should include regular reviews between the supervisor and the counselled person to reassess their performance, with comprehensive feedback to the counselled person.
 - e. The supervisor should keep a record of all counselling sessions, signed by both parties. Where a person is unwilling to sign the record, the supervisor is to note this in the record.
 - f. The original records of formal counselling are to be retained by the supervisor² and a copy attached to any future reports which may be raised as part of further adverse administrative action. A copy of the record is to be given to the person undergoing the counselling.
 - g. The counselled person is to be afforded procedural fairness including privacy and support.

² IAW AAFC SI(ADMIN) 08-01—Records and Document Management.

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Formal warning

7. A formal warning is a written caution imposed on a person informing them that if their conduct, performance or standards do not improve further action may be taken against them.

8. **Imposing authority.** The imposing authority to issue a person with a formal warning is to be in accordance with AAFC SI(ADMIN) 05-01—Positions and Responsibilities, Annex A, Table 1, Serial 7. Formal warnings would normally be issued by the unit supervisor for cadets and WG OC (or [NATHQ](#) supervisor) for [adult supervisors](#) on recommendation from the initiating authority (usually the [unit supervisor](#). s22

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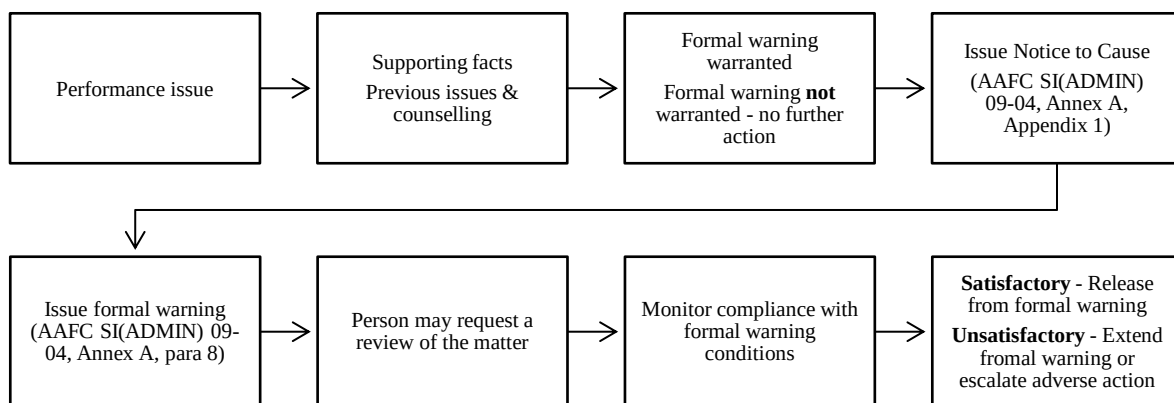
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11. **Transfer of personnel under formal warning.** Should a person be transferred to another unit while under a formal warning, a copy of the warning is to be forwarded to the [supervisor](#) of the gaining unit. The [unit supervisor](#) of the gaining unit is to advise the sanctioned person that the warning remains in force until it expires or is cancelled. Subsequent adverse reporting action will be at the discretion of the sanctioned person's new [unit supervisor](#).

12. **Formal warning management process.** Process diagram 2 (below) illustrates the steps associated with the formal warning management process:



Process diagram 2: Formal warning

Suspension

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15. **Imposing authority.** The imposing authority to suspend a person from AAFC participation is to be in accordance with AAFC SI(ADMIN) 05-01—Positions and Responsibilities, Annex A.
16. An imposing authority may suspend a person from AAFC duties when:
- the person is medically unfit to participate in AAFC activities
 - the person is the subject of administrative action and is awaiting the outcome of the action
 - the person has failed to complete or renew a mandatory qualification or training.
17. **Action.** Prior to imposing a suspension, the imposing authority is to ensure there are no civilian and/or military external authorities involved in the issue associated with the person (eg police, state child protection, etc.). Where an external agency is, or is likely to become involved, agreement from the relevant agency **and** CDR-AAFC is to be obtained prior to initiating suspension action on the person.

NOTE: In applying the contents of this Standing Instruction, the priority to ensure child/personnel safety remains paramount: if safety is in doubt, decision-makers are authorised take immediate action to isolate a person from contact with AAFC personnel.

19. **Review.** The imposing officer or delegate must review the suspension at intervals of three calendar months and notify the suspended person (and cadet's [guardian](#) if applicable) the outcome of each review.

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Compulsory removal from post

21. **Imposing authority.** The imposing authority to remove a person from a post is to be in accordance with AAFC SI(ADMIN) 05-01—Positions and Responsibilities, Annex A.

22. Compulsory removal from post is an adverse action that may be imposed for poor conduct or performance in a specific position or appointment (eg CO, XO) but is not considered sufficiently serious to warrant withdrawal of the person's acceptance in the AAFC.

23. **Action.** The imposing authority may compulsorily remove a person from their post if they are satisfied with, at least, one of the following:

- a. the person has exhibited behaviour below that expected for a person in that post or
- b. the person is not able to meet the requirements of the post or
- c. the person will not perform the duties of the post.

24. When a person is compulsorily removed from a post, any special conditions associated with the post will normally be rescinded. This may include a reduction in rank and a posting from the unit. Such outcomes are deemed to be an administrative consequence of the removal from post and not an element of the adverse action itself.

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Reduction in rank

26. **Imposing authority.** The imposing authority to reduce a person in rank is to be in accordance with AAFC SI(ADMIN) 05-01—Positions and Responsibilities, Annex A.

27. **Action.** The imposing authority may reduce in rank a person if they are satisfied that:

- a. the person has contravened their [Defence Youth Safe Codes of Conduct](#) and reduction in rank is an appropriate sanction for the contravention or
- b. the person will not perform at the level of their worn rank, and other sanctions have proved ineffective.

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Withdrawal of acceptance as a volunteer in the AAFC

29. The imposing authority to withdraw acceptance as a volunteer in the AAFC is to be in accordance with AAFC SI(ADMIN) 05-01—Positions and Responsibilities, Annex A.

30. **OOO and IOC.** Personnel or persons cited in AAFC SI(ADMIN) 05-01, Annex A, serial 13, may withdraw the acceptance of an [OOO](#) or [IOC](#) as a person of the AAFC if DGCADETS-AF is satisfied that one or more of the following has occurred:

- a. The [OOO](#) or [IOC](#) has contravened their [Defence Youth Safe Code of Conduct \(Adult\)](#) or behaved in such a way that withdrawal of acceptance as a volunteer is an appropriate sanction for the contravention.
- b. The [OOO](#) or [IOC](#) is not a fit and proper person to be an OOO or IOC.
- c. The [OOO](#) or [IOC](#) is incapable of rendering effective service by reason of changes to physical or psychological ability which AAFC is unable to support so far as is reasonably practical.
- d. The [OOO](#) or [IOC](#) is inefficient or incompetent as an Officer or Instructor of Cadets.
- e. The [OOO](#) or [IOC](#) is still under probation and is not performing or progressing satisfactorily.
- f. The [OOO](#) or [IOC](#) does not hold, has failed to renew, or has allowed to expire, a personal qualification or skill determined to be essential for the OOO's or IOC's position.
- g. The [OOO](#) or [IOC](#) has not complied with the mandatory requirements to be eligible to work with minors or maintained their personal [duty of care](#).
- h. There are reasonable grounds to suspect that the [OOO](#) or [IOC](#) is unsuitable to supervise or otherwise work with minors.
- i. The [OOO](#) or [IOC's](#) continued acceptance may cause harm to other people or to the reputation of the AAFC.
- j. There appears to be no other course of action available.