

## AAFC Standing Instructions

This site will progressively be updated with new standing instructions. Members can see the status of the new documents by referring to the icon and legend at the bottom right of this page.

Most members will get an **"Access Denied"** error when attempting to access documents which have not yet been promulgated.



**Please Note: These documents are online (Intranet web pages) to ensure you always have access to the latest version. Copying, printing or otherwise storing the whole or any part of these documents independently as a separate copy for reference could result in you using an out-dated version.**

### Administration - ADMIN

#### Section Sponsor - DCDR

##### Part 0. Index of AAFC Standing Instructions

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##### Part 1. Command and Leadership

SI(ADMIN) 1-1 Executive Appointments



##### Part 2. Management

##### Part 3. Planning, Control and Review

##### Part 4. Organisation

SI(ADMIN) 4-1 - Raising an AAFC Unit



SI(ADMIN) 4-2 - Maintaining an AAFC Unit



SI(ADMIN) 4-3 Debanding an AAFC Unit



##### Part 5. Functional Responsibilities and Duties

SI(ADMIN) 5-1 Functional Responsibilities and Duties



SI(ADMIN) 5-2 Handover and Takeover Responsibilities for OC and CO Positions



### Aviation Operations - AO

#### Section Sponsor - DAO

##### Part 1. Aviation Operations

Refer Manual of Aviation Operations



SI(AO) 1-2 - Glider Operations

Note: This is a replication of CB-AF SI(OPS) 03-01 - Glider Operations



##### Part 2. Aviation Safety

Refer Aviation Safety Management Plan



##### Part 3. Aviation Scholarships

SI(AO) 3-1 - Air Force Flying Scholarships

Note: This is a replication of CB-AF SI(OPS) 03-03 - Air Force Flying Scholarships



### Operations - OPS

#### Section Sponsor - DOPS

##### Part 1. Activity Management

SI(OPS) 1-1 Activity Planning



SI(OPS) 1-2 Activity Approval

Activity Approval Matrix



### Logistics - LOG

#### Section Sponsor - DOPS

##### Part 1. Management of Logistics

SI(LOG) 1-1 - Logistics Management

##### Part 2. Inventory Management

SI(LOG) 1-1 - Inventory Management

##### Part 3. Inventory Movements

##### Part 4. Logistics Information

##### Part 5. Logistics Personnel

##### Part 6. Logistics Finance

##### Part 7. Environmental Logistics

##### Part 8. Capital Acquisition Logistics

##### Part 9. ADF Logistics Support

**Part 8. Communications of Orders and Instructions**

S(ADMIN) 8-1 - The System of Orders, Instructions and Publications of the Australian Air Force Cadets 

S(ADMIN) 8-2 - Management and Development of AAFC Standing Instructions 

S(ADMIN) 8-3 - Management and Development of AAFC Routine Instructions 

S(ADMIN) 8-4 - Management and Development of AAFC Activity-based Instructions 

**Part 7. Information Management, Systems and Technology**

S(ADMIN) 7-1 - Unit Web Sites 

S(ADMIN) 7-2 - Information Technology Services 

**Part 8. Records and Document Management**

S(ADMIN) 8-1 - Records and Document Management 

**Part 9. The Law, Discipline and Administrative Review****Part 10. Honours and Awards**

S(ADMIN) 10-1 - Honours and Awards 

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S(ADMIN) 12-1 - Unit Support Committees 

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S(ADMIN) 13-1 - Branding and Visual Identity 

S(ADMIN) 13-2 - Registration of Web Sites 

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S(ADMIN) 13-4 - Business Cards 

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S(ADMIN) 14-1 - VIP Visits 

**Part 15. Security and Access Control**

S(ADMIN) 15-1 - ADF Cadet Identity and Access Cards 

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S(OPS) 1-6 - Searches and Inspections 

S(OPS) 1-7 - Transport 

S(OPS) 1-8 - Removal of a Cadet from an Activity 

S(OPS) 1-9 - Service and Training Providers 

S(OPS) 1-10 - Radiocommunications 

**Part 2. Cadet Firearms**

S(OPS) 2-1 - Firearms Training - Roles and Responsibilities 

S(OPS) 2-2 - Conduct of Training - Cadet Firearms 

S(OPS) 2-3 - Security - Cadet Firearms 

S(OPS) 2-4 - Transportation - Cadet Firearms 

S(OPS) 2-5 - Storage - Cadet firearms 

S(OPS) 2-6 - Stocktakes and Reporting - Cadet Firearms 

S(OPS) 2-7 - Maintenance and Serviceability - Cadet Firearms 

S(OPS) 2-8 - Procurement and Disposal - Cadet firearms 

S(OPS) 2-9 - Ammunition (Explosive Ordnance) 

S(OPS) 2-10 - Live Fire Training Areas (Ranges) 

**Part 3. Defence Weapons**

S(OPS) 3-1 - Conduct of Training - Defence Weapons 

**Part 4. Awards and Commendations**

S(OPS) 4-1 - Individual Proficiency 

S(LOG) 9-2 - AAFC Uniforms

**Part 10. Non ADF Logistics Support****Part 11. Information Communication Technology Asset Management****Facilities - FAC****Section Sponsor - DOPS****Part 1. Management of Facilities**

S(FAC) 1-1 - AAFC Facilities Management

S(FAC) 1-2 - Squadron Facility Requirements

**How can I help?**

If you are intending to draft a AAFC SI, please do the following first **before** commencing work:

1. Check this page for the most appropriate Section and Part relevant to your SI.
2. Communicate with the Section Sponsor (listed in the Section) to confirm approval of you drafting an SI.
3. If approved, Communicate with COORDMGR CB-AF to raise and whether you want to initially work online or offline.
4. Commence drafting...
5. Provide draft to COORDMGR CB-AF for publishing to this C allow for further review and approval processes to be complete.

**Legend**

-  Promulgated
-  Approved, pending promulgation
-  Sponsor review
-  DCDR/SME review
-  Drafting in progress
-  Drafting not yet commenced

SI(ADMIN) 15-2 - Visitors to AAFC and Defence Facilities



SI(ADMIN) 15-3 - SAFEBASE Implications



## Finance - FIN

### Section Sponsor - DCDR

#### Part 1. Financial Records and Control of Fraud

SI(FIN) 1-1 - Financial Management



SI(FIN) 1-2 - Fraud Control



SI(FIN) 1-3 - Sponsorship and Donations



#### Part 2. Allowances

SI(FIN) 2-1 - Claiming Cadet Forces Allowance (CFA)



SI(FIN) 2-2 - Travel Allowance



## Personnel - PERS

### Section Sponsor - DCDR

#### Part 1. Personnel Management - Adult Supervisors

SI(PERS) 1-1 - Appointment of OOC and IDC



SI(PERS) 1-2 - Registration of ADF Support Instructors



SI(PERS) 1-3 - Registration of Civilian Instructor Volunteers



SI(PERS) 1-6 - Safeguarding Children Awareness Package



SI(PERS) 1-7 - Child Protection



#### Part 2. Personnel Management - Cadets

SI(PERS) 2-1 - Enrolment of Cadets



#### Part 3. Postings and Transfers

## Part 5. International Operations

SI(OPS) 5-1 - International Operations



## Training - TRG

### Section Sponsor - DT

#### Part 1. Training Management

SI(TRG) 1-1 - AAFC Mentoring Program



SI(TRG) 1-2 - OIC Activity Levels



SI(TRG) 1-3 - Training Progression Management



SI(TRG) 1-4 - Recognition of Prior Learning



#### Part 2. Compulsory Squadron Training

SI(TRG) 2-1 - Induction Training



SI(TRG) 2-2 - Basic Stage Training



SI(TRG) 2-3 - Proficiency Stage Training



SI(TRG) 2-4 - Advanced Stage Training



SI(TRG) 2-5 - Applied Stage Training



SI(TRG) 2-6 Adult Transition Program



#### Part 3. Field Training

SI(TRG) 3-1 - Field Training



#### Part 4. Adventurous Training

SI(TRG) 4-1 Adventure Training



SI(TRG) 4-2 - Adventure Training Award



#### Part 5. Cadet Promotion Training

SI(TRG) 5-1 - Promotion Training



SI(TRG) 5-2 - Cadet Junior Non-Commissioned Officer Training



leading to final promulgation.

S(PERS) 3-1 - Posting to the Unallotted List - OOC and IOC 

**Part 4. Personnel Reports**

[[S(PERS) 4-1 - Personnel Occurrence Reporting]] 

**Part 5. Reclassification, Promotion and Reduction**

S(PERS) 5-1 Promotion of Officers of Cadets 

S(PERS) 5-2 - Promotion of Instructor of Cadets 

S(PERS) 5-3 - Promotion of Cadets 

**Part 6. Resignation and Discharge**

S(PERS) 6-1 - IOC and OOC Discharge 

S(PERS) 6-2 - Terminating Cadet Enrolment 

**Part 7. Leave**

S(PERS) 7-1 - IOC and OOC Leave 

S(PERS) 7-2 - Cadet Leave 

**Part 8. Behaviour and Discipline**

S(PERS) 8-1 - Behaviour 

S(PERS) 8-2 - Alternative Dispute Resolution 

S(PERS) 8-3 - Making a Complaint 

S(PERS) 8-4 - Managing a Complaint 

S(PERS) 8-5 - Prohibited Substances, Alcohol and Tobacco 

S(PERS) 8-6 - Equity and Diversity 

S(PERS) 8-7 - Mandatory Reporting 

S(PERS) 8-8 - Adverse Administrative Action 

S(PERS) 8-9 - Incident Reporting 

**Part 9. Civilian Instructors and Volunteers**

S(TRG) 5-3 - Cadet Senior Non-Commissioned Officer Training 

S(TRG) 5-4 - Cadet Warrant Officer Training 

S(TRG) 5-5 - Cadet Under Officer Training 

**Part 6. Staff Training**

S(TRG) 6-1 - Staff Induction Program (SIP) 

S(TRG) 6-2 - Senior Leadership Development Program (SLDP) 

**Work Health and Safety - WHS**

**Section Sponsor - SSA**

**Part 1. Work Health and Safety**

WHS Sfs are now incorporated into the AAFC Safety Management Plan 

**Ceremonial - CER**

**Section Sponsor - WOFF-AAFC**

**Part 1. Ceremonial**

S(CER) 1-1 - The National Banner 

S(CER) 1-2 - Wing Banners 

S(CER) 1-3 - Squadron Banners 

S(CER) 1-4 - Flags and the RAAF Ensign 

S(CER) 1-5 - Freedom of Entry to a City 

**Part 10. Medical Fitness**

SI(PERS) 10-1 - Medical Fitness



**Part 11. Medical Treatment**

SI(PERS) 11-1 - Medical Support



SI(PERS) 11-2 - Medical Compensation



**Nomenclature and Defintions**



**OIP Amendment Request**



**OIP Tasks**



**SI Discussions**