



AUSTRALIAN AIR FORCE CADETS

HEADQUARTERS ROUTINE INSTRUCTIONS

12 Caspian Terrace, Williamstown VIC 3016

HQAAFC RI 02/11

APPOINTMENTS

1. Pursuant to CFR 5(1) the following personnel have been appointed as Officers or Instructors of the AAFC for a fixed period of three years from the date stated, with an initial probation period of twelve months, at the ranks indicated and with an effective date of 01 Mar 11, unless otherwise indicated, (AUTH: DDGCADETS-AF):

- a. Ms Belinda Casey - ACW(AAFC) Service Number AW39374;
- b. Ms Rachel Jay - ACW(AAFC) Service Number AW81026;
- c. Mr Christopher Low - AC(AAFC) Service Number AA66460;
- d. Mr Mark Massavelli - PLTOFF(AAFC) PMKeys 8502886;
- e. Mr Arthur McCloskey - FLGOFF(AAFC) Service Number AO26655;
- f. Mr David Pringle - CPL(AAFC) Service Number AA15343;
- g. Ms Kathryn Whiting - FLGOFF(AAFC) Service Number AL26656; and
- h. Mr David Wilson - FLTLT(AAFC) Service Number AO26654.

2. Note appointment is dependent on personnel agreeing to the conditions specified in their letter of appointment pursuant to the requirements of CFR 5(5). Appointment acceptance (file reference and expiry date) is recorded in CadetOne on individual's Personnel Details page.

3. WGCDR(AAFC) David Robson 8540662, GTD is appointed as Director Ground Training (DGT), for the period 14 Feb 11 – 31 Jan 13 inclusive, with an initial probation period of twelve months and an option for a further two year appointment until 31 Jan 15, exercised at the discretion of CDR-AAFC IAW the requirements of AAP 5110.001 Part 2 Chapter 2 paragraph 72. AUTH DGCADETS-AF.

PROMOTION AND RECLASSIFICATION

4. Pursuant to CFR 11(1), the following members are promoted or reclassified to the ranks indicated WEF 01 Mar 11 (AUTH: DDGCADETS-AF):

- a. PLTOFF(AAFC) David Macdonald 8551400, 2WG - FLGOFF(AAFC);
- b. PLTOFF(AAFC) Matthew Stingmore 8545245, 311SQN - FLGOFF(AAFC);
- c. PLTOFF(AAFC) Shane Whalley 8030191, 101SQN - FLGOFF(AAFC);
- d. SGT(AAFC) Paul Barrett 8210127, 314SQN - FSGT(AAFC);
- e. SGT(AAFC) Peter Lambley 8022102, 324SQN - FSGT(AAFC);

- f. LAC(AAFC) Tory Christensen 8545190, 320FLT - CPL(AAFC);
- g. ACW(AAFC) Adele Scott 8540643, 329SQN - LACW(AAFC); and
- h. ACW(AAFC) Anne-Maree Walsh 8559186, 216SQN - LACW(AAFC).

5. Pursuant to CFR 11(1), the following member was promoted to the temporary rank indicated WEF 16 Feb 11 for the period while the member holds the position of CO 328SQN (AUTH: DDGCADETS-AF):

- a. FSGT(AAFC) Noel Redden 8515375, 328SQN - WOFF(AAFC).

TERMINATIONS

6. Pursuant to CFR 13(2) and 14(2) termination of the appointments as members of the Australian Air Force Cadets for the following members WEF the dates indicated (AUTH: DDGCADETS-AF):

- a. PLTOFF(AAFC) Nathan Burgess 8560974, 622SQN. WEF 14 Feb 11;
- b. CPL(AAFC) Vanessa Cash 8498978, UAL. WEF 01 Feb 11;
- c. LAC(AAFC) David Grima-Farrell 8534000, 323SQN. WEF 01 Mar 11; and
- d. ACW(AAFC) Rachel Giovannetti 8569885, 713SQN. WEF 30 Dec 10.

POSTINGS

7. The following personnel are posted ex-parent units to units shown at the WEF dates and for duties as indicated, by authority of CDR-AAFC unless otherwise stated:

- a. FLTLT(AAFC) Mark Creighton 8022368 ex 4WG to UAL WEF 21 Feb 11, AUTH: COS AAFC;
- b. FLTLT(AAFC) David Wilson AO26654 is posted on appointment to 230SQN WEF 01 Mar 11, DUTY: ASST TRGO AUTH: OC 2WGAAFC;
- c. FLTLT(AAFC) Donald Wilson 8022096 is posted ex 8WG to UAL WEF 16 Feb 11, AUTH: COS AAFC;
- d. FLGOFF(AAFC) A. McCloskey AO26655 is posted on appointment to 228SQN WEF 01 Mar 11, DUTY: XO AUTH: OC 2WGAAFC;
- e. FLGOFF(AAFC) K. Whiting AL26656 is posted on appointment to 235FLT WEF 01 Mar 11, DUTY: ADMINO AUUTH: OC 2WGAAFC;
- f. FLGOFF(AAFC) P. Woods 8532001 is posted ex UAL to 2WG WEF 12 Feb 11, AUTH: OC 2WGAAFC;
- g. PLTOFF(AAFC) M. Massavelli 8502886 is posted on appointment to 416SQN WEF 01 Mar 11, DUTY: INST AUTH: OC 4WGAAFC;
- h. PLTOFF(AAFC) T. Turner 8525271 is posted ex 221SQN to 339SQN WEF 22 Feb 11, AUTH: OC 3WGAAFC;

- i. WOFF(AAFC) N. Redden 8515375 is posted to 328SQN WEF 16 Feb 11, DUTY: CO AUTH: OC 3WGAAFC;
 - j. FSGT(AAFC) D. Harvey 8120224 is posted ex 4WG to 218SQN WEF 28 Feb 11, DUTY: INST AUTH: OC 2WGAAFC;
 - k. FSGT(AAFC) P. Moller 8022029 is posted ex ELL to 235FLT WEF 19 Feb 11, AUTH: OC 2WGAAFC;
 - l. SGT(AAFC) J. Langtry 8022498 is posted ex 602SQN to UAL WEF 14 Feb 11, AUTH: COS AAFC;
 - m. CPL(AAFC) G. Neal 8526519 is posted ex 322SQN to UAL WEF 1 Mar 11, AUTH: COS AAFC;
 - n. CPL(AAFC) D. Pringle AA15343 is posted on appointment to 111SQN WEF 01 Mar 11, DUTY: INST AUTH: OC 1WGAAFC;
 - o. LAC(AAFC) C. Beaver 8569106 is posted ex 4LOGFLT to 804SQN WEF 01 Feb 11, AUTH: OC 8WGAAFC;
 - p. LACW(AAFC) L. Pearson 8548992 has been extended on the ELL until 29 Jul 11, AUTH: COS AAFC;
 - q. ACW(AAFC) B. Casey AW39374 is posted on appointment to 311SQN WEF 01 Mar 11, DUTY: TRG CLK AUTH: OC 3WGAAFC;
 - r. ACW(AAFC) B. Curmi AW49644 is posted ex 4LOGFLT to 804SQN WEF 1 Feb 11, AUTH: OC 8WGAAFC;
 - s. ACW(AAFC) T. Harvey 8564024 is posted ex 404SQN to 224SQN WEF 28 Feb 11, DUTY: INST AUTH: OC 2WGAAFC;
 - t. ACW(AAFC) R. Jay AW81026 is posted on appointment to 803SQN WEF 01 Mar 11, DUTY: INST AUTH: OC 8WGAAFC; and
 - u. AC(AAFC) C. Low AA66460 is posted on appointment to 612SQN WEF 01 Mar 11. DUTY: INST AUTH: OC 6WGAAFC.
8. The following members are posted ex parent unit to the Extended Leave List for the dates indicated:
- a. FLTLT(AAFC) F. Gonzalez 8022199 ex 613SQN WEF 28 Feb 11 – 21 Sep 11 AUTH: COS-AAFC; and
 - b. LACW(AAFC) L. Pearson 8548992 ex 318SQN WEF 05 Feb 11 – 29 Jul 11 AUTH: COS-AAFC.

QUALIFICATIONS

9. The following member is qualified to wear the Medical Badge whilst they remain registered as a Nurse:

- a. PLTOFF(AAFC) Jennifer Garrett 8572992 111SQN WEF 20 Feb 11.

10. The following members has been qualified as a AAFC Range Control Officers (RCO) with their qualification effective for two years from 27 Feb 11:

- a. FLTLT(AAFC) R. Hart 8022077, 228SQN; and
- b. PLTOFF(AAFC) C. Bensein 8560511, 216SQN.

11. The following member has qualified to wear AAFC Wings with the AAFC uniform:

- a. FLTLT(AAFC) Grant Mayler 8022129, 335SQN WEF 24 Feb 11.

AAFC ACTIVITY MANAGMENT PROCESS

12. With effect from the 27 Feb 11, the AAFC's new activity management process became operational. The change incorporates a number of important changes in functionality, activity types, screen layout and key date changes.

13. A minute addressing the new activity management process, along with the Standing Operating Procedures and Annexes are available for download from the AAFC Resource Centre. All staff involved in the activity management process are encouraged to read and understand these documents. Any queries should be directed to the relevant WG HQ.

DRESS FOR AAFC PERSONNEL ATTENDING THE AVALON AIRSHOW 04-06 Mar 11

14. DDGCADETS-AF has directed that AAFC personnel attending as part of an official activity or undertaking official duties on public days are to wear Service Dress uniform. DPCUs are NOT permitted to be worn by any AAFC member regardless of the situation.

15. Cadets who have not been issued with a service dress uniform may attend in neat civilian attire providing they have been enrolled in the AAFC, they have been issued with a service number and are carrying a PH299 with them.

16. Approved civilian staff members who are active in CadetOne and have been issued with an AAFC service number may attend the air show and are to wear neat casual dress.

17. CB-AF will be providing tickets for AAFC Members, including cadets without a service dress uniform and approved civilian staff, to attend the public days at the Avalon Airshow providing they have been included on the official CadetOne nominal roll as part of the approved OA86 and that they requested tickets through the process outlines in RI 1/11.

18. Cadets and staff are reminded that acceptable standards of dress and grooming must be maintained, as they will be highly visible to the general public and members of the RAAF.

19. Hat Fur Felt Khaki is to be worn, including by staff, CWOFFs and CUOs, at all times except when indoors or when working inside or adjacent to a display stand or similar. Under no circumstances are any AAFC member to wear the AAFC baseball cap or any Wing or unit cap while in service dress uniform.

20. CDR-AAFC is aware that some groups have paid for their own tickets so that they do not have to wear uniform and have arranged for polo shirts for the event. These groups may wear neat civilian attire and are not to wear any item of uniform. COs are to ensure that these groups wear suitable wide brimmed head dress at all times while outdoors to ensure compliance with OH&S risks. These groups will not be provided with CB-AF funded tickets and are not able to claim for reimbursement of the cost of the tickets.

21. In the event of inclement weather, personnel are to ensure they bring suitable protection. Umbrellas of a plain design may be carried. Also, transparent, DPCU, Jungle green, AFB, or blue/grey raincoat, poncho or similar may be worn with AFB uniform. Raincoats are not to be worn unless it is raining and must be carried when not in use.

22. Cadets and staff are reminded that eating and drinking in uniform is restricted to 'an area reserved for that purpose' and should not wander about while consuming food and drink. (Use of a water bottle to maintain hydration is acceptable at any time.)

23. The Air Show area has been designated as a non-saluting zone.

24. Personnel attending on public days, in a private capacity (ie, not on an approved AAFC activity), are to wear civilian attire.

25. The POC for any queries is WOFF(AAFC) Rob McFadden, WOFF-AAFC at woff@aafc.org.au.

ANNOUNCEMENT OF DGCADETS-AF ELECT

26. The following message has been sent from AIRCDRE Harrison, DGCADETS-AF

As I have indicated for some time, my tenure in this appointment ends in mid 2011. AIRCDRE Dennis Green has been promulgated as my replacement and should be in place by the end of June. Dennis retires from the PAF on 01 Apr 11 and will transfer to the Active Reserve before assuming the DGCADETS-AF appointment. He will be based in Canberra. Dennis has had a long association with the cadets and, by way of background, Dennis and I were cadets at the same time in No 2FLT Air Training Corps at Sydney Tech High. I have included his bio details below.

Prior to joining the Air Force, Air Commodore Green was an Air Training Corps cadet in No 2 Flight at Sydney Technical High School. AIRCDRE Dennis Green joined the Royal Australian Air Force as a cadet at the RAAF Academy in 1973. After completing a Bachelor of Science and a Graduate Diploma of Military Aviation, he trained as a pilot, graduating in 1977 to fly C130E Hercules at No. 37 Squadron.

Following training as a flying instructor, Air Commodore Green was posted to Pearce in 1981 as a flying instructor in Macchi aircraft. This was followed in 1982 by an exchange flying instructor posting with No. 14 Squadron, flying Strikemaster

aircraft at Ohakea, New Zealand. He returned to Australia in 1984 as a flying instructor on C130E aircraft, and held the positions of Training Flight Commander, Operations Flight Commander and Executive Officer at No. 37 Squadron.

In 1988/89 Air Commodore Green completed a Master of Science at the USAF Institute of Technology, and was then posted to Force Development Aerospace as Deputy Director Capability Analysis.

Command appointments followed at No. 36 Squadron, the Air Force's tactical C130H squadron from 1992 to 1994, and as Officer Commanding RAAF Base Pearce, the home of Australia's Defence Force flying training from 1995 to 1996.

In 1997 Air Commodore Green completed training at the Australian College of Defence and Strategic Studies, before commencing his appointment in December 1997 as Director Joint Operations in Australian Defence Headquarters. From April 2000 to September 2002 Air Commodore Green served as the Air Attaché and Assistant Defence Attaché Washington. While in Washington he completed a Master of Arts in Strategic Studies through La Trobe University in Australia.

From October 2002 to December 2004 Air Commodore Green was appointed as Commandant of the Australian Defence Force Warfare Centre. In January 2005 Air Commodore Green commenced his position as Director-General Strategy and Planning Air Force where he led the team responsible for the Air Force reshape and rebalance project. In August 2007 he moved to a position within AFHQ to work on the implementation of the reshape and re-engineering aspects for Air Force.

Air Commodore Green is married to Denise and they have two sons and a daughter.

I will update you once the changeover date has been determined.

*R. HARRISON
AIRCDRE
DGCADETS-AF*

INNAPROPRIATE RELATIONSHIPS BETWEEN STAFF AND CADETS

27. CDR-AAFC's guidance regarding inappropriate relationships between staff and cadets is reproduced at Annex A. Any members with concerns regarding this policy are to address it through their chain of command.

EXPRESSIONS OF INTEREST – DEPUTY DIRECTOR POSITIONS IN GROUND TRAINING DIRECTORATE

28. Since the restructure of the Ground Training Directorate (GTD) last year, none of the Deputy Director positions have been filled on a permanent basis with staff acting in the roles until the position of Director Ground Training (DGT) was filled.

29. On 14 Feb 11, WGCDR(AAFC) David Robson was appointed as DGT and has now finalised the structure of GTD and is seeking fill the positions and establish his team so that they deliver on the CDR's Strategic Plan.

30. There are four Deputy Director positions within GTD and these will hold the rank of SQNLDR(AAFC). These positions are attached as Annexes to this RI as follows:

- a. Deputy Director Design and Development (DDDD), Annex B;
- b. Deputy Director Evaluation and Analysis (DDEA), Annex C;
- c. Deputy Director Operational Compliance (DDOC), Annex D; and
- d. Deputy Director Policy and Procedures (DDPP), Annex E.

31. In order to select the best person for each position, applications will be called for the generic role of Deputy Director within GTD so that DGT and the selection panel can select the best four applicants and match them to the position which best suits their skills.

32. Accordingly, Expressions of Interest are invited from AAFC OOCs and suitably qualified external applicants for the position detailing their skills, knowledge and aptitude against the criteria shown below:

- a. demonstrated interest in delivering innovative and affordable youth focused training solutions;
- b. demonstrated ability to build and maintain effective working relationships with a diverse range of stakeholders;
- c. demonstrated capacity to work independently and collaboratively as part of a geographically displaced team; and
- d. demonstrated ability to communicate effectively both verbally and in writing.

33. Applicants should also include their CV and a summary of their experiences in working in a training role or environment and to indicate any preference for one of the specific Deputy Director positions outlines above.

34. Staff are encouraged to apply as we are seeking to get the best team to drive real improvement to cadet and staff training within the AAFC.

35. Applications should be sent electronically (ie by email only) to DGT by 10 Mar 11 at dgt.gtd@aafc.org.au. Hard copy applications will not be accepted.

36. Appointment will be for the standard three year term with an option to extend for a further two years at CDR-AAFC discretion.

37. It is anticipated that selection interviews will occur by telephone in mid March with the appointment scheduled to commence from 01 Apr 11.

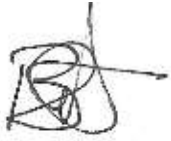
38. General inquiries should be directed to DGT, WGCDR(AAFC) David Robson at dgt.gtd@aafc.org.au.

WEB CADET CORPS RECRUITING E-MAILS

39. Some members will have received unsolicited recruiting e-mails from an organisation known as the Web Cadet Corps. The Web Cadet Corps is in **no way** affiliated with the AAFC or the ADF Cadets. HQAAFC has not been approached to develop a relationship with this organisation and does not condone the direct solicitation of AAFC members.

40. These emails are defined as SPAM under the *Spam Act (Australia) 2003* and the AAFC has contacted the organisation and advised them to stop sending the email. We have also taken steps to report the emails as Spam and to have them blocked as such.

41. AAFC members are advised to delete these emails and are to not circulate them to other AAFC members as the AAFC is not to be involved in the circulation or promotion of Spam emails.

**B. STEWART**

Wing Commander (AAFC)

Chief of Staff – Australian Air Force Cadets

For **K. GIVEN**

Group Captain (AAFC)

Commander – Australian Air Force Cadets

01 Mar 11



HEADQUARTERS AUSTRALIAN AIR FORCE CADETS

Office of the Commander

PO Box 1323, Kenmore QLD 4069 E-mail: cdr@aafc.org.au

ALL STAFF

INAPPROPRIATE AND UNACCEPTABLE RELATIONSHIPS BETWEEN STAFF AND CADETS

1. I am writing to all AAFC staff members to seek your assistance in maintaining and communicating the expectations and obligations incumbent upon all staff members when dealing with relationships between cadets and staff members (including instructors, officers and approved civilians). This is a difficult subject and one that most people tend to avoid for fear of intruding into another's personal affairs. However, when a relationship develops between a member of staff and any cadet, irrespective of age, it is a subject we all need to face head on.

Expectations

2. The underpinning rationale for what follows is that the AAFC and its staff members have an on-going duty of care and trust towards all cadets irrespective of age. Their parents or guardians rightfully expect the AAFC to protect their child's wellbeing whilst they are undergoing the development and training for which we are well renowned. We, as AAFC staff, are placed in a position of trust not only by parents but also by the community and, most importantly, by the law. I cannot stress strongly enough that it is highly inappropriate to betray that trust - even inadvertently - and compromise, for personal satisfaction, the standards of behaviour and the values that all in the AAFC strive to establish and maintain.

Directive

3. It is for this reason that I write to affirm that it is highly inappropriate, and unacceptable, for *any* AAFC staff member to **conduct any form of personal relationship of an intimate nature with any cadet**. The policy requirements as detailed in the Interim POLMAN Part 2, Chapter 7, paragraph 14 and 15, and my expectations, are perfectly clear – as a staff member you are not to take advantage of any cadet. I would add that the relationship between cadets and staff is very much akin to that of teacher/student – it operates twenty four hours a day, seven days a week – there is no 'sign off/sign in' capacity.

4. So that you all clearly understand the AAFC's position where such a relationship is suspected let me spell it out: in such a situation it is inappropriate for the focus to be centred on the cadet rather it must be and will be on the staff member who will bear the burden to resolve the conflict.

5. Some may argue that what happens out of AAFC time is personal business. Again, let me be perfectly clear, it is not. The AAFC's policies on these matters apply whether or not those involved are on duty at the time, and whether or not they are participating in a AAFC activity. If any of you have difficulty in understanding or accepting these policies, then you need to reassess your suitability and continued service in the AAFC. There cannot be, nor will there be, any exceptions.

Nil Excuse or Mitigation

6. I can see no possible excuse or mitigation that would permit an intimate staff-cadet relationship to occur. Some examples of attempted “excuses” that have been heard before and are NOT acceptable include:

- a. “but the cadet consented”;
- b. “we only act on the relationship outside of cadets”;
- c. “the cadet’s is over the age of consent, and will be terminating soon anyway”;
- d. “there’s only a year’s difference in age”; and
- e. “the relationship existed before he/she became a staff member”.

7. None of these “excuses” are acceptable to the AAFC. In a situation where one individual is a staff member and the other is a cadet, **an intimate relationship is never acceptable**, no matter the background, no matter the depth or length of that intimate relationship.

New Staff

8. The distinction between being a former cadet and being a new staff member can often be invisible to the staff recruit, or may seem to be unimportant. However, this change in status represents one of the great leaps forward in terms of the maturity and responsibility that a former cadet needs to demonstrate when they join the staff ranks of the AAFC. It is a difficult psychological transition and a challenge to self-awareness for an individual to appreciate that he/she is no longer a cadet but a staff member. This transition is not always immediate or successful.

Your Help

9. To address this whole issue of inappropriate relationships I need the support of the more senior and experienced staff members to play an essential role in communicating the expectations of the AAFC to our less experienced staff members irrespective of rank. I need you to display courage and wisdom in conveying this message and ethos.

10. I also need our more junior staff members to understand one of the less visible, but very essential, expectations of being a AAFC staff member. Avoidance of an inappropriate relationship is a new found duty expected of, and imposed upon, you as an AAFC staff member.

11. I look to all of you to support me in the maintenance of this important and delicate ethical standard..



KEN GIVEN

Group Captain (AAFC)

Commander – Australian Air Force Cadets

01 Feb 11

**ANNEX B TO
HQAAFRC RI 02/11
01 MAR 11**



**Headquarters Australian Air Force Cadets
POSITION DESCRIPTION**

Title	Abbreviation	Rank
Deputy Director Design and Development	DDDD	SQNLDR(AAFC)

Role	Oversight the design and development of AAFC ground training solutions
Unit	Ground Training Directorate
Reports to	Director Ground Training (DGT)
Appointment	EOI with selection Board and appointment for a fixed term.
Rank	SQNLDR(AAFC)
Positions that report to this Role	
Responsibilities	<ul style="list-style-type: none"> • Manage the design and development of ground training solutions for AAFC staff and cadets • Identify options for the delivery of AAFC staff and cadet ground training • Source externally available courses and activities that are relevant to the needs of AAFC staff and cadet ground training
Specific Duties	<ul style="list-style-type: none"> • Manage the activities of Design and Development Section • Liaise with internal and external stakeholders on the design and development of AAFC staff and cadet ground training programs • Assist contracted service providers in the design and development of AAFC ground training solutions and courseware • Lead the development of innovative and affordable AAFC ground training solutions • Source externally available programs and activities that have application to AAFC ground training

Key Relationships	
Personnel	Notes
DGT	Responsible to DGT for the design and development of innovative and affordable AAFC staff and cadet ground training solutions
OC Operational WG and SOGTs	Support the provision of AAFC staff and cadet ground training by the operational wings through the delivery of flexible, relevant and cost effective training solutions
Contracted service providers	Assist CSPs in the design and development of training solutions and associated courseware to meet AAFC staff and cadet ground training outcomes

B-2

GTD staff	Coordinate Directorate input and take the lead in the identification of innovative and affordable AAFC staff and cadet ground training solutions
Australian Defence Organisation	Source ADO programs and activities that have application to AAFC staff and cadet training
External training and youth development organisations	Source programs and activities from the broader training and youth development communities that have application to AAFC staff and cadet training

Requisite Skills and Attributes

- Demonstrated interest in delivering innovative and affordable youth focused training solutions
- Demonstrated ability to build and maintain effective working relationships with a diverse range of stakeholders
- Demonstrated capacity to work independently and collaboratively as part of a geographically displaced team
- Demonstrated ability to communicate effectively both verbally and in writing
- Availability to travel widely
- Successful completion of AAFC Initial Course or Bridging Workshop

Time Requirements:

- Ground Training Directorate is a virtual headquarters with no set parading times. As such, this position is ideally suited to someone who can commit the time on an ad hoc basis across the week with availability to attend both weekday and weekend meetings. Travel to various locations through Australia may be required to attend meetings.

Sponsor: COS-AAFC**Authority: COS-AAFC****Last Update: 28 Feb 11**

**ANNEX C TO
HQAAFRC RI 02/11
01 MAR 11**



**Headquarters Australian Air Force Cadets
POSITION DESCRIPTION**

Title	Abbreviation	Rank
Deputy Director Evaluation and Analysis	DDEA	SQNLDR(AAFC)

Role	Manage the evaluation and analysis of AAFC staff and training programs
Unit	Ground Training Directorate
Reports to	Director Ground Training (DGT)
Appointment	EOI with selection Board and appointment for a fixed term.
Rank	SQNLDR(AAFC)
Positions that report to this Role	
Responsibilities	<ul style="list-style-type: none"> • Evaluate the standards achieved in AAFC staff and cadet training courses and activities • Analyse the effectiveness of AAFC staff and cadet training courses and activities • Monitor compliance with AAFC staff and cadet training policies and procedures
Specific Duties	<ul style="list-style-type: none"> • Manage the activities of Evaluation and Analysis Section • Consult with OCs and SOGTs on the efficacy of AAFC staff and cadet training solutions • Develop and maintain a suite of evaluation tools to assess the standard of training delivery across AAFC staff and cadet training courses and activities • Develop and maintain a program for assessing compliance with AAFC staff and cadet ground training policies and procedures • Develop and maintain a continuous improvement program and feedback mechanism for AAFC staff and cadet training • Contribute to the development of innovative and affordable AAFC staff and cadet ground training solutions

Key Relationships	
Personnel	Notes
DGT	Responsible to DGT for assessing the effectiveness and standard of AAFC staff and cadet training and identifying areas in need of improvement
OCs Operational WG and SOGTs	Consult with OCs and SOGTs on the effectiveness of AAFC staff and cadet ground training programs and provide feedback from evaluation and compliance reviews

GTD staff	Contribute to the development of innovative and affordable AAFC staff and cadet ground training solutions
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Requisite Skills and Attributes

- Demonstrated interest in delivering innovative and affordable youth focused training solutions
- Demonstrated ability to build and maintain effective working relationships with a diverse range of stakeholders
- Demonstrated capacity to work independently and collaboratively as part of a geographically displaced team
- Demonstrated ability to communicate effectively both verbally and in writing
- Availability to travel widely
- Successful completion of AAFC Initial Course or Bridging Workshop

Time Requirements:

- Ground Training Directorate is a virtual headquarters with no set parading times. As such, this position is ideally suited to someone who can commit the time on an ad hoc basis across the week with availability to attend both weekday and weekend meetings. Travel to various locations through Australia may be required to attend meetings.

Sponsor: COS-AAFC

Authority: COS-AAFC

Last Update: 28 Feb 11

**ANNEX D TO
HQAAFC RI 02/11
01 MAR 11**



**Headquarters Australian Air Force Cadets
POSITION DESCRIPTION**

Title	Abbreviation	Rank
Deputy Director Operational Compliance	DDOC	SQNLDR(AAFC)

Role	Oversight operational compliance applicable to AAFC staff and cadet ground training activities
Unit	Ground Training Directorate
Reports to	Director Ground Training (DGT)
Appointment	EOI with selection Board and appointment for a fixed term.
Rank	SQNLDR(AAFC)
Positions that report to this Role	<p>Assistant Director Firearms Policy (.22) (ADFP.22)</p> <p>Assistant Director Firearms Policy (F88) (ADFPF88)</p> <p>Assistant Director CadetLife (ADCL)</p> <p>Assistant Director Adventurous Training (ADAV)</p> <p>Training Officer Vocational and Education Training (TRGOVET)</p> <p>Training Officer Duke of Edinburgh Awards (TRGODEA)</p>
Responsibilities	<ul style="list-style-type: none"> • Oversight operational compliance as it applies to the following AAFC staff and cadet training activities : <ul style="list-style-type: none"> ○ Firearms Activities (F88 and .22) ○ Adventurous Training ○ Duke of Edinburgh Awards ○ Cadet Life ○ Vocational and Education Training • Contribute to policy development in respect of these activities
Specific Duties	<ul style="list-style-type: none"> • Manage the activities of Operational Compliance Section • Advise OCs and SOGTs on operational compliance matters • Liaise with internal and external stakeholders on operational compliance matters • Contribute to the development of innovative and affordable AAFC staff and cadet ground training solutions

Key Relationships	
Personnel	Notes
DGT	Responsible to DGT for operational compliance in respect of specified AAFC staff and cadet ground training activities
OC Operational WG and SOGTs	Provide advice to OCs and SOGTs on operational compliance matters
CB-AF staff	Liaise with CB-AF staff on operational compliance matters

D-2

Australian Defence Organisation staff	Assist in the development of policies and procedures applicable to operational compliance activities
GTD staff	Contribute to the development of innovative and affordable AAFC staff and cadet ground training solutions and the associated policies and procedures

Requisite Skills and Attributes

- Demonstrated interest in delivering innovative and affordable youth focused training solutions
- Demonstrated ability to build and maintain effective working relationships with a diverse range of stakeholders
- Demonstrated capacity to work independently and collaboratively as part of a geographically displaced team
- Demonstrated ability to communicate effectively both verbally and in writing
- Availability to travel widely
- Successful completion of AAFC Initial Course or Bridging Workshop

Time Requirements:

- Ground Training Directorate is a virtual headquarters with no set parading times. As such, this position is ideally suited to someone who can commit the time on an ad hoc basis across the week with availability to attend both weekday and weekend meetings. Travel to various locations through Australia may be required to attend meetings.

Sponsor: COS-AAFC**Authority: COS-AAFC****Last Update: 28 Feb 11**

**ANNEX E TO
HQAAFC RI 02/11
01 MAR 11**



**Headquarters Australian Air Force Cadets
POSITION DESCRIPTION**

Title	Abbreviation	Rank
Deputy Director Policy and Procedures	DDPP	SQNLDR(AAFC)

Role	Oversight the development and maintenance of ground training policies and procedures
Unit	Ground Training Directorate
Reports to	Director Ground Training (DGT)
Appointment	EOI with selection Board and appointment for a fixed term.
Rank	SQNLDR(AAFC)
Positions that report to this Role	
Responsibilities	<ul style="list-style-type: none"> • Manage the development and recommendation of ground training policies and procedures • Maintain the currency of the Manual of Ground Training (MOGT) • Monitor the currency of POLMAN Part 5 (as applicable to AAFC staff and cadet ground training) and recommend changes
Specific Duties	<ul style="list-style-type: none"> • Manage the activities of Policy and Procedures section • Develop, recommend and maintain AAFC staff and cadet ground training policies and procedures • Advise OCs and SOGTs on AAFC staff and cadet ground training policies and procedures • Liaise with stakeholders on AAFC staff and cadet ground training policies and procedure developments • Contribute to the development of innovative and affordable AAFC staff and cadet ground training solutions

Key Relationships	
Personnel	Notes
DGT	Responsible to DGT for the development, recommendation and maintenance of AAFC staff and cadet ground training policies and procedures
OC Operational WG and SOGTs	Provide advice to OCs and SOGTs on AAFC staff and cadet ground training policies and procedures and seek input to their development
CB-AF staff	Liaise with CB-AF staff on AAFC staff and cadet ground training policies and procedures

GTD staff	Contribute to the development of innovative and affordable AAFC staff and cadet ground training solutions
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Requisite Skills and Attributes

- Demonstrated interest in delivering innovative and affordable youth focused training solutions
- Demonstrated ability to build and maintain effective working relationships with a diverse range of stakeholders
- Demonstrated capacity to work independently and collaboratively as part of a geographically displaced team
- Demonstrated ability to communicate effectively both verbally and in writing
- Availability to travel widely
- Successful completion of AAFC Initial Course or Bridging Workshop

Time Requirements:

- Ground Training Directorate is a virtual headquarters with no set parading times. As such, this position is ideally suited to someone who can commit the time on an ad hoc basis across the week with availability to attend both weekday and weekend meetings. Travel to various locations through Australia may be required to attend meetings.

Sponsor: COS-AAFC

Authority: COS-AAFC

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