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AAFC MANUAL OF MANAGEMENT
VOLUME ONE - ORGANISATION
PART ONE - FOUNDATION
CHAPTER ONE

MANUAL OF MANAGEMENT FOR THE AUSTRALIAN AIR FORCE CADETS

Amendment List

Amendment	Comment	Date	Authority
Initial Issue	Approved AAFCED	13 Dec 13	DGCADETS-AF
AL-01	Inclusion of 'must' statement (Para 11) and added Sponsor. Format updates and provision of printable version.	04 Jun 14	DGCADETS-AF

INTRODUCTION

1. The Manual of Management (MoM) for the Australian Air Force Cadets (AAFC) is issued for the **administration** and good governance of the AAFC. It summarises the range of Defence Orders, Instructions and Publications (OIP) and the other management documents for the AAFC into a single source of reference. This manual provides direction and guidance for all personnel involved in the AAFC. In this context **'all personnel'** includes **Officers of Cadets (OOC)**, or **Instructors of Cadets (IOC)**, or **Cadets** duly appointed or enrolled under Cadet Forces Regulations; **Defence members** (Permanent or Reserve), **Defence employees** and **Volunteers** either permanently or temporarily engaged with or providing a service to the AAFC.

POLICY STATEMENT

2. The MoM is an authoritative document, applicable to **all personnel** aimed at providing up to date direction and guidance for the management of the AAFC. Unless otherwise stated, OIP issued by Defence and/or RAAF may be used as a guide to assist [AAFC executive]s to make decisions in the absence of extant policy in the MoM and subordinate AAFC OIP.

DEFINITIONS

3. Policy definitions are detailed at **annex A**.

POLICY PRINCIPLES

4. The principles of the MoM are:
- Principle One:** DGCADETS-AF, as administrator of the AAFC will issue Instructions and Orders as necessary to provide direction on policy and procedures for the good management of the AAFC.
 - Principle Two:** **All personnel** involved in the conduct of AAFC activities are to comply with the policies and directives as issued for and on behalf of Chief of Air Force (CAF) and delegated authorities.
 - Principle Three:** **AAFC executives** and **AAFC supervisors** must ensure all personnel involved in the conduct of AAFC activities are aware of and operate within the scope of the AAFC Manual of Management and subordinate instructions.

Policy Documents

5. Chief of Defence Force Directive 02/2013 assigned the Vice Chief of Defence Force (VCDF) authority to develop common higher level policies for the Australian Navy Cadets (ANC), the Australian Army Cadets (AAC) and the Australian Air Force Cadets (AAFC). VCDF has delegated the responsibility for developing common cadet force policies to Head Cadet Reserve Employer Division (GRES) which are then published in the Defence Youth Policy Manual (YOUTH POLMAN). These policies are developed in consultation with the Australian Navy Cadets ANC, Australian Army Cadets (AAC), the AAFC and the Service Chiefs. These common policies are summarised in this manual with additional direction and guidance as AAFC specific management requirements for implementation by **all personnel** involved in the AAFC.
6. If Defence OIP directly relate to the AAFC, then a copy of the relevant OIP, or an exact of the relevant section(s), will be made available to **all personnel** through the **AAFC Intranet**. Policy documents that underpin AAFC policy and instructions are available on the **AAFC Intranet** or public access intranet sites.

Authority

7. The AAFC was established under the authority of the Air Force Act 1923 Section 8 (1). Under this Act, and Cadet Forces Regulation (CFR) 2013, Chief of Air Force (CAF) is assigned authority to **'administer'** the AAFC which carries the responsibility and accountability through Chief of Defence Force to the Minister for Defence for every aspect of the AAFC including organisation, maintenance, regulation, control and discipline. **AAFC members** and **Civilian Instructor Volunteers** are not directly subject to the Defence Force Disciplinary Authority (DFDA) nor the Australian Public Service (APS) Code of Conduct.
8. In accordance with CDF Directive 22/2013, CAF has appointed the Director-General Cadets-Air Force (DGCADETS-AF) to administer the AAFC on his behalf, including responsibility for organisation, maintenance, regulation and control of the AAFC and the discipline of **all personnel** involved with the AAFC. DGCADETS-AF reports to CAF through Deputy Chief of Air Force for management of the AAFC.
9. DGCADETS-AF will provide direction on policy and requirements to administer the AAFC on an as-required basis through the MoM. The MoM is an authoritative manual and **all personnel** must comply with the MoM. The Commander Australian Air Force Cadets (CDR-AAFC) and authorised delegates may publish subordinate orders and instructions to provide procedural guidance on policy implementation.
10. The Coordination Manager Cadets Branch - Air Force (COORDMGR CB-AF) is appointed as the manager of the MoM on behalf of the DGCADETS-AF.

Policy Compliance

11. **All personnel** who volunteer to work with the AAFC do so under a 'Condition of Service' and agrees to abide by the **AAFC Code of Conduct**. In doing so they agree to comply with any instruction, policy, procedure or directive issued by an authorised person applicable to the member's duties and activities as they relate to the AAFC. Throughout the Manual of Management and subordinate Orders, Instructions and Publications (OIP), directions that must be complied with are denoted by the term **'must'**. The term **'should'** indicates good practice. Non compliance may result in **adverse administrative action**.
12. **MoM revision and promulgation processes.** As the sponsor of the MoM, DGCADETS-AF may revise, amend and promulgate the AAFC MoM as required. The AAFC MoM will normally be revised and promulgated in consultation with CDR-AAFC and be ratified (where required) by the **Enterprise Connect Committee (ECC)**. The MoM will be updated on an as-needed basis. The information in the MoM will be current and valid until printed. **Personnel** interpreting the intent of the any OIP must ensure they use the most recent version.

13. **Inconsistencies.** Any policy contained within the MoM which is inconsistent with other policy pertaining to the Australian Defence Force Cadets (ADFC) is to be set aside and the inconsistency reported to the Director General Cadets- Air Force (DGCADETS-AF). Any inconsistency between the operating instructions in this manual and instructions, orders or procedures otherwise promulgated to the AAFC is to be reported to the COORDMGR CB-AF for investigation.

14. **Amendments.** All proposed amendments to the MoM are to be submitted by an **OIP Amendment request** and managed by COORDMGR CB-AF.

Subordinate Instructions

15. CAF has appointed CDR-AAFC to lead and, through **AAFC executives** to facilitate management of the day-to-day affairs of the AAFC. By virtue of this appointment, CDR-AAFC can issue procedures and instructions to **AAFC members** and **units** to reinforce, clarify and support the policy outlined in this Manual of Management. Procedures and instructions issued are to be congruous with Defence/AAFC policy, values and traditions and CDR-AAFC is to seek approval from DGCADETS-AF before promulgating separate orders, instructions or procedures.

16. **Precedence.** Where inconsistency exists between OIP at differing levels of the hierarchy, the OIP issued at the higher level takes precedence to the extent of the inconsistency. Where there is inconsistency between OIP issued at the same level, the most recently issued takes precedence, to the extent of the inconsistency. Any inconsistencies are to be brought to the attention of the sponsor.

17. Where applicable, CDR-AAFC or authorised delegates will publish procedural instructions or directives to implement the Intent of the MoM. **AAFC executives** are to ensure relevant OIP and local instructions are fully disseminated and understood within their **unit** and subordinate **units** and are consistent with higher level OIP.

Sponsor: Director General Cadets - Air Force

Annex:

- A. **Nomenclature and Definitions**
- B. **OIP Precedence Hierarchy and Issue Authority**

Related OIP

-  [Air Force Act 1923](#)
-  [Cadet Forces Regulations 2013](#)
-  [CDF Directive 2/2013](#)
-  [CDF Directive 22/2013](#)
-  [Delegation by Chief of Air Force Pursuant to the Cadet Forces Regulations 2013](#)
-  [Appointment of Decision-makers - Australian Air Force Cadets](#)

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