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**AAFC MANUAL OF MANAGEMENT  
VOLUME TWO - BUSINESS  
PART ONE - PERSONNEL  
CHAPTER TWO**
**CONDITIONS OF SERVICE - CADETS**
**Amendment List**

Amendment	Comment	Date	Authority
AL-00	Initial Issue	13 Dec 13	DGCADETS-AF
AL-01	Added provision for termination after a period of suspension	05 Sep 14	DGCADETS-AF
AL-02	Para 17 b. amended to remove time in rank requirement for promotion of LCDT to CCPL IAW CDR-AAFC Conference decision Mar 09.	23 Sep 14	DGCADETS-AF
AL-03	Added clarification at Para 6. a.	06 Feb 15	DGCADETS-AF

**INTRODUCTION**

1. The Australian Air Force Cadets (AAFC) is a voluntary youth organisation open to males and females between the ages of 13 and 20 years. The AAFC provides a planned youth development program based on aviation skills in an adventurous environment focusing on personal development programs.

**POLICY STATEMENT**

2. The AAFC will provide opportunities for young people to develop in an aviation and military-like environment where they can earn positions of trust and responsibility.

**SCOPE**

3. This chapter defines the conditions of service for Cadets enrolled by authority of the Chief of Air Force to the Australian Air Force Cadets.

**DEFINITIONS**

4. Policy definitions are detailed at [annex A to AAFC Manual of Management Volume 1, Part 1, Chapter 1](#).

**PRINCIPLES**

5. The principles of this chapter are as follows:

- a. **Principle One:** Only persons deemed suitable in accordance with this chapter will be accepted for enrolment as a Cadet in the AAFC.
- b. **Principle Two:** Only duly appointed delegates will make recommendations and decisions in relation to conditions of service of Cadets. [Delegation by Chief of Air Force Pursuant to the Cadet Forces Regulations 2013](#) refers.
- c. **Principle Three:** Cadets hold rank in order to develop leadership qualities in accordance with and in support of [CH02 - Youth Development Philosophy](#).

**STATUS**

6. A Cadet in the Australian Air Force Cadets (AAFC) is not by virtue of that appointment a member of the Royal Australian Air Force. However, cadets are deemed to be employees of the Commonwealth and a worker for the purposes of the Work Health and Safety Act 2011.

**ENROLMENT**
**Acceptance and enrolment as a cadet**

7. The Cadet Forces Regulations provide the Chief of Air Force (CAF) with the authority to accept a person as a cadet in the Australian Air Force Cadets (AAFC). The authority to enrol a person as a cadet in the AAFC is hereby delegated to the Commanding Officer of a Squadron. A Commanding Officer may enrol a person as a cadet provided they fulfil the requirements outlined below and the enrolment is within the Squadron establishment. A person is deemed to be accepted as a cadet when the requirements of this policy are met and the Commanding Officer signs the enrolment form accepting the applicant.

**Eligibility to apply for Enrolment**

8. A volunteer for enrolment as an Australian Air Force Cadet must:

- a. be at least 12 years of age and turning 13 within six months of the date of proposed enrolment;
- b. not attained the age of 18 years;
- c. have parental or guardian permission to enrol;
- d. be a person **ordinarily resident** in Australia;
- e. present to their CO a statement signed by their parent or guardian stating the applicant has the physical capability to participate in AAFC program and identify any known limitations (including allergies) to assist the CO determine suitability for enrolment. If required by the CO, the candidate must undergo a medical examination at parent/guardian expense (see VOL 2, PT 2, [CH01 - Health and Physical Fitness](#));
- f. provide written parental or guardian permission for a qualified medical practitioner to anaesthetise and operate on the cadet in an emergency;
- g. not be a member of either the Australian Navy Cadets (ANC) or the Australian Army Cadets (AAC), unless such membership is compulsory;
- h. not be a [Defence member](#); and
- i. make a commitment in writing that they have read and agree to abide by the Code of Conduct at [CH10 - Behaviour](#).

**Procedure**

9. A person may apply for enrolment as a cadet by completing the procedure outlined in AAFC S(PERS) 2-1 Enrolment of Cadets. The applicant may parade as a civilian applicant until enrolment is accepted or declined, but for no more than 3 months.
10. The Squadron CO is to maintain a nominal roll of all enrolled cadets and applicants in CadetOne.
11. The Squadron CO is to maintain a personnel/training file for each enrolled cadet.

## RANKS

12. The ranks of cadets and approved abbreviations thereof shall be:
- Cadet – CDT;
  - Leading Cadet – LCDT;
  - Cadet Corporal – CCPL;
  - Cadet Sergeant – CSGT;
  - Cadet Flight Sergeant – CFSGT;
  - Cadet Warrant Officer – CWOFF; and
  - Cadet Under Officer – CUO

### Rank on Enrolment

13. A cadet without prior AAFC service will be enrolled at the rank of cadet. An Officer Commanding a wing (OC) may approve the enrolment of a former AAFC cadet, or a former cadet from another cadet force at a higher rank to a maximum of CSGT.

## PRECEDENCE AND AUTHORITY

14. Cadets shall hold rank, precedence and authority only within the cadet structure in the **cadet force**.

### Saluting

15. Cadet Under Officers (CUOs) must be saluted by cadets holding the rank of Cadet Warrant Officer (CWOFF) or below in a **cadet force** but not by **OOCs** or **IOCs** or by **Defence members**.

### Accommodation of Cadet Under Officers

16. If accommodated at a Defence establishment, A Cadet Under Officer may be accommodated in the Cadet Officers' Mess, or the Officers' Mess where such accommodation is available. If mess accommodation is not available, they are to be accommodated with other AAFC cadets.

## ATTENDANCE

17. Cadets are expected to complete the AAFC training program in a timely manner and are expected to attend at least 75% of parades and approved activities. Where a cadet cannot/will not be attending a parade or an activity for which they have been approved, the cadet's parents (or cadet if over 8 years of age) must inform their CO or Officer in charge of the activity.
18. A cadet who is suspended from the AAFC for administrative reasons (see **CH13 - Adverse Administrative Action**) is not entitled to attend Cadet Force facilities, or participate in Cadet Force activities, during the period of suspension, except in order to deal with matters relating directly to the suspension.

## PROMOTION OF CADETS

19. No right to promotion. A Cadet is not entitled as a right to be promoted regardless of qualification.
20. A CO may promote a qualified cadet, provided:
- an establishment vacancy exists in the cadet's posted unit;
  - the CO deems the cadet to be suitably mature and capable to handle the authority and responsibility associated with the higher rank.
  - the cadet has satisfied all training requirements as required by CDR-AAFC and promulgated in AAFC Standing Instructions (SI)

### Acting Rank

21. When a new Squadron is raised or it is necessary for the efficient operation of a squadron, cadets may be granted acting rank at the next highest rank (except cadet warrant officer or cadet under officer) notwithstanding they may not be fully qualified. For confirmation they must qualify in the usual way and shall revert to their substantive rank if they have not completed their qualification within 12 months of the acting appointment. The delegate for granting acting rank is the OC of the wing in which the cadet is enrolled.

### Reduction in Rank

22. An OC may reduce cadets in rank as administrative sanction at the conclusion of a process conducted in accordance with **CH13 - Adverse Administrative Action**.

### Restitution of Rank

23. An OC may promote a cadet, after reduction in rank, upon completion of six months of satisfactory conduct.
24. A cadet reverted by more than one rank may be promoted only by successive steps. A cadet is, at each rank, required to complete a period of six months satisfactory conduct before promotion to the next higher rank.

## TRANSFER

25. A cadet may request to transfer from one unit to another.
26. Subject to the concurrence of the **AAFC executives** of the units concerned, cadets are to be transferred at current rank and training level, irrespective of vacancy state. Units are authorised to carry such cadets above establishment until natural attrition returns the establishment to normal.

## ADULT TRANSITION

27. In Australia, a person is deemed to be an adult at the age of 18. Commanding Officers' must make an assessment of each cadet turning 18 as to their suitability to continue volunteering as an adult aged cadet. The assessment should take into consideration:
- their willingness to continue their volunteer service with the AAFC past their 18th birthday;
  - their commitment to squadron activities and their current training stage;
  - their current rank and their aspirations to develop further within the AAFC as a cadet; and
  - their ability to comprehend and behave in accordance with the higher standards required of an adult interacting with minors.

28. If the Commanding Officer deems a cadet as suitable to continue to volunteer service with the AAFC after their 18th birthday, then the Commanding Officer is to ensure the cadet successfully completes the AAFC Adult Transition Program prior to their 18th birthday.

29. A cadet who is 18 years of age and has not completed the Adult Transition Program, is to be suspended from participation in AAFC activities (including squadron parades) until they have fully completed the requirements of the AAFC Adult Transition Program.

## RETIREMENT AND RESIGNATION

### Retirement Age

30. In accordance with Cadet Forces Regulation, a cadet reaches compulsory retirement age one day before the cadet turns 20 years of age.

### Resignation

31. A Cadet may give the CO of the unit in which they are enrolled a request in writing to be discharged from the AAFC, and the request takes effect on the day after the day the request is received by the CO, or a later day specified in the request.

### Withdrawal of Resignation

32. An application for withdrawal of a request for discharge will not normally be accepted. If a Cadet wishes to apply to withdraw their request for discharge, they are to submit a written request to the CO of the unit in which they were enrolled within 14 days of the date of their discharge. Requests received to withdraw a request for discharge, which are received after 14 days, will not be accepted. The cadet is to be discharged and will need to submit a new application for re-enrolment.

## SUSPENSION

33. DGCADETS-AF, as administrator of the AAFC has delegated to wing OCs the authority to suspend from AAFC, a cadet in their wing should the need arise. A cadet may be suspended from attending the AAFC as a sanction for contravening the ADFC/AAFC Code-of-Conduct or for other administrative reasons in accordance with [CH13 - Adverse Administrative Action](#).

## ADMINISTRATIVE TERMINATION

34. DGCADETS-AF, as administrator of the AAFC has delegated to wing OCs the authority to terminate a cadet's membership of the AAFC should the cadet not comply with the Code of Conduct and/or has committed other serious infractions. Termination of a cadet's enrolment will be a last resort and undertaken only when all other efforts for remediation have failed and termination is the only option for the benefit of the AAFC and its members. Termination action must be in accordance natural justice, see [CH13 - Adverse Administrative Action](#). When considering adverse administrative action against a cadet, the delegate must also:

- a. take into account the cadet's age, rank, time in service and number of breaches; and
- b. not take termination action until after a cadet's parent (if cadet is under 18 years of age) has been advised.

## SUBORDINATE INSTRUCTIONS

78. CDR-AAFC will issue specific instructions or directives as required to supplement this chapter. CDR-AAFC will ensure that all AAFC SIs or directives comply with this chapter and any other higher level Orders Instructions and Publications (OIP).

### Related OIP:

-  [Air Force Act 1923](#)
-  [Cadet Forces Regulations 2013](#)
-  [CDF Directive 02/2013](#)
-  [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](#)
- [CH10 - Behaviour](#)
- [CH12 - Complaint Management](#)
- [CH01 - Health and Physical Fitness](#)

Sponsor: Deputy Commander - AAFC

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