



MINUTE

3 Wing
Australian Air Force Cadets

3WG ALL MEMBERS

ISSUES OF PROTOCOL

1. **Protocol:** It is appropriate to once again reiterate and clarify certain issues of protocol across 3 Wing. All members are to be handed a copy of this minute.
2. **Methods of Address:** The correct method of address is to be used in *all* conversations with superiors, irrespective of the environment. This includes electronic correspondence (email and text messages) and hand written notes. If a member is given an instruction or spoken to briefly, they should respond with “*Yes, Sir*”, “*No, Sergeant*”, “*Thank You, LAC*” etc. In a longer conversation, it is *not* expected that the subordinate use the correct method of address after every exchange, however should be included regularly and liberally in the natural flow of conversation.
3. There are different situations, which require a different degree of formality among members of the same rank (eg in front of groups of cadets), however *superiors are always accorded the correct method of address*.
4. **Formal work Situations:** (eg parade ground, orderly room etc)
 - a. Addressing subordinates, members of the same rank and junior officers addressing each other;
 - i. All personnel should be addressed by their rank *or* rank and surname.
 - ii. The term “flight” may be used to address FSGTs(AAFC) and CFSGTs.
 - iii. WOFFs(AAFC) and CWOFFs are *not* to be addressed as “warrant”, but may be addressed as “Mr” followed by the surname.
 - iv. Slang shortenings such as “sarge” and “corp” are not to be used.
 - b. Addressing superiors;
 - i. Officers, WOFFs(AAFC), CUOs and CWOFFs are to be addressed as “sir” or “ma’am”.
 - ii. Airmen and cadet NCOs are to be addressed by their rank.
 - iii. FSGTs(AAFC) and CFSGTs may be addressed as “flight” if they have been previously invited to do so.
 - c. If a subordinate member wishes to gain the attention of a superior among a group, they should excuse themselves to the highest rank in the group then they may address the person whom needed politely by their rank and surname, followed by “sir” or “ma’am” if appropriate.

5. **Less Formal Situations:** (eg private office, work area, tea room, stand down period etc)
 - a. Members of the same rank and junior officers addressing each other may be addressed as in paragraph 2 *or* by first name / nickname, *if* they have been invited to do so.
 - b. Superiors are still to be addressed as paragraph 2.
6. Common sense is to be exercised in determining as to what constitutes a formal or less formal situation.
7. As a general rule, superiors expect to be addressed by their correct method of address, so too subordinates have the right to be addressed by rank and surname, or by rank. It is a two-way street. It is considered especially inappropriate for a superior to address a subordinate by first name when the subordinate is a good degree older than the superior.
8. When addressing a superior *or* a subordinate, simple courtesies such as “please”, “thank you” and “excuse me” should not be overlooked. A little bit of politeness will go a long way in creating goodwill across the wing.
9. **Compliments:** Adult staff, CUO’s, CWOFF’s (or other members visiting) should pay compliments to their Commanding Officer (or Staff Officer) at the beginning and conclusion of each day or parade night. When a CO first arrives in a unit work area for the day, members should rise if appropriate. The same compliments are appropriate for the Officer Commanding at Head Quarters.
10. Saluting areas should always be observed, even after paragraph 9 has been adhered to.
11. **Lecture / Class room:**
 - a. When an Officer, WOFF(AAFC), CUO or CWOFF enters a lecture room or class room to facilitate a lesson, members should rise with a “stand fast” being given and a salute if appropriate.
 - b. All other ranks should be acknowledged with a “sit fast”
 - c. To gain attention of the room in these situations, a member may call “sit fast” or “stand fast”. However, this is not a drill movement and should not be called as one. It needs only be as loud as to get the attention of those in the room.
12. **Outdoors:**
 - a. In an outdoor situation, the call of “stand fast” may be used in a group if an Officer, WOFF(AAFC), CUO or CWOFF approaches or passes by (only officers are saluted). This is not to be accorded to airmen or cadet NCOs.
 - b. CUOs and CWOFFs are not to be accorded this compliment if they are in the company of an airman.
13. When a subordinate passes by an officer, they are to salute to the left or right. If in close contact, acknowledging with “Sir” or “Ma’am” is also appropriate.

14. When a subordinate passes by and rank that is not saluted, eye contact should be made, the subordinate should 'brace up' and acknowledge with the appropriate rank or title.
15. When being addressed by superiors, the subordinate rank should stand to attention unless otherwise directed.
16. **Telephone Technique:** When an AAFC telephone is answered, the member is to clearly state the unit name, followed by their full rank and surname. Cadets are to use the full cadet rank to avoid any confusion to the caller. Eg: "350 Squadron, Cadet Corporal Bloggs speaking".
17. On camp, phones should be answered "AAFC Detachment" followed by the answerers name.
18. **Referring to superior members in spoken conversation:** In these situations, members are to be referred to by their rank and surname. It is impolite to refer to a superior by their surname or nickname.



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