



# AUSTRALIAN AIR FORCE CADETS

## NO 314 (CITY OF WOLLONGONG) SQUADRON

PO Box 1133, WOLLONGONG NSW 2500

SQNXI MEMORANDUM 2/14

### **MODES OF ADDRESS AND CHAIN OF COMMAND**

1. This memo has been prepared to remind you of the requirements relating to modes of address when speaking or referring to other cadets and staff.

#### **Groups of Ranks**

2. All ranks are grouped for ease of reference. The groups are as follows:
  - a. Cadets – CDT, LCDT;
  - b. Cadet Non-Commissioned Officers (CNCOs) – CCPL, CSGT, CFSGT;
  - c. Cadet Warrant Officers (CWOFFs);
  - d. Cadet Under Officer (CUOs);
  - e. Civilian Instructors;
  - f. Airmen (both RAAF personnel and AAFC instructors) – AC, LAC;
  - g. Non-Commissioned Officers (NCOs) (both RAAF personnel and AAFC Instructors) – CPL, SGT, FSGT;
  - h. Warrant Officers (both RAAF personnel and AAFC instructors) – WOFF; and
  - i. Officers (both RAAF personnel and AAFC officers) – PLTOFF, FLGOFF, FLTLT, SQNLDR, WGCDR, GPCAPT, AIRCDRE, AVM, AIRMSHL, ACM.

#### **Addressing People of Equal Rank**

3. When addressing (speaking to) people of the same rank as you (including CDTs speaking to LCDTs) you are to address them by their rank and surname until asked to do otherwise. For example, CDT Jones must address CDT Bloggs as 'CDT Bloggs' until CDT Bloggs invites CDT Jones to call him 'Joe'.

#### **Addressing Superiors**

4. When addressing a person of superior rank you are to stand to attention until you are told to relax and:
  - a. Address CNCOs, airmen, and NCOs by their rank and surname; and
  - b. Address CWOFFs, CUOs, WOFFs, civilian instructors and officers as 'sir' or 'ma'am' as appropriate.

5. When you wish to address a particular CWOFF, CUO, WOFF or officer, and he/she is standing with other people that would make saying sir or ma'am ambiguous, they are to be addressed by their rank and surname to gain their attention only, then sir or ma'am after that.

6. Superiors are not to permit those junior in rank to them to address them as anything other than what is listed above. For example, a CSGT is not to permit a CDT to address them by their first name.

### **Referring to Others**

7. When referring to (speaking about) another person of ANY rank they are to be referred to by their rank and surname. For example, at no point is it appropriate to refer to a CUO as 'the sir'.

### **Chain of Command**

8. The chain of command is to be observed at all times except in cases where you feel uncomfortable speaking to those directly above you in the chain. As a general rule the first point of call for most issues is your section commander (a CCPL or a LCDT). Some exceptions to this might include:

- a. Lesson related issues – see your subject instructor;
- b. uniform issues – see the SSO; and
- c. applications for leave – see the duty member.

9. You should only approach the CO when you are specifically asked to.

*ORIGINAL SIGNED*

**A Gray**  
LAC(AAFC)  
SQNXI 314SQNAAFC

24 Jun 14

### **Annex:**

A. Chain of Command