

SERVICE KNOWLEDGE RECRUIT (SKR)

SKR 1 Introduction to the AAFC

a. Introduce SQN staff and explain basic roles of the following personnel:

1. Cadet Non Commissioned Officers
2. Senior Cadets
3. Administration Officer
4. Training Officer
5. Commanding Officer

Reference: *Unit Appointments & Positions* page in CadetOne (C1)

Commanding Officer (CO)	Flying Officer (AAFC) Barrett
Executive Officer (XO)	Flight Lieutenant (AAFC) Sperring
Administration Officer (ADMINO) and Unit Safety Coordinator (USC)	TBA
Squadron Executive Instructor (SQNXI), Training Officer (TRGO) and Chief Instructor (CI)	Leading Aircraftman (AAFC) Gray
Squadron Supply Officer (SSO)	Mr Grant
Cadet Executive Officer (CXO)	Vacant
Cadet Squadron Warrant Officer (CSQNWOF) and Training Operations Officer (TRGOPS)	Cadet Warrant Officer Leggett
Cadet Reference Group Representative (CRGREP)	Cadet Sergeant Fury
Assistant Cadet Reference Group Representative (ASSTCRGREP)	Cadet Sergeant Pai
Cadet Non-Commissioned Officers	Cadet Corporal Hamlyn Cadet Corporal Hopkins

b. Locate all SQN facilities including:

1. Toilets
2. Common areas/ mess/ Canteen area, etc
3. Orderly room and administration areas
4. Instructional facilities
5. Briefing or other facilities utilised by the SQN

Reference: signs and building diagrams. Also take note of emergency exits and the first aid point.

c. Discuss the aims of the AAFC

Reference: PH 299 "Blue Book"

d. Discuss the Instructional materials required to participate in AAFC training

A notebook (or exercise book, loose leaf folder, etc)

Pens (or pencils, erasers and sharpeners)

Glasses, if required

A willingness to learn and participate!

SKR 2 Ranks and Badges

a. Identify the ranks and badges of rank for the AAFC

Reference: *Australian Defence Force Cadets Badges of Rank*

NB. CPLs are “junior non-commissioned officers” and SGTs, FSGTs and WOFFs are “senior non-commissioned officers”. PLTOFFs, FLGOFFs and FLTLTs are “junior officers” and SQNLDRs, WGCDRs and GPCAPTs are “senior officers”.

b. State the relationship and modes of address amongst all ranks within the AAFC

Cadets:

Address more senior cadets by rank (and surname, if necessary to avoid ambiguity)

Address CWOFFs and CUOs as sir/ma'am

Address instructors by rank (and surname, if necessary to avoid ambiguity)

Address warrant officers as sir/ma'am

Address officers as sir/ma'am

Instructors:

Address more senior instructors by rank (and surname, if necessary to avoid ambiguity)

Address warrant officers as sir/ma'am

Address officers as sir/ma'am

Officers:

Address more senior officers as sir/ma'am

c. Describe the history of (including the reasons for) saluting

Reference: *Customs of the Royal Australian Air Force, Fourth Edition*

The origin of the salute is found in antiquity. Men of arms have used some form of the military hand salute as an exchange of greeting since the earliest times. It has been preserved and its use continued in all modern Services which inherit many of their traditions from the Age of Chivalry. The method of rendering the salute has varied through the ages, as it still varies in form between the Services today.

Popular belief states that in the Age of Chivalry the knights were all mounted and wore armour which covered the body completely. When two friendly knights met it was the custom for each to raise the visor and expose his face to the view of the other. This was always done with the right hand, the left being used to hold the reins. It was a significant gesture of friendship and confidence, since it exposed the features and also removed the right hand from the vicinity of the weapon. Also in ancient times the freemen of Europe were allowed to carry arms; when two freemen met, each would raise his hand to show that he held no weapons in it and that the meeting was a friendly one. Slaves were not allowed to carry weapons and they passed freemen without the exchange of a greeting. In the Middle Ages gentlemen often went clothed in heavy capes under which swords were carried; upon meeting a friend, the cloak was thrown back by raising the right arm, thus disclosing that the right hand was not on the sword hilt.

Regardless of its origin, the salute is a symbol of greeting, of mutual respect, trust and confidence initiated by the junior in rank, but with no loss of dignity on either side. It is also a sign of loyalty and respect to the Service of which a member forms a part, and the general tone and spirit of the Service is indicated by the manner in which airmen/airwomen offer the salute and officers return it. Saluting by airmen/airwomen is a recognition of the Queen's commission, being indirectly a salute to the Sovereign through the individual holding Her Majesty the Queen's authority. Returning members salute is not only acknowledgment of his salute to the officer personally, but a recognition of the fact that through an officer, members have given an outward sign of their loyalty to Her Majesty the Queen, Australia and the RAAF.

SKR 3 AAFC Training

a. Describe the training opportunities available to cadets with respect to:

- 1. Squadron (Home) Training**
- 2. Camps/Courses**
- 3. Promotion Courses**
- 4. Tri-Service activities**
- 5. Flying training, including parachuting.**

Reference: *AAFC Manual of Ground Training (MoGT)*

Squadron Training

Weekly squadron training parades

Each Tuesday evening during school term

Mainly theoretical training

Service Knowledge

Drill and Ceremonial

Team building

Fieldcraft

Aircraft Recognition

Aviation, Survival

Aeromodelling

Firearms Training

Motor Car Awareness

Radio Communications

External squadron training activities

Approximately one day or weekend per month

Practical training – bivouacs, rifle training, etc

Consolidates or builds on classroom lessons

Camps/Courses

Wing (statewide) training courses, during school holidays (typically one week)

General Service Training

Aeromodelling (plastic, control line, radio control)

Elementary Flying Training Courses (EFTC) and Gliding Courses

Fieldcraft/hiking

Abseiling

Promotion Courses

Wing (statewide) training courses, during school holidays (approximately two weeks)

CJNCO (CCPL)

CSNCO (CSGT)

CWOFF

CUO

Extend home training subjects and cover additional theoretical and practical training

Instructional Technique

Leadership

Organisation and Administration

Tri-Service activities

Australian Army Cadets Adventure Training Award

Live firing practices can include Australian Navy Cadets

b. Explain and demonstrate to cadets how to nominate for the above activities using the on line management system.

CadetOne (C1) <http://cadetone.aafc.org.au>

SKR 4 Paying of Compliments

- a. **Outline the procedures for paying of compliments in the following circumstances:**
- 1. Beginning and end of each instructional lesson**
 - 2. Passing an officer in street**
 - 3. Entering a room where an officer is 'present'**
 - 4. Non-saluting areas**
 - 5. In civilian hours outside of cadet hours including wearing of hats**
 - 6. What to do if arms are full or injured**
 - 7. Playing of Last Post**
 - 8. Playing of National Anthem**
 - 9. Raising of National Flag**
 - 10. Raising of RAAF Ensign**

At the beginning and end of each instructional lesson, the senior member of the class should be seated in the front row, on the side of the room closest to the door. When the instructor enters the room, the senior member is to stand, call a 'sit fast' and, if the instructor is an officer, salute.

NB. If all members of the class are of equal seniority, any member may fulfil this role. Promotion courses usually have a course orderly, assigned on a rotating roster basis, who will fulfil this role.

The following excerpts are taken from *DI(AF) AAP 5135.001 Manual of Drill, Chapter 2 – Saluting*

INTRODUCTION

Origin

There are a number of origins of the military greeting of saluting. In the British Forces the custom probably dates from a regimental order issued by the Coldstream Guards in 1745. To save hats being dirtied by blackened gun powdered hands (hats were removed in a sweeping movement) the soldiers were ordered to 'clap up their hands to their hats and to bow' as an officer passed by. The Royal Scots in 1762 followed suit with 'the men for the future are only to raise the back of their hands to them (hats) with a brisk motion when passing an officer'. From this beginning, although there was some resistance, saluting as we now know it developed. Saluting in a form can also be traced back to the stone age when the open hand held high indicated friendliness; while, the holding of the head erect is a reminder that officers and airmen are free men not required to avert their eyes to an overlord.

Reason for Saluting

Regardless of its origin the salute is a symbol of greeting, of mutual respect, trust and confidence initiated by the junior in rank, but with no loss of dignity on either side. It is also a sign of loyalty and respect to the Service of which a member forms a part, and the general tone and spirit of the Service is indicated by the manner in which airmen/airwomen offer the salute and officers return it. Saluting by airmen/airwomen is a recognition of the Queen's Commission, being indirectly a salute to the Sovereign through the individual holding Her Majesty the Queen's authority. Returning a member's salute is not only acknowledgement of his salute to the officer personally, but a recognition of the fact that through an officer members have given an outward sign of their loyalty to Her Majesty the Queen, Australia and the RAAF.

Saluting, however, should be undertaken intelligently. Salutes, for example, should not be attempted in places where the presence of crowds or where the distance from the officer makes it impracticable to salute. All members are to salute with the right hand unless physically unable to do so, in which case they are to salute with the left hand. The junior member is to salute first and the senior member is to return the compliment. Her Majesty the Queen, all members of the Royal Family, the Governor-General and State Governors are to be saluted at all times by all ranks.

AIRMEN

General

Airmen/airwomen are to salute all officers holding the Queen's commission and officers of any foreign Service at all times (except in prescribed non-saluting areas which are to be clearly defined in standing orders). It is the responsibility of all members to be able to recognise badges of rank of other Australian Services and those of the major allies.

Airmen/airwomen Saluting without Arms

When an airmen/airwomen:

- a. **Is addressing an officer.** He/she is to halt two paces from the officer, salute, address the officer, salute again, about turn and march off;
- b. **Sees an officer passing.** He/she is to stand to attention, face the officer and salute when the officer is three paces from him/her;
- c. **Is passing an officer.** He/she is to salute three paces before reaching the officer; at the same time turn the head and (eyes) smartly towards the officer. On the third pace after passing the officer, the head and eyes are turned to the front as the hand is brought to the side; or
- d. **Recognises an officer in civilian dress.** He/she is to salute.

When two or more airmen/airwomen:

- a. **Are sitting or standing together.** The senior member present is to stand to attention, face the officer and call the whole party to attention before saluting; or
- b. **Are walking together.** They are all to salute together when passing an officer, except when they are being marched in a party.

Airmen/airwomen Paying Compliments in Civilian Clothes

When airmen/airwomen are in civilian clothes, they are to pay compliments by raising their head-dress (males only), or given an 'eyes right or left', or come to attention as appropriate. When head-dress is not worn, or when carrying anything which prevents them from paying compliments, they are to stand at attention when an officer passes.

GENERAL

Last Post (update pending)

When not on parade, officers and warrant officers are to salute when the Last Post is played, commencing on the first note, and completing the salute on the last note of the music. Airmen/airwomen are to stand to attention.

National Anthem

When the National Anthem is played, except when played as a hymn, the following procedures are to be observed:

- a. **When not on Parade.**
 - (1) **Not in Uniform.** All ranks are to stand at attention and male members are to remove their head-dress.
 - (2) **In Uniform.** All ranks are to stand at attention and salute.
 - (3) **In Charge of Organized Parties.** The member in charge of an organized party is to salute. The party is to stand at attention.

b. When on Parade.

- (1) All officers, warrant officers and non-commissioned officers in executive positions only are to salute.
- (2) Armed parties on the appropriate command will present arms.

c. Officers in Attendance.

- (1) When in attendance on Her Majesty or other members of Royalty, or when on the personal staff of the Governor-General or State Governor (when they are representing the Sovereign on official occasions), officers are not to salute.
- (2) On the occasion of Trooping the Colour, the Presentation of Arms to the Queen's Colour, and during the Feu-de-Joie, all officers, including those in attendance on Her Majesty, the Governor-General or State Governor, are to salute.

Hoisting and Hauling Down the National Flag

The member hoisting/hauling down the National Flag is to sound a warning of one whistle blast prior to hoisting/hauling down the Flag, and two whistle blasts once the hoisting/hauling down has been completed. All members in uniform within view of the Flag, or within hearing of the warning, are to turn to face the Flag, stand at attention and salute during the warning period. Members not in uniform are to turn to face the Flag and stand at attention. Should a whistle be unavailable, the whistle blast is substituted with the commands 'Stand Fast' and 'Carry On'.

Hoisting and Hauling Down of the RAAF Ensign (update pending)

The member raising or lowering the Ensign is to sound a warning of one whistle blast prior to raising or lowering the Ensign and two whistle blasts when the Ensign reaches the peak or base of the flagstaff. All ranks within view of the Ensign, or within hearing of the warning are stand at attention and are to face the flagstaff. Only officers and warrant officers are to salute during the warning period.

SKR 5 AAFC Uniform

Reference: *AAFC Uniform Instructions Version 3.31 – 01 Jul 11 (AAFCUI)*

a. Describe the various AAFC uniforms

1. Service Dress
2. Ceremonial Dress
3. DPCU

b. State when AAFC uniform is to be worn

To, from and during AAFC activities.

c. Practise the correct way to wear the AAFC uniform

1. Wearing of Belt, Rank slides, Hat fur felt (including Chin strap), and tie
2. Care for Hat fur felt and SD items (pants, tie, rank slides)

d. State the requirements for grooming with respect to:

1. Jewellery
2. Hair including hair colours
3. Nail polish

e. State the responsibility for care and maintenance of the AAFC uniform

You are responsible for the care and maintenance of the uniform issued to you.

f. State the procedure and responsibilities of cadets for the issue and return of uniforms

C-LOG <http://log.cadetone.aafc.org.au>

SCALE OF ISSUE – CADETS

**SERVICE DRESS (SD) /
CEREMONIAL DRESS (CD)**

1 x Hat, Service Fur Felt Khaki Pre-Bashed
1 x Strap, Chin Leather
1 x Band, Headwear Puggaree AFB
1 x Insignia Hat Cadet AAFC
1 x Shirt, Blue/White LS
1 x Shirt, Blue/White SS
1 x Trousers/Slacks, AFB Heavyweight
1 x Belt, Service AFB
1 x Necktie, Mans
1 x Sweater, AFB Heavyweight
2 x pair Socks Black Stretch Wool Type
2 x pair Rank Slide, AFB, AAFC
1 x pair Shoes, Black

**DISRUPTIVE PATTERN
CAMOUFLAGE UNIFORM (DPCU)**

1 x Cap, AAFC
2 x Coat DPCU (DPCU shirt)
2 x Trouser DP
1 x Hat, Camouflage Pattern, Broad Brim
1 x Sweater, DPCU, Field, Cool
1 x pair Boots Combat ADFC
2 x pair Rank Slide DPCU AAFC
2 x Tag Air Force Cadet DPCU
2 x pair Socks, Heavy Weight, Khaki
3 x Patch Eagle DPCU

AAFC Badges and Accoutrements according to entitlement as detailed in annex C to AAFCUI.

SKR 6 Uniform Preparation

a. Demonstrate the correct way of ironing a shirt.

Covered during one of your SKR lessons. Always exercise care when using a hot iron!

b. Demonstrate the correct way of polishing shoes.

First use a small, firm-bristled brush (like a toothbrush) to clean any dust from the welts in the leather, and from around where the sole joins the upper.

NB. If using a toothbrush, ensure that it is clearly labelled to avoid any chance that it will be used for brushing teeth!

Then use a shoe polishing brush to apply a coat of polish (or “parade gloss”) to the entire surface of the leather. Ideally, allow a few hours for the polish to soak in. Letting it sit overnight is even better. Then brush all over the leather, using long, straight strokes, to remove any excess polish – you should see the surface change from quite dull to slightly shiny.

Finally, there are a few variations on how to do the really hard work – you will need a tin of parade gloss, some water (or clean spit) and either a chamois-type cloth or cotton wool balls. Start by applying a small amount of parade gloss to the cloth or a cotton wool ball, then either dip it in the water or apply a small amount of spit to the area of the shoe or boot that you plan to work on. Then rub the cloth or cotton wool ball in a circular motion, working on only a small section of the shoe or boot at a time. Keep applying small amounts of polish or water, and repeat this procedure all over the boot or shoe. Eventually the polish will work its way into the leather enough that you will be able to buff the surface using a clean clothing or a stocking, resulting in a high shine.

c. Demonstrate the methodology of blousing pants.

If your DPCU trousers have blousing cords (or elastic) in the hems, simply tighten the cords (or slide the elastic) over the top of your boots. If your DPCU trousers do not have blousing cords or elastic, place an elastic band around the top of each boot, then tuck the hem of your DPCU trousers in under the elastic band, from the outside so the elastic band is not visible when you’re finished.

SKR 7 History and Customs

a. Revise the aims of the AAFC.

The aims of the AAFC are to:

- a. give cadets a foundation of RAAF knowledge and discipline;
- b. develop the qualities of leadership, self reliance and initiative;
- c. develop character and good citizenship in the widest sense;
- d. develop an interest in the RAAF and aviation generally;
- e. instill a knowledge of aviation history; and
- f. encourage cadets to continue an active interest in aviation into their adult life.

b. Outline the history of the AAFC/AIRTC.

The Air Training Corps (ATC) was formed in 1941, with two objectives:

to provide for the general education of young men between the ages of 16 and 18 years who desired eventually to join the RAAF; and

to encourage young men to increase their knowledge of air matters and in particular the RAAF, instill a sense of discipline, and provide elementary training in technical matters.

A Wing was established in each of the six capital cities.

Squadrons were established in metropolitan and country centres.

Peak strength was more than 12,000 cadets.

Recruiting was suspended in 15 August 1945 after the Pacific War ended.

By then, almost 12,000 members had enlisted in the RAAF.

In 1946 the ATC was scaled down and reorganised, with a Squadron (instead of a Wing) in each state (except Queensland, where there were two), and Flights instead of Squadrons.

In 1949 the new rank of Cadet Pilot Officer (CPO) was introduced.

In 1975 the ATC disbanded.

In 1976 the disbandment withdrawn, and limited operations continued.

In 1977 the Air Training Corps (AIRTC) was formed.

In 1982 female cadets enrolled for the first time.

In 1989 the AIRTC's establishment (maximum size) was increased.

In 2000 the *Cadets: The Future* Review recommended enhanced government support.

In 2001 the Australian Services Cadet Scheme became the Australian Defence Force Cadets (ADFC); the AIRTC became the Australian Air Force Cadets (AAFC); Squadrons became Wings, with an OC instead of a CO; and Flights become Squadrons, with a CO instead of a FLTCDR.

c. Describe the AAFC National, Wing and Squadron Banners, and the protocol attached to those flags and banners.

Reference: *DI(AF) AAP 5110.001 Australian Air Force Cadets Policy Manual, part 3, chapter 7*

The Air Training Corps (AIRTC) National Banner was presented to the then AIRTC by CAF on 27 Apr 91. The AIRTC National Banner was awarded to recognise the contribution of the AAFC on the occasion of its fiftieth anniversary. A replacement AAFC National Banner was presented to the AAFC on 08 Feb 09.

The AAFC is ineligible for the award of a Colour. The AAFC National Banner does not hold the same status as a Colour and saluting it by members of the Australian Defence Force (ADF) is voluntary.

Wing and Squadron Banners are a means of fostering esprit de corps, and an aid to public relations.

d. The qualification badges used in the AAFC.

Reference: *AAFCUI*

First Solo Badge

Cadet Pilot Badge

AAFC Wing

Adventure Training Badge

Single Rifle Badge

Steyr Badge – Silver

Crossed Rifles Badge

Steyr Badge – Gilt

Qualification Stage – Proficiency

Qualification Stage – Advanced

Band or Drum Corps Badge

Commander-AAFC Commendation

Duke of Edinburgh's Award

e. Explain the significant aspects of the history of the local SQN. Possible suggestions include War time history, Freedom of the City, significant ex cadets and staff.

Reference: <http://314sqn.aafc.org.au/about/history>

SKR 8 Behavioural Policy

a. State the AAFC policy on Harassment and Equity & Diversity.

References: *AAP 5110.001 AAFC Policy Manual (POLMAN)* or *AAFC Manual of Management (MoM)* and *ADFC Behaviour Policy Training*

Harassment (including gender harassment, sexual harassment and bullying) is one of the categories of unacceptable behaviour.

Equity and diversity should be appreciated and encouraged.

b. State the Occupational Health & Safety Policy and what a cadet should do if they perceive an OH&S issue.

Reference: *Safety in the AAFC 02/12* and the *i-SAFE card*

c. State the expectations the AAFC has of cadet behaviour.

Reference: *ADFC Behaviour Policy Training* and the *AAFC Code of Conduct*

d. State the AAFC policy on the use of drugs, alcohol and tobacco.

Reference: *POLMAN* or *MoM*

The AAFC, like its parent Service the Air Force, has zero tolerance to its members' involvement with illegal drugs.

Cadets, regardless of age, must not have in their possession or consume alcohol whilst on any cadet-related activity, or whilst travelling to or from any cadet-related activity, whether in uniform or not. Cadets attending cadet-related activities under the influence of alcohol will be immediately suspended from the activity and returned home, and may have their enrolment terminated.

Cadets, regardless of age, are not permitted to use tobacco products whilst engaged on any AAFC activity, or whilst travelling to or from any authorised activity, whether in uniform or not.

e. Outline a cadets' first step in making a complaint (redress of grievance) and provide advice on where a cadet could find information if they desired.

Chain of Command is the process of operating through each step of the rank structure in an organisation, starting with the lowest level and stopping at the rank that is able to resolve the matter in question. By operating gradually from the lowest level up, this process allows a problem to be resolved at the lowest level possible, allowing higher management to carry out its function without unnecessary interruptions. The chain of command must be used by all AAFC personnel for all administrative activities. If a member has a personal problem and finds it difficult to discuss it with the lowest level of the chain it is permissible to request to see a more senior person without revealing the nature of the problem.

f. State the AAFC policy on counselling of cadets.

Reference: *POLMAN* or *MoM*

SKR 9 Administration and General Conditions of Service – Cadets

a. Outline the general processes with respect to:

1. Seeking leave from a SQN parade/ activity.

Reference: *Squadron Standard Operating Procedures (SQN SOP)*

2. Reclassification to LCDT

Reference: *POLMAN* or *MoM*

b. Outline where a cadet can find information regarding:

1. Promotion

Reference: *POLMAN* or *MoM*

2. Transfer to another SQN

Reference: *POLMAN* or *MoM*

3. Seeking discharge

Reference: *POLMAN* or *MoM*

c. State the use of orders and instructions issued in the AAFC

Instructions are used in the AAFC as a method of conveying intentions and directions to its members. These instructions are generally not the verbal type, but are written to provide guidance for the efficient operation of the organisation. Written Instructions must be followed in the same way as a verbal order. They may not need to be acted upon immediately and they may only provide guidance in the correct way of performing duties. At an AAFC Squadron, cadets must become familiar with the location and contents of Instructions that affect the way they are to perform their duties. The most common types of written Instructions that all cadets will be required to familiarise themselves with at Squadron level are:

1. HQAAFC Routine Instructions

HQAAFC Routine Instructions (HQAAFC RI), issued by the Deputy Commander (DCDR-AAFC) on behalf of the Commander (CDR-AAFC), detail administrative, disciplinary and daily routine matters, are issued monthly, and are numbered consecutively through the year. 3 Wing Routine Instructions (3WGAAFC RI), issued by the Officer Commanding (OC), detail similar matters at Wing-level, are issued as required, and are also numbered consecutively through the year.

2. Unit Standing Instructions

The Squadron Standard Operating Procedures (SQN SOP) are issued by the Commanding Officer (CO), detail day-to-day operating matters at SQN-level, and are amended as required.

3. Directions from superiors

AAFC staff are entrusted to exercise their authority over others in the organisation in a fair and responsible manner. They also have a duty to direct and correct the actions and behaviour of cadets where warranted.

d. Describe the use of the 24 hour time system.

A clock face usually has 12 divisions, each equal to one hour for the hour hand, five minutes for the minute hand, and five seconds for the second hand. Some clock faces are divided into 24 hours. On such a clock, 9 am would be shown as 0900 h, 3 pm would be 1500 h, etc always with four figures, avoiding confusion between the morning and evening hours. This system is known as 24 hour time.

e. List the abbreviations used in the AAFC including AAFC rank abbreviations.

Reference: *Australian Defence Force Cadets Badges of Rank* and abbreviations given in these notes

f. Outline the use of AAFC online resources:

1. AAFC Resource Centre

<http://members.cadetnet.gov.au/aafc/Resource>

2. AAFC Bulletin Board

<https://apps.cadetnet.gov.au/community/forum>

3. Online Management System

CadetOne (C1) <http://cadetone.aafc.org.au>

C-LOG <http://log.cadetone.aafc.org.au>

g. Describe how to maintain a cadet's personal record of service (PH299).

The Cadets Record of Service, Identification and Information Book (Form PH 299) is a cadet's identity document, which is issued to all cadets when they enrol in the AAFC, and is to be carried by them at all times when attending AAFC activities. It is the responsibility of the cadet to enter all details in the book and to maintain it. The Commanding Officer should carry out periodic checks to ensure that it is current. A recent photograph should be attached inside the front cover.

When a cadet leaves the AAFC, the discharge record should be completed by the Commanding Officer, and the cadet can then retain the PH299 as their record of service.