



Australian
Air League

FEDERAL ADMINISTRATION INSTRUCTION No 79 / 2016

F/AI/79/16
29 February 2016

STANDARD NAME BADGE

1.0 Background

- 1.1 The Council of the Air League has approved the introduction and wearing of a standard name badge for all Officers and Associate members
- 1.2 The introduction of standard name badges has many advantages; in particular, a name badge will:
 - 1.2.1 Look professional and demonstrate national identity.
 - 1.2.2 Build the AAL brand and create a positive image for our organisation.
 - 1.2.3 Assist with communications.
 - 1.2.4 Assist with personal identification and security considerations.
 - 1.2.5 Reflect a style similar to the RAAF and similar uniformed organisations.
 - 1.2.6 Build unit morale and personal recognition.

2.0 Design

- 2.1 Two designs have been developed by a commercial organisation in SA and colours have been matched to reflect the Officer uniform blue.
- 2.2 The content of each badge is deliberately kept simple and was determined after detailed discussions.
- 2.3 The blue background is for uniformed Officers and white background for Associate members.



- 2.4 Other considerations are as follow:
 - 2.4.1 The badge is an **optional purchase** and not a compulsory uniform item; however, when worn on uniform must be placed in the prescribed position.
 - 2.4.2 For Officers, the badge can be worn on the uniform, but only above the right breast pocket and centrally above any medal ribbons.
 - 2.4.3 The Officer badge can also be worn with civilian clothes.
 - 2.4.2 Badge size is 75mm x 25mm with AAL logo.
 - 2.4.3 Font used is Tahoma (AAL standard).
 - 2.4.4 Badges are retained with a strong magnetic device; a non-magnetic pin fastener is available on special request.
 - 2.4.5 Alternative name badge designs are not permitted on the AAL uniform.
 - 2.4.6 Officers with more than one position should select the most senior role.
 - 2.4.7 Officers may purchase more than one badge (one per role).

3.0 Supply

- 3.1 Badges must be ordered from Federal using the attached *Name Badge - Order Form*.
- 3.2 The cost per badge, including postage, is \$14.00 (March 2016).
- 3.3 Delivery is 14 days.

4.1 Content

- 4.1.1 Approved badge content to be determined by name and role – see over.

	Role	Approved	Examples
A	Chief Commissioner	Name ROLE	Fred Smith CHIEF COMMISSIONER
B	Federal Commissioners	Name ROLE	John Smith FEDERAL STAFF
C	Federal Assistants	Name ROLE	Shirley Yang FEDERAL ASSISTANT
D	Group Executive Commissioners	Name ROLE	Robyn MacGregor GROUP EXECUTIVE COMMISSIONER
E	Group Staff Officers	Name ROLE	Mary Evans GROUP STAFF
F	Wing Staff Officers	Name ROLE	Bradley Harris WING STAFF
G	Squadron Officers	Name SQUADRON	Ranjit Patel WEST KINGSFORD
H	Associates	Name SQUADRON	Andy Tahoma KINGSTONE AIRFIELD
I	T/O and W/O	Name SQUADRON	Rebecca Stevens CITY OF BLACKWOOD
J	AAL Officials	Name ROLE	Matthew Andrews CHAIR OF COUNCIL

**Issued for and on behalf of the
Council of the Australian Air League Inc.**



Comr. Ray King, MSA
Operations Commissioner

NAME BADGE - ORDER FORM



Australian
Air League

1. Contact details

Name of contact	
E-mail address	
Delivery address	
Contact number	

- Badge size is 75mm x 25mm with AAL logo; Tahoma font
- Approved Officer Badge: **BLUE** background and **WHITE** lettering (reverse to colours shown below)
- Approved Associate Badge: **WHITE** background and **BLUE** lettering (as shown below)
- The cost per badge is **\$15.00** (Including postage and packaging)
- Preferably ONE order per squadron, and ONE per Group for staff officers
 - **NOTE: A minimum order is 10 name badges. Orders received below this number will be held until additional orders are received to allow the order to be placed**
- Badges are retained with a strong magnetic fastener
 - **For those with health issues the badge can be supplied with a pin fastener and this should be clearly notated on order form**
- Group or Wing Staff Officer badges should include **Name** and **Group Staff** or **Wing Staff**
- Squadron Office/Associate badges should include **Name** and **Squadron** location (i.e. Gold Coast)
- Delivery is approximately 21 days from receipt of order.

Group and Wing Staff Officers



Squadron Officers and Associates



2. Badge Order

	<i>Name</i>	<i>Group, Wing or Squadron name</i>	<i>League or Associate</i>	<i>[\$15]</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
FULL PAYMENT WITH ORDER			Total value of order \$ =	

3. Payment method:

Complete your order form, save, print and then email as an attachment to badges@airleague.com.au

- E-Payment to: **BSB:** 032 002 **Account:** 13 0198 **Reference:** *Contact's Surname*
- Postal payment: Send copy of order form and cheque payable to: *Australian Air League Inc.*
Post to: Procurement Officer, Australian Air League, P O Box 612, Balwyn North, 3104