



OFFICER PROMOTION AND APPOINTMENT PROCEDURE

1.0 PURPOSE

- 1.1 To provide clarification as to the procedures and requirements for promotions and change of appointment for Officers of (NSW) Group.
- 1.2 This Instruction must be read in conjunction with Federal Training Instruction No. 11 of 5 March 2020 (F/TI/01/20)
- 1.3 This instruction shall take effect as of the date hereof.
- 1.4 This instruction supersedes all previous instructions and circulars issued by NSW Group relating to Officer promotion and appointment procedure.

2.0 REQUIRED FORMS

- 2.1 All Documents and forms referenced in this Instruction have been listed on the last page for download.

3.0 NCO PROMOTIONS

- 3.1 NCO promotions will now be handled by the Field Department. All enquiries should be directed to the Group Field Commissioner.

4.0 PROMOTIONS TO WARRANT OFFICER

- 4.1 Persons joining the AAL as a League (uniform) member at 18 years of age or over shall be recruited into the League with the rank of Trainee and must be promoted to Warrant Officer rank within 28 days from their date of joining.
- 4.2 A Cadet member on attaining 18 years of age is not permitted to remain a Cadet member and must re-join as an adult member. At such time, they will be referred to as Trainee, prior to being promoted to the rank of Warrant Officer within 28 days of their 18th birthday.
- 4.3 For all new League members and all existing League members turning 18 years, the following forms and paperwork must be submitted to the GeXC and should be emailed to training.assist.nsw@airleague.com.au
 - Form 20 – Application for Membership [as an adult member – applies to an adult joining, transferring from Associate member to League, member and also to an existing member turning 18]

- Evidence of having received a Working with Children (WWC) clearance.
- Copy of Photo ID – Driver licence or similar
- Form 41 – Application for promotion to warrant Officer rank
- Form 41a – List of Character References (cannot be an Air League or family member)

5.0 INTENT TO UNDERGO OFFICER TRAINING – ODP STAGE 2

- 5.1 If desired, adult League members may remain a Warrant Officer should they not wish to undergo Officer training.
- 5.2 All new Officers desirous of progressing beyond Warrant Officer rank are required to initially complete the Officer Development Program Stage 1 followed by Stage 2 of the Online Officer Development Program.
- 5.3 Intention to undergo Officer training should be indicated at the space provided on the Form 41 – “Application for Promotion to Warrant Officer Rank”.
- 5.4 If the requirements of para 5.3 above are not met, the new Officer will not be registered for the Online Officer Development Program Stage 2 and will therefore be ineligible for promotion past the rank of Warrant Officer.
- 5.5 The following forms are to be submitted Forms to be submitted to the Training Department: -
- Appendix A (to Item “E”) on page 22 of Officer Development Program Stage 1 [see attached] – refer paragraph 6.2 below.
 - Appendix C on page 24 of Officer Development Program Stage 1 [see attached] refer paragraph 6.2 below.

6.0 PROMOTION TO SECOND OFFICER / OFFICER WARRANTS

- 6.1 Upon completion of the Online Officer Development Program Stage 2, Warrant Officer will be required to attend a General-Purpose Board (GP Board) interview. Officers concerned will be advised details of the next available GP Board.
- 6.2 Documentation required for promotion to Second Officer
- Certificate verifying completion of Online Officer Development Program Stage 2
 - Form 21 Officer Promotions and Appointments [for Second Officer]
 - Appendix A (Items “F” to “O”) on page 22 of Officer Development Program Stage 1
 - Appendix C on page 24 of Officer Development Program Stage 1

6.3 The rank of Second Officer will be issued to the member dependent upon the result of the GP Board and the Officer Warrant being approved by the Council of the League.

7.0 PROMOTION TO FIRST OFFICER – ODP STAGE 3

7.1 Officers nominated for promotion to First Officer are required to complete Stage 3 of the Online Officer Development Program.

7.2 Registration requests for Stage 3 of the ODP should be emailed to training.assist.nsw@airleague.com.au

7.5 Any appointment issued to an Officer holding the rank of First Officer will be in an acting capacity for a minimum of 3 months being confirmed by the GExC if warranted. The GExC may extend the acting period if necessary.

7.6 In addition to completing the Online Officer Development Program Stage 3; eligibility and prerequisite requirements exist and must be fulfilled before promotion to the rank of First Officer. These are: -

- Candidate has completed ADMIN 3 assessment.
- Candidate has completed GP5 assessment.
- Candidate has completed First Aid 4 or has a certificate in First Aid
- Candidate must have successfully instructed a GP6 class.

7.7 Forms required are: -

- Form 21 - "Officer Promotions and Appointments" [for First Officer]
- Appendix C on page 24 of Stage 1 Officer Development Program [see attached]

8.0 PROMOTION TO SQUADRON LIEUTENANT & APPOINTMENT OF SQUADRON OFFICERS – ODP STAGE 4

8.1 Stage 4 of the Officer Development Program deals with appointment specific training and is still under development at a Federal Level.

8.2 Until such time as formal appointment specific training is available, the following will apply for Officers undertaking Stage 4 and pursuing confirmed appointments.

8.3 To be deemed to have satisfactorily completed stage 4, Officers should meet the following requirements for their nominated appointment; -

- Second-In-Command - candidate should have completed ADM2, ADM1 and AI3
- Adjutant - candidate should have completed ADMIN2 and ADMIN1

- Education Officer - candidate should have completed ADMIN2 and AI3
- Drill Officer - candidate should have completed DP1 and FLAG PARTY
- Air Activities Officer - candidate should have completed AAP1 or AAG1
- Physical Activities Officer - candidate should have completed AI3 and PA1

8.4. Promotions to the rank of Squadron Lieutenant and requests for Squadron Appointments must be submitted using Form 21.

9.0 PROMOTION TO SQUADRON CAPTAIN AND ABOVE

9.1 Stage 5 of the Officer Development Program deals with Command Appointment training and is still under development at a Federal Level.

9.2 All Officers recommended for promotion to the rank of Squadron Captain and above will be required to attend a GP Board. The Group General Purposes Board will consider the Officers' suitability and experience.

9.3 Recommendations for promotion to the rank of Squadron Captain and above must be submitted using Form 21

9.4 Forms required are.

- Form 21 - "Officer Promotions and Appointments" (for Squadron Captain)
- Form 41a - List of Character References (cannot be an Air League or family member)

For and on behalf of

Lt. Comr. J. Remington DSA MSA

Group Executive Comr.



Sqn. Capt. P. Price

Assistant to the Training Officer



LINKS TO RELATED DOCUMENTS

Federal Training Instruction F/TI/11/20

<https://www.airleague.com.au/download/federal-training-instruction-no-11-1-2020/>

Form 14 - Charge for Presentation of an Officer Warrant

https://manual.airleague.com.au/wiki/File:F_14,09-2022-Warrant_Charge.pdf

Form 18 – Notification of Change of Personal Particulars or Transfer of Member

https://manual.airleague.com.au/wiki/File:F_18i_0506.pdf

Form 20 – Officer Promotions and Appointments

https://manual.airleague.com.au/wiki/File:Form_20.pdf

Form 21 – Officer Promotions and Appointments

[https://manual.airleague.com.au/wiki/File:Officer_Promotions_and_Appointments_\(Form_21i\).pdf](https://manual.airleague.com.au/wiki/File:Officer_Promotions_and_Appointments_(Form_21i).pdf)

Form 41 - Application for an Officer Warrant

https://manual.airleague.com.au/wiki/File:Form_41_-_Application_for_an_Officers_Warrant.pdf

Form 41a - List of Character References

https://manual.airleague.com.au/wiki/File:Form_41a_-_List_of_Character_References.pdf

Officer Development Program – Stage 1

<https://www.airleague.com.au/download/stage-1-officer-development-program-introduction/>

See page 22 for Appendix A

See page 24 for Appendix C

Appendix A



Australian Air League Inc.

OFFICER DEVELOPMENT PROGRAM

Name:		Start date:	
Squadron:		End date:	

RECORD OF TRAINING – Stages 1 and 2

	Steps of training and assessment	(✓)	Date
A	Pre-enrolment interview with OC Squadron and Wing Staff Officer		
B	Submit Police Check and/or Working with Children Form (where required)		
C	Police check or Working with Children check is approved and submitted to Group		
D	Complete Form 20, Form 41, pay membership fee and check references		
E	Receive membership card, certificate and access to online resources and AAL Training Portal		
F	Complete workbook GP6 and assessment		
G	Complete Stage 2 Online Course and assessments		
H	Study Instructors Handbook		
I	Complete an assessed mini-presentation to a class of cadets		
J	Complete DP3 drill assessment		
k	Complete progress review with nominated training supervisor		
O	Attend Officer Selection or GP Board		

Appendix C



REVIEW OF PROGRESS BY SUPERVISING OFFICER

Details

Trainees name:		Cert Number:	
Squadron:		Wing/ Group:	
Supervising Officer:		Review date:	

Has completed the requirements of Stage 1 **YES / NO** *(for all Potential Officers)*

Has completed the requirements of Stage 2 **YES / NO** *(for all Officer Candidates)*

Has completed the requirements of Stage 3 **YES / NO** *(for First Officer only)*

Leadership Assessment

Assessment criteria	Progress	Comments
Attendance Candidate attends regularly and is reliable	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not yet satisfactory	
Uniform and appearance Well-presented in and out of uniform. Uniform is worn correctly	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not yet satisfactory	
Event participation Takes part in a wide range of Squadron activities and events	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not yet satisfactory	
Knowledge of the Air League Knowledge detailed in the information hand book and GP6	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Further training needed	
Instructor skills Able to plan, deliver, assess and evaluate instructional sessions	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Further training needed	
Communication and interaction Interacts in a positive way and communicates with members	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Further training needed	
Planning and organising Able to assist with planning and organisation of Squadron activities	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Further training needed	
Confidence and attitude Demonstrates a positive attitude to the organisation and its people	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not yet satisfactory	
Personal motivation Demonstrates a positive outlook and encourages others	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not yet satisfactory	
Relationship building Gets on well with Squadron and other Air League personnel	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Further training needed	