



GENERAL

1.0 Content of this Routine Order

1.1 Table of Contents

2.0	COVID-19 Update.....	1
3.0	Education Books – Excess Stocks.....	1
4.0	Education Books – Unauthorised Scanning.....	1
5.0	New Forms in AAL Manual.....	2
6.0	Squadron/Wing Financial Returns.....	2
7.0	Phasing Out of Trainee Officer Rank.....	2
8.0	Federal Orders Issued.....	2
9.0	Important Dates for 2020/21.....	3

2.0 COVID-19 Update

- 2.1 A three-stage framework has been developed for a potential return to face-to-face activities within the League.
- 2.2 These stages are outlined in Standing Order F/SO 03/2020 which is issued concurrently with this Routine Order.
- 2.3 An important element of this framework is that each Group will only be able to progress at a rate consistent with any loosening or tightening of restrictions by the government/s of the jurisdiction/s within which that Group operates.
- 2.4 Information on easing or tightening of restrictions will, therefore, be issued on a Group by Group basis under the signature of the relevant Group Executive Commissioner.
- 2.5 A detailed framework, for the guidance of Group and Federal Staff in these and related matters, will be issued in the coming week.

3.0 Education Books – Excess Stock

- 3.1 It is understood that a number of squadrons have stocks of hard copy education workbooks stored away.
- 3.2 This is generally discouraged due to the risk that they may well become outdated, particularly if they were purchased many years ago.

4.0 Education Books – Unauthorised Scanning

- 4.1 The League has copyright on its workbooks and, as such, any unauthorised duplication of these is illegal.
- 4.2 It has come to the attention of senior Officers that at least one Squadron has not only scanned and uploaded a large number of workbooks online, but has also made these available to numerous members.
- 4.3 This kind of activity cannot be tolerated and if any unit is currently engaging in this activity they MUST cease immediately and delete all such files.
- 4.4 An amnesty period of two weeks from the date of this Routine Order will apply, after which, if any other uncorrected instances are detected, serious consequences will be applied to those individuals responsible.

5.0 New Forms in AAL Manual

- 5.1 Units are to take particular note of two new forms added to the AAL Manual (see: https://manual.airleague.com.au/wiki/Australian_Air_League_Forms).
- 5.2 These are referenced in Policy 1.14 "Health and Safety Suite of Policy and Procedures – Incident/Accident Reporting Policy":
- 5.2.1 Form 40ai (02/2020) Incident Report
- 5.2.2 Form 40bi (02/2020) First Aid/Casualty Report
- 5.3 Officers Commanding Squadrons are encouraged to ensure that they are fully familiar with this policy and the above mentioned Forms prior to Squadrons resuming face-to-face interactions.

6.0 Squadron/Wing Financial Returns

- 6.1 Officers Commanding both Squadrons and Wings are reminded that financial returns were due in to Group Headquarters by the date of this Routine Order.
- 6.2 Current restrictions on face-to-face meetings are not an adequate reason for these reports not being transmitted, in electronic form, within the timeframe as fully detailed in Federal Administration Circular No 1 of 2020 issued as at 29 February this year.

7.0 Phasing Out of Trainee Officer Rank

- 7.1 The rank of "Trainee Officer" will cease to exist from 1 July 2020 (*refer: Federal Routine Order No 12/2019 issued 31 August*).
- 7.2 Any Trainee Officer who has not completed their Officer Development Program - Stage 2, and achieved promotion to Second Officer, will be made a Warrant Officer by that date.
- 7.3 Queries on this matter may be directed to admin@airleague.com.au, copying in the relevant chain of command.

8.0 Federal Orders Issued

- 8.1 The last regular Federal Routine Order, FRO 02/2020 dated 29th February 2020, was issued in March 2020. Since then, the following ad hoc Federal Orders have been issued:

8.1.1	Instructions	2	
	FAI 84, 01/2020	Arrangements Re: Annual Subscriptions	03 Apr
	FTI 11, 01/2020	Officer Development Program	03 Apr
8.1.2	Standing Orders	2	
	FSO 01/2020	COVID-19 (Novel Coronavirus)	15 Mar
	FSO 02/2020	Suspension of AAL Face-to-face Meetings	17 Mar
8.1.3	Circulars	3	
	FFC 01/2020	ANZAC Day Community Service Hours	23 Apr
	FEC 02/2020	Essay & Modelling Competitions	04 May
	FOC 01/2020	Course Workbooks Available Online	04 May
	(attachment)	AAL QM Store Online – Quick Start	04 May
8.1.4	Routine Orders	3	
	FRO 03/2020	AAL Review 2020 Postponement	27 Mar
	FRO 04/2020	Suspension of Squadron General Meetings	03 Apr
	FRO 05/2020	General	03 Apr
8.1.5	Letters to Members	2	
	Suspension of face-to-face meetings from 23/3		17 Mar
	Review of Suspension of face-to-face activities		23 Apr

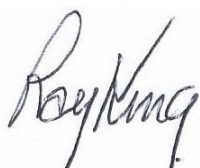
8.2 The following Federal Orders have been issued in conjunction with this Routine Order:

8.2.1	Instructions	Nil
8.2.2	Standing Orders	1
	SRO 03/2020	Potential Easing of Restrictions for face-to-face Meetings & Squadron Parades
8.2.3	Circulars	Nil
8.2.4	Routine Orders	1
	FRO 07/2020	Gazette

9.0 Important Dates for 2020/21

- **Saturday 15th August 2020** – Council AAL – Sydney (tbc)
- **Saturday 12th December 2020** - Annual General Meeting (to be confirmed)
- **Saturday 20th February 2021** – Council AAL / Cadet of the Year – Sydney (tbc).
- **Sunday 31st May 2021**– All Units' 2020-21 Financial Returns due at Group HQ
- **Saturday 11th December 2021** – Annual General Meeting (tbc)

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



Comr Ray King, MSA
Operations Commissioner