



Australian Air League Wiki

1.0 Background

- 1.1 The League currently uses the "Australian Air League Wiki" (*AAL Wiki*) to deliver important resource material for League members, including:
- 1.1.1 Australian Air League Manual
 - 1.1.1.1 Constitution
 - 1.1.1.2 Manual
 - 1.1.2 Training Portal
 - 1.1.2.1 NCO eHandbook
 - 1.1.2.2 Leadership Matters
 - 1.1.3 Miscellaneous
 - 1.1.3.1 Council of the League Bulletins
 - 1.1.3.2 Special General Meeting Minutes
 - 1.1.3.3 Forms
- 1.2 This Standing Order details how to access *AAL Wiki* and also some of the resources currently maintained on, or shortly to be added to, *AAL Wiki* for use of members.
- 1.3 *AAL Wiki* will evolve over time and additions / changes will be communicated regularly.
- 1.4 Officers Commanding are requested to ensure that all League Members under their command, especially NCOs and Officers, are aware of the existence and importance of *AAL Wiki* and how they may access it.

2.0 Access Details

- 2.1 Access to the Air League's resources on *AAL Wiki* requires that a League member "Log On" to the site via: <http://manual.airleague.com.au> using their web browser.
- 2.2 The first page advises "Login required" and this process is commenced by clicking on the words "Log in" in the top right-hand corner of the page.
- 2.3 The following text box is then displayed, and details are filled in by following the instructions in the box.

Log in

You must have cookies enabled to log in to the Australian Air League Wiki.

PLEASE NOTE: The login instructions have changed - read below

- Use your **certificate number** as the username, ensuring the preceding letter is a capital (e.g. V12345).
- Use your **surname** in all caps and **year of birth** as the password, in the format NNNYYYY (e.g. SMITH1995).

Username:

Password:

☐ Remember my login on this browser (for a maximum of 180 days)

[Forgotten your login details?](#)

3.0 Leadership Matters

- 3.1 *AAL Wiki* contains an important set of resources for use by all levels of leadership in the organization, called "*Leadership Matters*".
- 3.2 *Leadership Matters* is a series of easy to use online handouts designed to supplement Officer Development and NCO Training programs.
- 3.3 The handouts can be used as stand-alone worksheets, or blended with pre-existing learning resources.
- 3.4 Each document in the *Leadership Matters* series is concise and deals with an aspect of leadership that occurs regularly in the Air League.
- 3.5 The information is presented in a straightforward format with dot points and interactive questions to aid learning.
- 3.6 Group Commissioners and Wing Training Officers can blend these resources into Squadron, Wing or Group training courses.
- 3.7 Squadron Officers can use these resources to refresh their knowledge and skills.
- 3.8 Trainee Officers, Warrant Officers and NCOs can use the resources to prepare for promotion and to enhance their contribution to their squadron.
- 3.9 Officers Commanding Squadron can use these notes to monitor and mentor Squadron Officers on effective performance and behaviour.
- 3.10 Current contents of the *Leadership Matters* site are:
 - Introduction to Leadership Matters Series
 - Becoming 18 in the Air League
 - Can You COPE?
 - Chairing and Leading Meetings
 - Communication Skills
 - Email Etiquette
 - Functional Leadership
 - Getting Your Message Across
 - Leadership Assessment for NCO Promotion
 - Leadership Briefing
 - Leadership Checklist
 - Leading a Successful Squadron
 - Living the Air League Values
 - Making Better Use of NCOs
 - Managing a Successful Parade Night
 - Mentoring
 - Planning a Project
 - Role Modelling Behaviour
 - Selecting Instructional Techniques
 - Social Media
 - Standards of Performance

4.0 Council of the League Bulletins

- 4.1 Council of the League Bulletins will be issued after each Council of the League meeting (currently held in February and August).

4.2 Council Bulletins are issued under the following strict guidelines:

4.2.1 Council Bulletins are issued for information purposes only.

4.2.2 Council Bulletins do not hold any official standing or authority.

4.2.3 No unit or member has the right to act on any information contained in a Council Bulletin.

4.2.4 Members of the Council of the Australian Air League will not accept direct communication from units or members concerning matters under discussion.

4.2.5 Any communication is to be referred to the Group Executive Commissioner of the Group to which the unit or member belongs.

4.2.6 Council Bulletins do not contain reference to all matters discussed by the Council as there are often matters considered to be of a personal nature or not suitable for general publication.

5.0 Forms

5.1 Whilst Australian Air League Forms are all listed in the Australian Air League Manual section of *AAL Wiki*, copies of the actual forms are accessible under the *Administration* section.

5.2 All forms are listed hereunder (including those which have been deleted):

- **10** - *DELETED* (Application for Ordinary Membership)
- **11 & 11i** - Recommendations for AAL Awards (*Available in Electronic version*)
- **12** - Application for Provisional Squadron Charter
- **13** - Application for Permanent Squadron Charter
- **14 & 14i** - Charge for Presentation of Officer Warrant (*Available in Electronic version*)
- **15** - New Entries and Annual Renewals of Existing Membership
- **16 & 16i** - Names and Addresses of Branch Office Bearers and Squadron Officer Particulars, Branch Account and signatories (*Available in Electronic version*)
- **17 & 17i** - Application to hold a Camp/Day Outing/Excursion (*Available in Electronic version*)
This form is to be used for intrastate activities only. If this form is used for other activities it will be the basis of the application to conduct the event however additional information will be required to be provided.
- **17a & 17ai** - Application to attend Activity (Incorp Form 20a) (*Available in Electronic version*)
- **18 & 18i** - Notification of change of personal particulars or Transfer of Members (*Available in Electronic version*)
- **19** - Monthly Report of Squadron Activities, Group Levies
- **20 & 20i** - Application for Membership (*Available in Electronic version*)
- **20a** - *DELETED* – Incorporated in Form 17a (General Indemnity Form)
- **21** - Promotion and Appointment of Officers
- **22** - Promotion of NCO's
- **23** - Weekly Squadron Receipts
- **24** - Squadron Quartermaster Records
- **25** - Cadet of the Year Award Recommendation - Federal
- **25a** - Cadet of the Year Award Recommendation - Group
- **26** - Australian Air League Education Diploma Application
- **27** - Australian Air League Education Diploma Report
- **28** - Education Examination Report
- **29** - Education Examination Procedure
- **30** - *DELETED* (Squadron Education Officers Report)
- **31** - Application for Renewal of Authority Card
- **32** - Education Examination File
- **33** - Registration of Authority Card
- **34a** - Group Education Commissioner Report
- **34b** - Groups Air Activities/Field/PA Commissioner Report
- **35** - *Vacant*
- **36** - Education Instructor Points Card

- **37** - Education Squadron Points Card
- **38** - Cadet Education Examination Card
- **39** - Australian Air League Diploma Record Card
- **40** - *DELETED* (Federal Registration New Members)
- **40a** - *DELETED* (Federal Registration Annual Renewal)
- **41** - Application for Officers Warrant
- **42** - Officer Service Record
- **43** - AAL Cash Receipts for Month
- **44** - AAL Cheque Payments for Month
- **45** - Application for Transfer to Retired Officers List
- **46** - Application for AAL Website and/or email address
- **47-100** - *Vacant*
- **101** - Application for Flying Training
- **102** - Air Activities Centre Flying Details
- **103** - Application for Air Experience Flying
- **104** - Application for Air Transport

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



Comr. Ray King, MSA
Operations Commissioner