



Australian Air League

F/RO/01/16
Monday
29th February 2016

FEDERAL ROUTINE ORDER

1.0 Award of Life Membership

- 1.1 The Council of the Australian Air League advises having awarded, on 11th August 2015, Life Membership to N940 Group Commissioner Raymond Charles McKenzie, DSA, MSA.
- 1.2 The Council extends its sincere congratulations to Gp Comr McKenzie on attaining this award.

2.0 Promotions and Appointments

- 2.1 The Chief Commissioner has made the following re-appointments pursuant to paragraph 2.3 in the Federal Operations Circular No 1 of 2015 (F/OC/01/2015):
 - 2.1.1 N19976 Sqn Lt J Harte is appointed Assistant to the Federal Air Activities Commissioner, from 1st July 2016 until 30th June 2017, retaining his appointment as Squadron Air Activities and Education Officer at Sutherland Shire Squadron, NSW Boys Group.
 - 2.1.2 N7757 2nd Off S Davis is appointed Assistant to the Federal Field Commissioner, from 1st July 2016 until 30th June 2017, retaining his appointment as Acting Squadron Drill Officer, Sunbury Squadron, Victoria Group.
 - 2.1.3 V21923 1st Off H Wong is appointed Assistant to the Federal Marketing and Publicity Commissioner, from 1st July 2016 until 30th June 2017, retaining his appointment as Squadron Adjutant, Doncaster Squadron, Victoria Group.
 - 2.1.4 N20071 Sqn Capt K Laing is appointed Assistant to the Federal Training Commissioner, from 1st July 2016 until 30th June 2017, retaining his appointment as Assistant to the Officer Commanding South Australia Wing.

3.0 Officer Warrants Issued

- 3.1 The following Officer Warrants have been issued:

3.1.1	N9774	BAINBRIDGE, Duncan Norman	SA	
3.1.2	L2246	McLAREN, Jane	QLD	14 Aug 2015
3.1.3	Q4014	McLAREN, Glenn	QLD	14 Aug 2015
3.1.4	Q4005	ANSON, James	QLD	14 Aug 2015
3.1.5	N20603	SAVELL, Bradley Gordon	QLD	14 Aug 2015

4.0 Withdrawal of Provisional Charter

- 4.1 Tamworth Girls Squadron NSWG

5.0 External Awards – Approval to Wear

- 5.1 N7757 DAVIS, Stephen VIC
 - 5.1.1 Australian Defence Medal
 - 5.1.2 Defence Force Service Medal
- 5.2 Q2781 OAKLEY, Todd QLD
 - 5.2.1 Australian Defence Medal
 - 5.2.2 Australian Cadet Forces Service Medal

6.0 AAL Manual Amendments

6.1 The Australian Air League Manual located on *AAL Wiki* at <http://manual.airleague.com.au> (see F/SO/02/15 for access details) has been amended as follows:

6.2 Section 10 Ceremonial Drill, Catafalque Ceremonies Paragraph 33.2.4

6.2.1 Section 10, *Paragraph 33.2.4* has been amended to remove the words "sticks, poles,". This paragraph now reads:

6.2.2 "When offering or replying to requests to supply a Catafalque Party, it must be made clear that no AAL members are permitted to carry or use weapons in any form either active or de-activated, or items used or intended to be used to simulate weapons. This includes but is not limited to firearms, replica firearms, swords, battens, etc."

6.3 Section 18 Uniforms, Authorised Name Badges

6.3.1 See 7.0 below for details regarding the approval of badges for Officers, Supernumeraries and Associate Members.

6.3.2 To accommodate the wearing of name badges with the AAL Uniform, the manual has been amended in Section 18 Uniforms, where a new paragraph, entitled: "*50. Authorised Name Badges*" has been added covering: design; approved content; and authorised usage.

6.3.3 Section 18 Uniforms, "*50. Appendix 1 (Uniforms)*" has been renumbered as "*51. Appendix 1 (Uniforms)*".

6.4 Section 18 Uniforms, Clarification on Wearing of Slacks by Female Members.

6.4.1 As a consequence of the decision by the Council of the League regarding wearing of slacks by female members (see 8.0 below), amendments have been made in a number of areas of Section 18:

6.4.2 *Para 15. Uniform Items – General and Introduction:* New paragraph 5.4 stating that female members may wear slacks (as described) in lieu of the female skirt, at any time.

6.4.3 *Para 33. Trousers/Slacks – Cadet/Senior:* Amendment to existing *paragraph 33.1* regarding specifications for Trousers worn by Male Members.

6.4.4 *Para 33. Trousers/Slacks – Cadet/Senior:* Amendment to existing *paragraph 33.2* regarding specifications for Slacks worn by Female Members.

6.4.5 *Para 36. Slacks – Female Junior:* Amendment to existing *paragraph 36.1* regarding specifications for Slacks worn by Female Junior Members.

7.0 Authorised Name Badges for Officers, Supernumeraries and Associate Members

7.1 The Council of the League has approved the wearing of name badges for use on Officer and Supernumerary uniforms.

7.2 Associate members may also wear a name badge.

7.3 Only name badges authorised and made available for purchase through Federal are able to be worn.

7.4 For full details on design and on how to order, refer to Federal Administration Instruction No 79/2016 dated 29 February 2016.

7.5 The following key points should be noted:

7.5.1 For officers in uniform, the badge must be worn above the right breast pocket and centrally above any medal ribbons or life membership award;

7.5.2 Name badges can be worn at any time except for ceremonial or review parades, or any other occasion when their wearing is specifically banned;

7.5.3 NCOs and cadets are not authorised to wear name badges.

7.5.4 The wearing of authorised name badges is optional.

8.0 Wearing of Slacks by Female Members

8.1 The Council of the League has approved a change which permits female members of the League (both officers and cadets) to wear authorised Australian Air League slacks at any time in lieu of skirts.

9.0 Squadron/Wing Financial Returns

9.1 Units with a balance date of 31st March 2016 are reminded that their end of year financial returns (two copies) are required to be lodged with their relevant Group Headquarters by no later than 31st May 2016.

9.2 The returns to be included are:

- 9.2.1 Cash Receipts for all accounts from April 2015 to March 2016 inclusive;
- 9.2.2 Cash Payments for all accounts from April 2015 to March 2016 inclusive;
- 9.2.3 Trial Balance for all accounts for the financial period;
- 9.2.4 Income and Expenditure Account for the period ended 31st March 2016;
- 9.2.5 Stock List as at 31st March 2016 valued at cost;
- 9.2.6 Listing of all assets at the written down value and replacement value;
- 9.2.7 Debtors Listing as at 31st March 2016;
- 9.2.8 Creditors Listing as at 31st March 2016;
- 9.2.9 Balance Sheet as at 31st March 2016.
- 9.2.10 Copy of Bank Statement as at 31st March 2016 for all bank accounts

9.3 The above submission of documents may be in one of two forms:

- 9.3.1 By 'hard copy' (all items); OR
- 9.3.2 By submission of the completed electronic 43/44 package plus a scanned copy of relevant Bank Statement(s).

9.4 All Groups are required to forward a copy of each Unit's end of year financial returns to the Chief Commissioner to be received no later than 30th June 2016.

10.0 IMPORTANT DATES for 2016

- **Tuesday 31st May 2016** – All Units' Financial Returns due at Group HQ
- **Saturday 27th August 2016** - Council AAL. – *note changed date*
- **Saturday 1st October 2016** - Australian Air League Review – Ballarat, Victoria.
- **Annual General Meeting 2016** – To Be Advised.

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



Comr. Ray King, MSA
Operations Commissioner