



RAAFvirtual.org

Member General Conduct Manual

(AFPD-1.1)

Version 2.0

SCOPE

This document shall serve as the written document of requirements and daily operational procedures for all members of RAAFvirtual.org. The document has been designed in accordance with the VATSIM Policy and Procedure manual for VATSIM Special Operations (VSO) and the VATSIM Code of Regulations.

OVERVIEW

RAAFvirtual.org is a volunteer non-profit organization run by members of the VATSIM community that simulate the daily aviation operations of the Royal Australian Air Force on the Lockheed Martin Prepar3D platform, while conducting online flight operations on the VATSIM network.

RAAFvirtual.org strives to maintain a high level of discipline, morale and aircrew proficiency. All members who wish to conduct flight on the VATSIM network in a virtual military form must adhere to the following policy and procedures outlined in this document and the Air Force Policy Directives (AFPD).

In no way is RAAFvirtual.org affiliated with the Royal Australian Air Force, Department of Defence or Australian Federal Government.

Respect for all members is taken seriously, regardless of position within the organisation. Each member must show the utmost respect for one another as well as to members of other virtual military organisations and VATSIM.

AUTHORITY

The Senior Leadership Team (SLT) reserve the right to set the standards, guidelines, and procedures to ensure that all activities conducted by members of RAAFvirtual.org, either online on the VATSIM network or on RAAFvirtual.org servers are conducted in accordance with the policy and procedures manual.

The SLT and or Executive (EXEC) reserve the right to remove any individual found to be in breach of this policy and/or procedures manual. Any member found to be in breach will be issued an email with the breach and will have an opportunity to appeal the decision.

All appeals will be in accordance with the RAAFvirtual.org appeal process out line in the AFD 2.5.

DEFINITIONS

Standard Operations

Standard operations comprise flying any aircraft within.

- General Aviation.
- Private.
- Corporate.
- or Commercial operations.

There are no special requirements imposed by the VSO Policy and Procedures manual when conducting standard operations.

Special Operations

Special Operations comprises flying any aircraft that is.

- Part of a military/government agency.
- any aircraft engaged in military operations.

All aircraft within the special operations category are subject to the terms and conditions listed not only in this document but the VSO Policy and Procedure manual

Special Operation Events & Activities

The following Special Operations events and activities are deemed to be within the scope of VSO Policy and therefore need to be conducted in accordance with this document.

- Conducting joint training exercises with other approved VSO organizations.
- War games.
- Air to air refuelling.
- Carrier operations.
- Flying low level military training routes.
- Flying escort missions.
- Executing air combat manoeuvres.
- Interception/scramble of other aircraft.
- Having access to special use airspace.
- Search & Rescue and Firefighting.

CHAIN OF COMMAND

As a virtual organisation, a structure is needed to maintain discipline and coherence throughout the organisation.

RAAFvirtual.org enforces a Chain of Command (CoC) which replicates that of the Royal Australian Air Force. The Chain of Command is used predominately for communications, and it keeps all parties informed of current situations and allows constructive dialogue on critical matters. All members will be kept informed of who their Commanding Officers are, in addition to their responsibilities and roles.

The Chain of Command is also used to enforce disciplinary issues. Any breach of the Code of Conduct may result in disciplinary action which will be taken through the Chain of Command.

Starting at SQN level, any breaches will initially be dealt with by the members Commanding Officer (CO). Any escalation in the severity of the matter will be taken up the CoC and ultimately the Executive will make final decisions on disciplinary action.

All members are entitled to their say during matters of conflict. The Executive must make all decisions based on sound reasoning and understanding of all parties' positions.

Senior Leadership Team

The Senior Leadership Team (SLT) consists of those that hold a Command position (CO/OC/CDR) within RAAFvirtual.org. Their main role is to be the first form of democratic policy making within the organisation.

Executive Committee

The Executive Committee consists of the vChief of Air Force, vDeputy Chief of Air Force, vAir Commander Australia and all Force Element Group Commanders. The executive is a majority rules committee and will make all decisions that directly affect the major operations, structure or individual members of the organisation.

AIR FORCE POLICY DIRECTIVES

RAAFvirtual.org has compiled a group of individual policies to allow each member to be able to go directly to the policy they need to review or read. Each policy has been reviewed and approved by the SLT and the EXEC prior to it being put in place. It is the responsibility of each member to make themselves aware of each policy and keep up to date as the AFPD are reviewed and edited.

The Air Force Policy Directives are designed to ensure that all members are meeting the requirements and expectations of the VSOA and VATSIM. It is the responsibility of the RAAFvirtual.org command to notify the members of updates and changes as they are done, this will be done through a message over ATOMS and a NOTAM in the forums.

The policies will be stored on RAAFvirtual.org Learning Management System (LMS) under the Initial vOfficers Training Course. This is to allow for easy access for all members.

LIST OF Official Documents and Air Force Policy Directives

1.0 RAAFvirtual.org General Conduct and Regulations

- 1.1 ~ [RAAFvirtual.org Members General Conduct Manual](#)
- 1.2 ~ [VATSIM Code of Conduct](#)
- 1.3 ~ [VATSIM VSOA Policy and Procedures Manual](#)
- 1.4 ~ [VATSIM User Agreement](#)
- 1.5 ~ [RAAFvirtual.org Media/Social Media Policy](#)
- 1.6 ~ [RAAFvirtual.org Privacy Principles](#)

2.0 RAAFvirtual.org Servers and Program AFPD

- 2.1 ~ [ATOMS](#)
- 2.2 ~ [Forums](#)
- 2.3 ~ [Discord](#)
- 2.4 ~ [Sim Control Interface Program](#)
- 2.5 ~ [LMS](#)

3.0 RAAFvirtual.org Administrative AFPD

- 3.1 ~ Recruitment
- 3.2 ~ Membership
- 3.3 ~ Ranks and positions
- 3.4 ~ Honours System
- 3.5 ~ Leave of Absence Request (LOA) Process
- 3.6 ~ Reserve group
- 3.7 ~ Promotions Process
- 3.8 ~ Removal from RAAFvirtual.org process
- 3.9 ~ Appeal Process

ADDITIONAL AFPD

Additional AFPD must be submitted to the SLT for approval, prior to them becoming active within RAAFvirtual.org.

When a new AFPD is submitted to the SLT, it will have two weeks for members to review and comment. Once the two-week period is up, all feedback and changes need to be completed. Once the changes have been made the AFPD will be resubmitted to the SLT for voting only. The AFPD must have a minimum 60% vote for the policy for it to pass and accepted into RAAFvirtual.org.

AFPD will have either a 6- or 12-month revision clause added to them. Generally new AFPD will need to be reviewed after a 6-month period, this is to allow the continued use of the AFPD or an update if needed. After the 6 months review the policy will normally be given an annual review.

The Executive reserve the right to revoke/amend any AFPD at any time to protect the RAAFvirtual.org brand and its members. The Executive will need to notify all members of the AFPD revoke/amend with the explanation. No one member of the EXEC can approve an AFPD revoke/amend, the EXEC must all agree on the revoke. If there is not 100% support for the revoke, then an amendment for the AFPD must be submitted to the SLT.

This document has been approved and accepted by:

Member Name	Organisation Position	Date of Signing
TOM RICHARDS	vCHIEF OF AIR FORCE	10APR20
DAVID LOVE-BRICE	vDEPUTY CHIEF OF AIR FORCE	10APR20

Next Review: APR 2021