AIR FORCE TRAINING COMMAND

TRAINEE HANDBOOK



CAA: 12 January 2026

FOREWORD BY COMMANDER AFTC

A warmest welcome to the Air Force Training Command (AFTC). Our mission here is to develop Air Force leaders and professionals steeped in core values with strong foundational competencies; committed to the mission of the Republic of Singapore Air Force (RSAF) and to each other in our Air Force tribe.

This handbook, produced by the Trainee Council, aims to ease your transition into AFTC by helping you understand your roles and responsibilities as a trainee. It also sets out expectations and provides you with the essential channels of communication within the Command.

AFTC brings together aspiring airmen and women under one roof to train them to be competent professionals and experts in their fields. It is essential for you to be equipped with the skills to deal with complex situations, so that the RSAF stands ready to combat potential and evolving threats. At AFTC, our instructors are qualified and experienced operators and trainers who will guide you through your learning journey. On your end, ***it is imperative that you take up the challenge with fortitude, determination and be fully focused on your professional training.***

Alongside our aim to develop professionals, AFTC also cultivates leaders and forge teams. A leader in the RSAF is one who is imbued with the nine RSAF Core Values – Loyalty to Country, Leadership, Discipline, Professionalism, Fighting Spirit, Ethics, Care for Soldiers, Safety and Team Excellence. ***These core values are important in building our airmen and women into exemplary individuals who can inspire confidence and lead others.***

One value I wish to emphasise is Safety. The RSAF is strong because we are competent and always stand ready to deliver mission success, safely. We continuously strive for ‘Zero Accidents’ Over the years, the RSAF has built a strong safety culture and continuously strives for ‘Zero Accidents’. This goal is possible as long as we continue to strive for strong fundamentals and enforce high safety standards. ***Safety is the responsibility of every individual, every team member and every commander.*** Therefore, I urge you to always remain vigilant and to sound out any potential safety hazards, to protect yourself, your buddies and your team.

While you are here in AFTC, you are part of a vibrant, stimulating and diverse community. I encourage you to make the most of the opportunities here and make friends within and outside your vocational community; use this time to develop yourself as a leader and a team player. Be an active member of the AFTC community by sharing your experiences, feedback and suggestions. ***You can make a difference.***

Finally, I am a strong believer in the need to have a good work-life harmony. Just as it is important for us to train hard, it is equally important for us to ***find time to unwind, recharge and regain mindfulness for our mental well-being***. AFTC also takes active steps in protecting the mental health of all airmen and women. Should you feel the need to speak to someone, please do not hesitate to speak with your coursemates, instructors, or our in-house psychologist.

I wish you the very best as you embark on your training journey. I look forward to seeing you join the ranks of our competent airmen and women in safeguarding our skies.

Above All,
COL Loh Woon Liang
COMD AFTC

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1 Mission, Roles & Organisation

1.1 AFTC Command Mission and Learning Philosophy

Mission

To develop Air Force leaders and professionals committed to the mission of the RSAF, steeped in core values with strong foundational competencies.

Learning Philosophy

Learning is continuous.	Learning is resource intensive - it begins with a clear learning outcome.	Learning is customised to achieve the desired effects.	Innovation in learning through advanced learning sciences.

1.2 AFTC History and Structure

AFTC was established on 17 July 2009. The Command was officially inaugurated by Minister of Education and 2nd Minister for Defence, Dr Ng Eng Hen, on 22 March 2010. The Command is an amalgamation of Flying Training Squadron (FTS), Air Force School (AFS) and UAV Training School (UTS) into one training formation. As part of the transformational journey towards the 3rd Generation RSAF, AFTC will be a centre for learning excellence to provide dedicated focus on our people's development efforts.

AFTC Headquarters (HQ) provides the command directions and is supported by 4 departments: Training Development Group (TDG), Human Resource Management Centre (HRMC), Command Safety Office (CSO) and Service Support Branch (SSB).

FTI	AWTI	AETI	HQ AFTC
FTI oversees and brings all flying training schools for manned and unmanned platforms under the same roof.	AWTI oversees all air warfare training for the AWO, AOSX, ADSS, and AIS vocations.	AETI oversees ab-initio and route-of-advancement (ROA) training in engineering and logistics for the Air Force Engineer vocation.	HQ AFTC is responsible for overseeing the daily operations ensuring that trainees receive the highest-quality training.
Training Entities: • 124 SQN • 130 SQN • 150 SQN • Air Grading Centre (AGC) • Standards SQN • UAV Training School (UTS)	**Training Entities:** • AWO School • AOSX School • ADSS School • Air Intelligence School	**Training Entities:** • Advance AFE School • Aircraft Engineering School • Civil Engineering School • Supply Chain School • Networks, C2 and Air Defence School	**Training Entities:** • TDG • HRMC • SSB • Safety Office • Finance Office



General Admin

2.1 Working Hours

Monday to Thursday	0800H – 1730H
Friday	0800H – 1700H

2.2 Getting Here and Parking of Vehicles

By Public Transport

Bus Stop Outside AFTC	
SBS Bus Service No. 90	Toa Payoh Interchange – AFTC Daily First Bus : 0600H Last Bus : 2330H

SBS Bus Service No. 94	Eunos Interchange – AFTC Daily (Excluding Sundays) First Bus : 0600H Last Bus : 1930H No Service on Sundays

By Taxi/Personal Vehicle

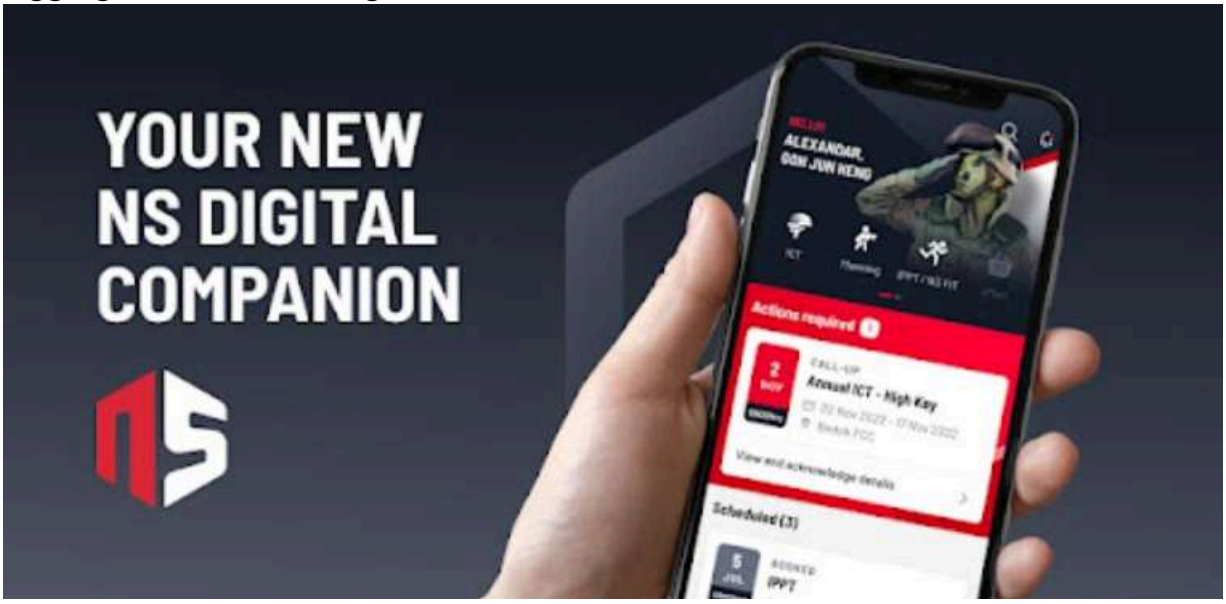
Trainees are to alight along the designated drop off point. If you arrange for your family to pick you up after training, do advise them to pick you up at the carpark opposite AFTC to prevent congestion during peak hours.

Parking

- Where trainees **CAN** park: Carpark F opposite the AFTC compound
- Where trainees **CANNOT** park: In AFTC

2.3 Leave, Medical, Dental, Transport [MINDEF/SAF Employee Self-Service]

To manage claims and reimbursements such as leave, transport and medical bills, trainees may download the OneNS App on their phones (figure below) by logging in with their SingPass.



2.4 Any Other Administrative Issues

Should trainees need to change or update any personal particulars (including newlywed or newborn), they are to report to the Trainees Management Section (TMS). Likewise, if there is any discrepancy with the trainee's pay, the matter should be brought up to the TMS.



Course Admin

3.1 Start of Course Interview

At the beginning of the course, trainees will be interviewed by their instructors on issues concerning their welfare. Such interviews will be conducted and recorded to ensure that trainees are coping well with training and not facing any personal or work-related problems. Trainees are advised to be truthful during these sessions so that immediate and appropriate assistance can be rendered.

3.2 Booking In/Out

Trainees staying in are to /out using the /Out folders. These folders are official documents and are to be kept safely by the trainees appointed as Course IC. Electronic versions of /Out records such as Telegram polling can also be used for ease of access.

3.3 Daily Routine

Daily Routine	Ab-initio Trainees (H)	BMT Recruits (H)	Remarks
Reveille	0530	0530	
Flag Raising	0600	0600	The weekly flag raising schedule will be sent out by the Trainee Council. Flag party is to report at 0555H for flag raising.
PX (refer below for type of exercises)	0610	0610	Trainees must ensure that the DO & DS are there to supervise before commencing PX.
Breakfast	0615 onwards	0615 onwards	Breakfast is to be scanned and consumed only AFTER daily PX.
Area Cleaning	0645	0645	
Stand-by Bed (Stay-In)	0730 onwards	0730 onwards	No-notice inspections will also be conducted at other timings.
First Parade	0740-0800	0740-0800	@APTG / Auditorium Foyer (During CAT1).
Lunch	1130-1330	1150-1250	
***Last Parade**	1730 (Mon – Thu) 1700 (Fri)	1730 (Mon – Thu) 1700 (Fri)	The occurrence of Last Parade depends on course requirements.
Dinner	1700-1930	1700-1930	
Book-In Timing (Stay-In)	1900-2200*	1930-2000	*Including Nights Out days (Wednesday).
Lights Off	2230*	2230	*Trainees are to ensure that they have at least 7 hours of uninterrupted rest the night before any strenuous activities on the following day.

3.4 PX Exercises

Choose 5 from this list of exercises, and complete the exercise on both sides.

- Half Squats
- Mountain Climbers
- Step Lunge
- Hamstring Stretch
- Single Leg Bridge
- Static Hip Flexor Stretch
- Sit Ups
- ITB Stretch
- Spider Stretch
- Knee Rolling
- Alternate Arm and Leg Lift
- Gluteals Stretch
- Piriformis Stretch
- High Plank With Alternate Hip Taps
- Single Leg Tip Toe on Ground/Step
- Upper Calf Stretch
- Wall/Buddy Squats
- 6-Point Star Hops
- Burpees
- Sumo Squats
- ITB Stretch in Side-Lying
- Clam Shells
- Single Leg Squats
- Static Lunges
- Lower Calf Stretch
- Aeroplane Stretch
- Side Plank
- Squat Jumps
- Seated Hamstring Stretch

3.5 Accommodation

To ensure the safety and comfort of all stay in personnel, all trainees are to adhere to the rules in the following page.

3.6 Area Cleaning

Trainees are to ensure their bunks are in stand-by-area condition at all times. All Course ICs are to ensure that area cleaning is completed by 0730H daily. The areas of responsibility are split as such:

Level 1	AETI
Level 2	AWTI
Level 3	FTI/AWTI
Level 4	AWTI (female trainees will be responsible for their respective area cleaning)

3.7 Parade

All trainees (less trainees attending functional and upgrade courses) are to attend the Combined Daily Morning Parade held at the All-Purpose Training Ground (APTG) at 0740H sharp. In the event of inclement weather, the parade will be conducted in the AFTC Auditorium Foyer instead.

REVIEWING OFFICER: Officer-on-Course (planned by Trainee Council)

Trainees who are late and/or are with poor turn out and bearings will be reported to the respective School Command Chief for disciplinary actions to be taken. Latecomers will be released from camp after 1800H on the day itself. Absentees without valid reasons and recalcitrants may face disciplinary actions.

DECENTRALISED MORNING PARADES: In the event where decentralised morning parades are required, a member of AFTC Trainee Council or Member of AWTI/AETI/FTI Trainee Council will be the Conducting IC at their respective areas.

DO

- Keep your bunk in standby-area conditions at all times
- Switch off all electrical switches and appliances when not in use
- Adhere to lights out timing
- Lock your room when no one is around
- Be appropriately dressed when moving within the corridor (at least a pair of shorts and singlet)

DO NOT

- Cook food and boil water in your room
- Leave shoes along the corridor
- Hang clothes and towels on windows
- Smoke in your bunk
- Burn mosquito coils
- Wear slippers outside accomodation block

LOCKED OUT OF BUNK?

Report to School Comd Chief / Accom IC and request for spare key. Punishment will be meted out for repeated lapses.

LOST YOUR BUNK KEY?

Report to School Comd Chief. Search the area where the key was last seen. If the key cannot be found, inform Hd SSB.

Spare keys are available with the DO. Keys may only be duplicated with the approval of School CO.

3.8 Meals

Trainees are reminded to scan their 11B personally before collecting their food. The following attire and timing for meals are to be adhered to:

Meal	Timing	Attire
Breakfast (stay-in only)	0600H-0830H (only after PX)	• Clean No. 3 • No. 4 • Flight Suit • PT Attire
Lunch	1130H-1330H	• Clean No. 3 • No. 4 • Flight Suit *PT and Running attire are allowed only for official sports and recreational activities. Catering Supervisor must be informed
Dinner (stay-in only)	1700H-1900H	• Clean No. 3 • No. 4 • Flight Suit • PT Attire

Disease Outbreak Arrangements: In the event that The NEXUS is closed due to outbreak restrictions, ration ICs are to collect the food on behalf of their course at the area outside of the Auditorium. They are to sign the ration form before collecting their food, and promptly return the ration bags to the collection point after every meal.

3.9 Reporting Sick

Nearest Medical Centre: Paya Lebar Medical Centre.

PLAB Medical Centre Emergency number: 63045555

How to report sick:

- In-Camp, During Office Hours:
  - Inform your instructor and proceed to The Quantum Zone (Block 510, Level #01-14) to change pass for Paya Lebar Medical Centre.
  - Transport will be provided in the morning at 0930H to and from MT Line, AFTC to PLAB MC.
- In-Camp, After Office Hours:
  - Inform the Command Duty Officer. The DO will make arrangements for you to be ferried and accompanied to PLAB MC for medical attention.
  - The Course IC and Course Coordinator must be informed.
- Out of Camp:
  - If you report sick out of camp and are issued with a Medical Certificate, follow the procedure below:
  - All Non-SAF issued Medical Certificates must be uploaded and submitted via the OneNS App

MC lasting less than or equal to 3 days	• State your name, Rank, NRIC, School and illness on the reverse side of the MC. • Submit MC to your superior for it to be checked and signed on the reverse side of the MC.
MC more than 3 days, but less than 28 days	• Book an appointment with the MO within 48 hours of the last day of medical leave to endorse the MC on any weekday morning from 0800H to 1000H. • Follow the rest of the procedure above.

3.10 Other Medical Issues

Medical Appointment

If trainees have a prior medical appointment with PLAB MC, hospital or polyclinic, their course coordinator must be informed. A leave of absence may be required depending on the reason/need for the appointment.



Discipline & Regimentation

4.1 On Discipline and Regimentation

Military discipline is the foundation of operational readiness and determines the combat effectiveness of any armed force. It is also one of the core values that a serviceman must have in order to achieve mission success.

The public image of the SAF and RSAF not only depends on its proven or potential fighting efficiency, but its appearance and conduct as a disciplined and unified force. Therefore, uniformity and good conduct on all occasions are essential.

The following section covers the fundamental behavioural expectations of all trainees and lays the foundations of basic discipline and regimentation.

4.2 Bearing and Turnout

RSAF personnel are to conform to the RSAF Dress instructions below:

Uniform

- When in No. 4 uniform or in the office or public, the sleeves of the No. 4 uniform should be rolled-up properly (Smart No. 4) (picture on the right)
- No. 3 uniform is to be ironed.
- If trainees are excused from uniform for medical reasons, they are to be properly dressed in Civilian wear when reporting to camp and in their admin wear during lessons/training. Admin wear is **NOT** to be worn reporting to and from work.
- Boots are to be brushed, cleaned and well-maintained at all times.



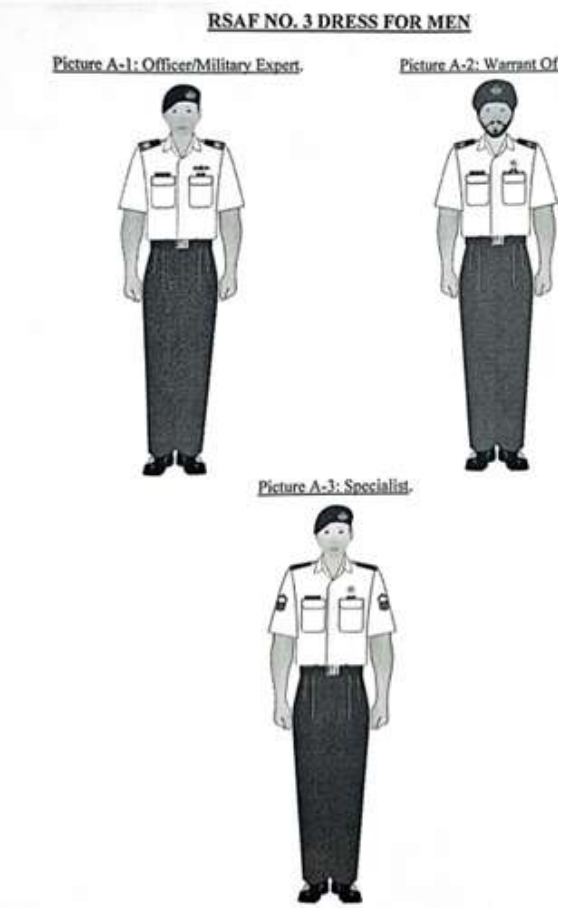
RSAF No.3 Dress Instructions

The RSAF No.3 dress comprises of the following

A. Men

Light Blue short-sleeve shirt with two flapped pockets.

Dark Blue Trousers with pleats on the front of the trousers.



B. Ladies

Light Blue short-sleeve blouse.

Dark blue skirt with a slit on the front of the skirt.

Pregnant ladies will wear the RSAF maternity dress.



Wearing of inner-garment under the No.3 dress is acceptable but must not be exposed.

Service personnel who wish to tailor their own uniforms are to ensure that the uniform continues to conform to the specifications.

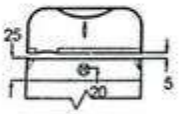
Specifications of RSAF No.3 Dress for Men

SHIRT

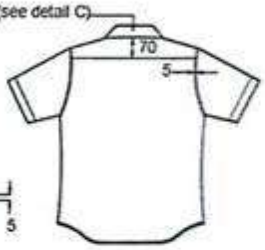
Picture E-1: Front view.



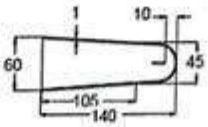
Picture E-2: Details B (opened).



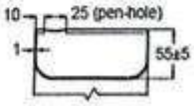
Picture E-3: Back view.



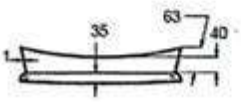
Picture E-4: Detail A.



Picture E-5: Details B (closed).

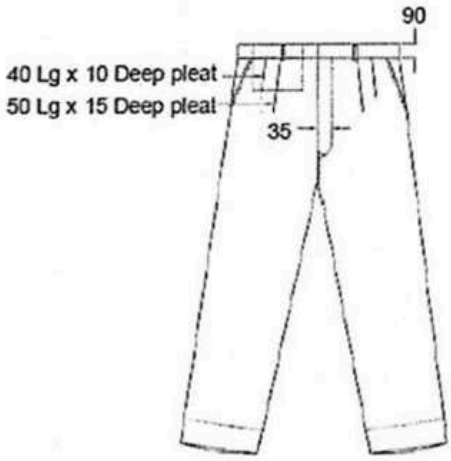


Picture E-6: Detail C.

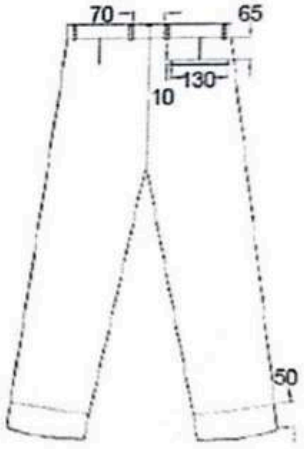


TROUSERS

Picture E-7: Front view.



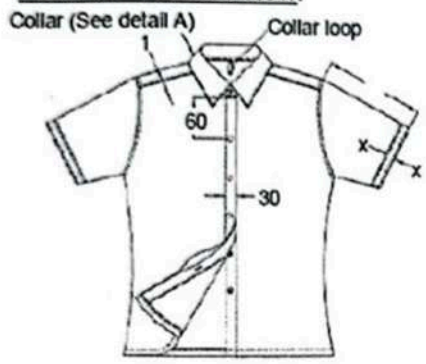
Picture E-8: Back view.



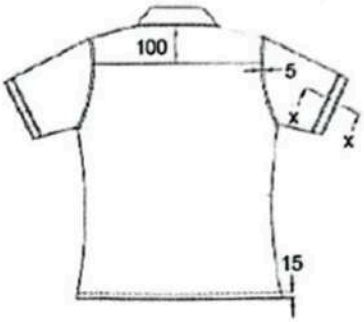
Specifications of RSAF No.3 Dress for Ladies

BLOUSE

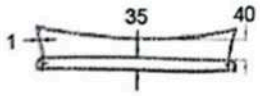
Picture F-1: Front view.



Picture F-2: Back view.



Picture F-3: Details A.

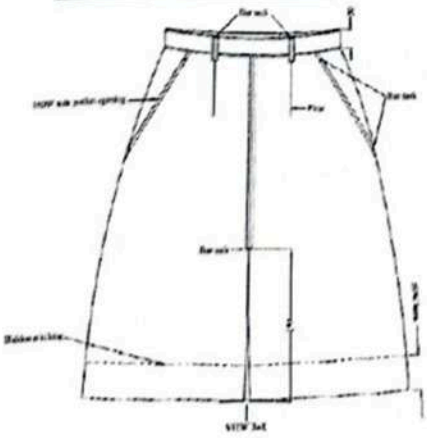


Picture F-4: Sectional View X-X.

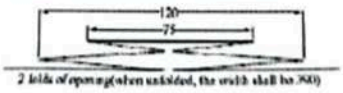


SKIRT

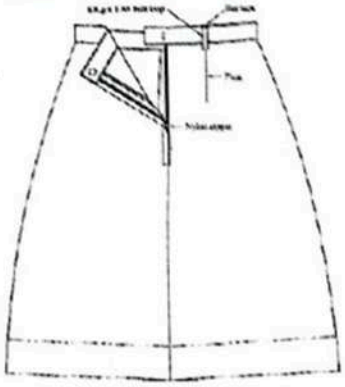
Picture F-5: Front view.



Picture F-6: View X-X.



Picture F-7: Back view.



Wearing of Name Tag and Belt

Picture C-5: Wearing of name tag (male).



Picture C-6: Wearing of name tag (female).



Men will wear the name tag centred, immediately above and parallel to the top edge of the right chest pocket

Ladies will wear the name tag centrally on the right side of the blouse with its base aligned at an equal distance between the second and third buttons of the blouse

Picture C-10: Wearing of nylon belt (male).



The length of the belt is adjusted such that when worn, the metal end of the belt is shown immediately next to the edge of the buckle.

The belt is worn with the buckle centred to the trousers (with reference to the edge of the trouser's slit opening) and the shirt (with reference to the centreline of the shirt's buttons.)

Sports attire

All trainees must wear proper RSAF Running Attire or PT Attire when engaging in physical activity (Shirt to be tucked in). The only exception is the wearing of non-SAF issued PT shoes and grey socks.

a. RSAF **Running Attire** should be worn for all running conduct
   i. Air Force Singlet (RSAF Running Vest)
   ii. Air Force Black PT Shorts (RSAF GP Trunks)
b. RSAF **PT Kit** may be worn for other physical activities (eg. PX and gym)
   i. Air Force Round-Neck T-Shirt
   ii. Air Force Black PT Shorts (RSAF GP Trunks)

Head-dress

- All military personnel are to don their headdress on formal and ceremonial occasions and only wear the type of headdress approved in the RSAF Dress Instruction.

Where you **need** to wear your headdress	Where you **do not** need to wear your headdress
Moving from point to point when in open areas ,i.e. outside buildings, including public areas. Formal and ceremonial occasions or at events specified by the organiser Eg: Open link ways and Bus stops	In sheltered areas Eg: Confines of building, rooms and vehicles, zebra-crossing with shelter

- Where to place your head-dress

Head-dress	Where to put them
Peak Cap	Placed on the head-dress hooks provided outside the cookhouse
Beret *Note: Cadets are to have white backing on the RSAF crest on headdress.	No. 3 uniform: folded and tucked under the left epaulette with cap badge facing front or kept inside the No.3 left pants pocket. No. 4 uniform: folded and kept in the left side pocket of pants.
Jockey Cap	No. 4 uniform: folded and kept in the left side pocket of pants.

Eyewear and Glasses

Sunglasses are not to be worn in camp. If trainees need to wear sunglasses due to medical reasons, a letter of approval is to be obtained from their respective officer or from the approved medical doctor. The letter of approval/medical excused certificate must be produced for verification on demand. Sunglasses must not be fanciful and must be of black frame and black lens.

Non-SAF issued items

- Non-SAF issued items, especially those that are clearly discernible as made by foreign military forces (e.g: uniform, camouflage caps, field pack webbings and pouches) are not allowed.
- No unauthorised ornament and emblem is to be worn with the uniform.
- Servicemen are not to wear wrist bangles and chains.
  - Exceptions: Sikh servicemen are allowed to wear the bangle.
- No earrings are to be worn.
  - Exceptions: For ladies only.

Booking In/Out Attire

All trainees are to book in/out of AFTC in No. 3, Smart No. 4 Uniform. All aircrew trainees are permitted to wear the flight suit when booking in of AFTC or leaving for home in their private vehicles, and taxi/private hire vehicles. Running attire and PT Kit should **NOT** be worn. Personnel are not allowed to take public transport in flight suits.
On night-out days, do adhere to the following attire requirements:

Allowed	Not Allowed
• Jeans/Pants • Collarless/Polo T shirt/Collared shirt • Covered shoes	• Sandals & Slippers • Faded/torn jeans or pants • PT attire • Shorts, bermudas and singlets • Large logos, graphics, profanities

For male trainees - The acceptable haircut in the MINDEF/SAF means that the length of the fringe should not overlap the eyebrow; the hair at both sides should not overlap the ears; and the hair at the back should not be excessive in length or touch the collar of the shirt.

	
Short and neat hair (Front)	Short and neat hair (Side)

	
Short and neat hair (Back)	Short hair (Minimum length)

Hairstyles

a. Hair is to be kept primp and neat. **The length of the hair should not fall below the collar fold.**
   - Personnel with long hair are permitted to tie braids or ponytails, **hair at the back should not extend past the top of underarm.**
   - Buns are still required for all parades and ceremonies.

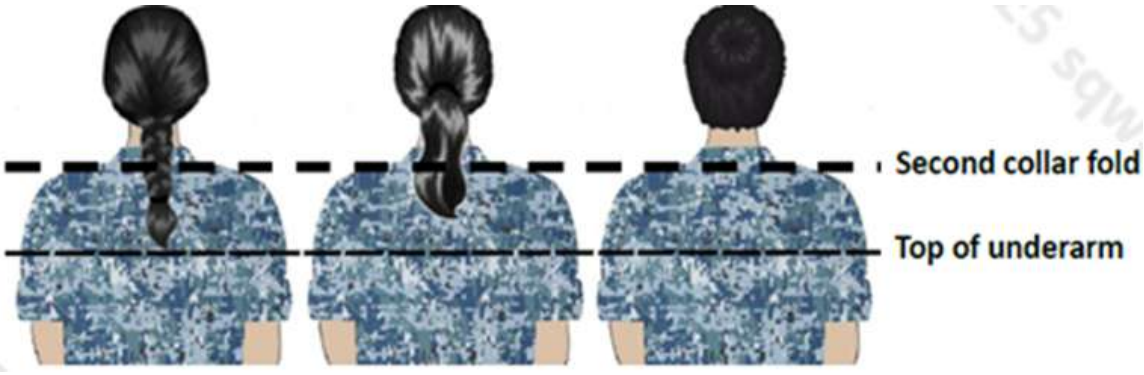
b. Hair is to be styled such that it does not interfere with proper wear of the headdress
   - Extreme or fad styles like cutting lines and designs into the hair or scalp are prohibited

c. Only **dark or dull coloured** rubber bands, pins, combs or other ornaments are allowed to be worn when in uniform

d. Dyeing of hair is not allowed except for its natural colour.

	
Short and neat hair above collar-fold.	Long hair neatly braided and above top of underarm

	
Long hair neatly tied up in a ponytail above top of underarm	Long hair neatly tied up with hair net and above collar-fold.



Earrings

a. While performing operations or in parades, earrings are not to be worn
b. Earrings should not exceed 6mm in size for stud type and must fit snugly against the ear
c. Ring type earrings should not exceed 10mm
d. Only one matching pair of earrings is allowed, one earring per ear

4.3 Personal Hygiene

Facial Hair

Cheeks and chins are to be clean-shaven except those exempted on medical grounds. Your Moustache is to be trimmed and must not grow beyond the upper lip. Requirements for wearing a moustache. If a moustache is kept, it has to be kept neatly trimmed and of moderate length. No portion is to fall below a line parallel with the bottom of the upper lip or extend sideways beyond a vertical line drawn upward from the corner of the mouth.



Fingernails

Fingernails are to be trimmed, cleaned and free from nail polish.

Soiled Uniforms

Soiled uniforms are not to be worn to the cookhouse or on public transport.

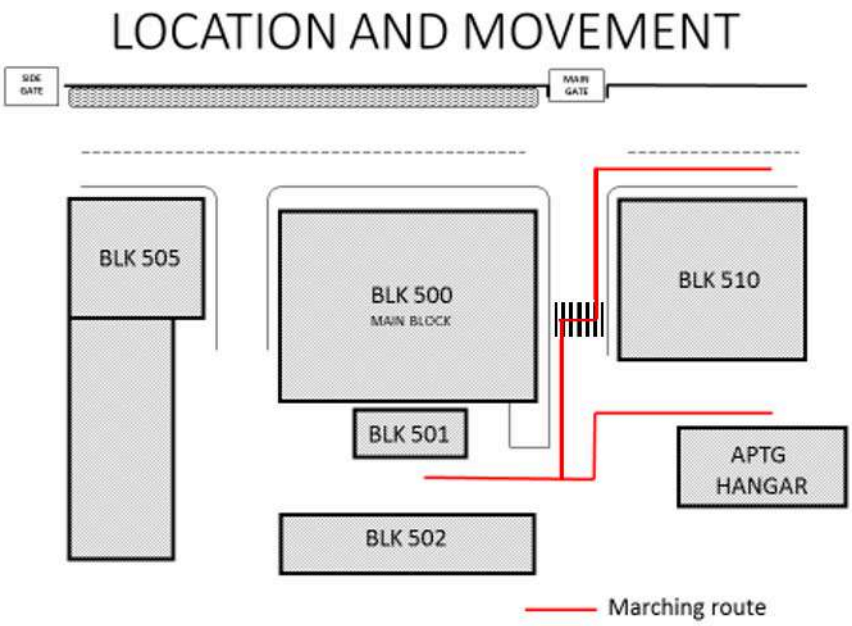
4.4 Movement within AFTC

Moving from point to point

All ab-initio trainees (including trainees waiting for course/out of course) with the exception of Officers, WO Spec, ME (2SG/ME1 and above) on course, are to **march** when moving from place to place within the camp.

Rules to follow:

a. March against the flow of traffic direction.
b. Only cross the roads at designated pedestrian crossings (demarcated by the black and white crossing).
c. Bags must be carried on the left hand or slung on the left shoulder.
d. Only during wet weather conditions and CAT 1, are trainees allowed to move within the sheltered walkways. Please do so in step and in an orderly soldier-like manner.



4.5 Paying of Compliments

Paying of Compliments to Officers, Military Experts, Warrant Officers and Instructors

Trainees are to pay compliments to all perm staff, by greeting them. Saluting Officers, ME4 and above, if in uniform and with head-dress. Salute with left hand, if right hand salute is impossible due to physical limitation.

"Good Morning/Afternoon/Evening Sir/Ma'am/Instructor."

Officers, Warrant Officers, ME3 and above: Sir/Ma'am
3SG-MSG and ME1-ME2: Instructor

When a senior officer enters a room, the first trainee that sees him will shout "Room!". Trainees will sit/stand at attention, while a trainee reports strength to the officer.
Police Officers, Military Officers of foreign countries and National Cadet Corps Officers should be accorded the same compliments as that given to SAF Officers.

Paying of Compliments to the State Flag

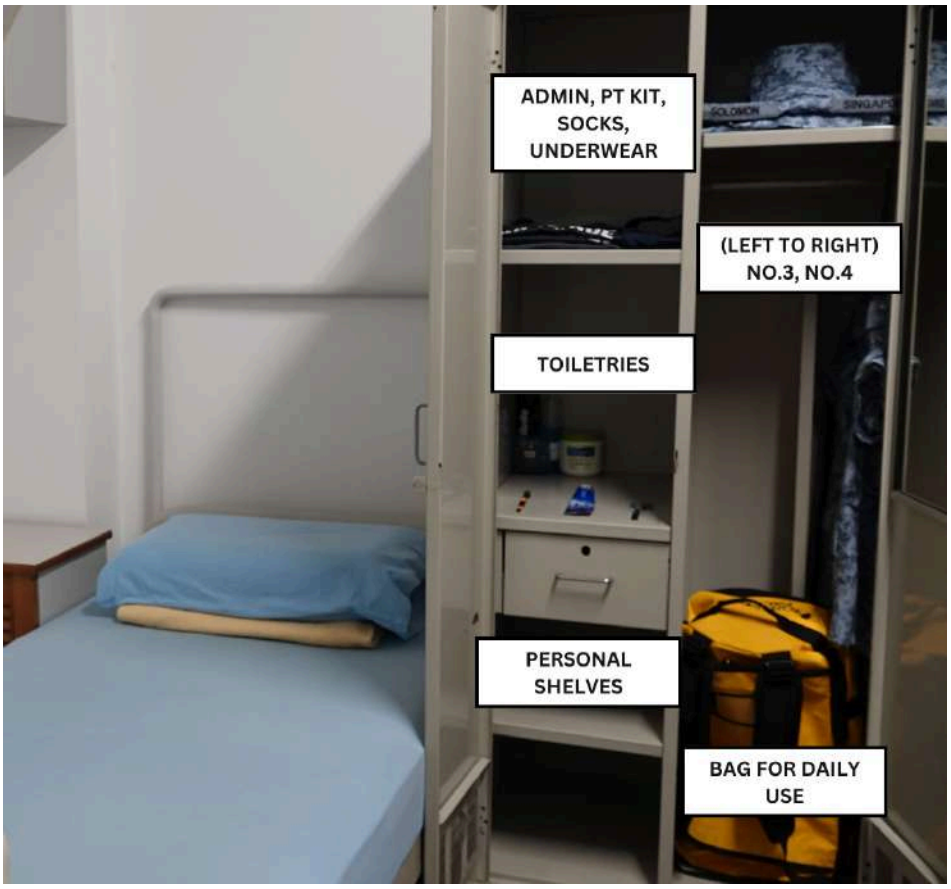
All personnel are to come to attention when the Reveille and Retreat music are played during the Flag raising and lowering ceremony, even if you are **NOT** in direct view of the flags. The only exception to this rule is if you are indoors (e.g. bunks, classroom).

4.6 Bunk Layout

For stay-in trainees, the layout of your bunks should be standardised. Stay-in officers are also required to conform to the bunk layout standardisation as officers must portray an image of excellence for others to follow.

Trainees are permitted to display their Civilian Attire flushed to the right, furthermore civilian shoes are to be arranged neatly after uniform shoes.

The following pictures display the standard layout:





Cupboard layout for ab-initio trainees



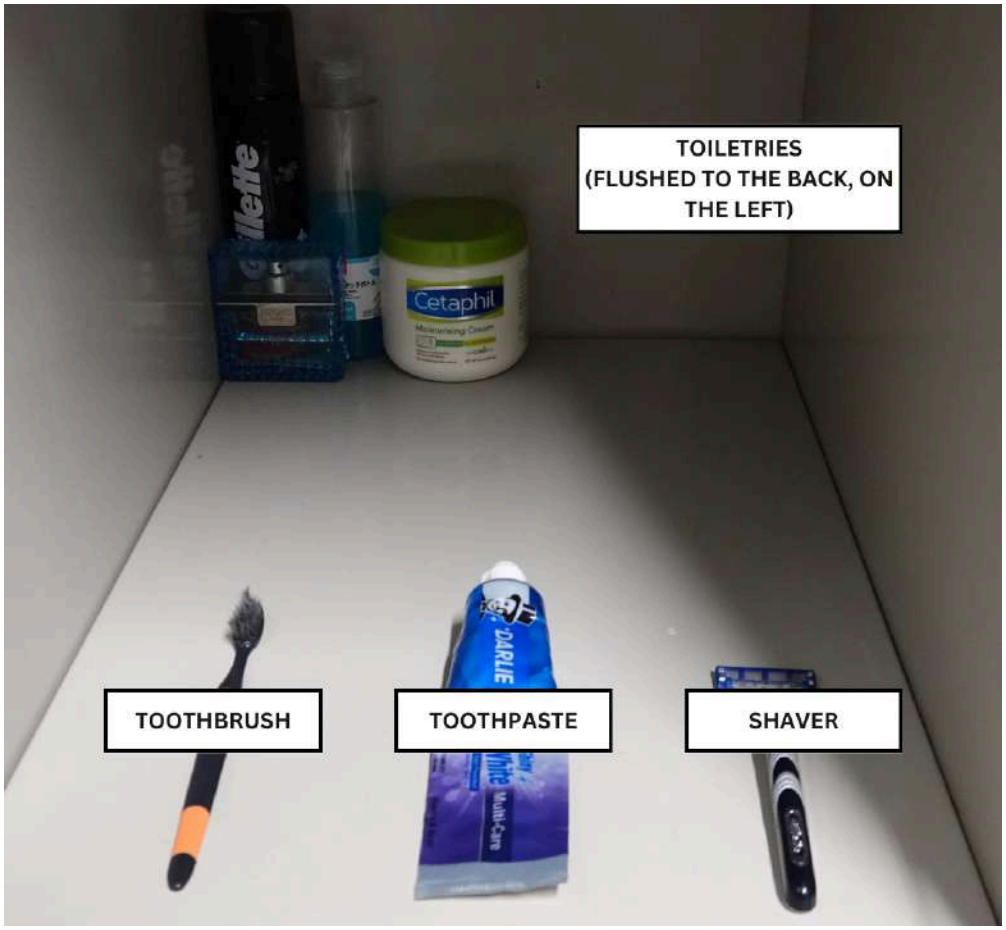


Cupboard layout for pilot trainees (Note: G suits are to be kept behind folded flight suits)



Top left shelf layout for ab-initio trainees (left) and BMT recruits (right).







Bookshelf (Items are to be aligned to the left)



LBV & Helmet (place on top of Cupboard)



Layout of Stores Items

Note: The female bunk area is Out of Bounds to all males and vice versa. A female chaperone is required to enter the female bunk area if an official visit is necessary.

Any defects observed in the bunk must be promptly reported to the Course Instructor or Course Lead to ensure timely rectification and maintain the functionality of the facilities. Additionally, a label must be pasted on the bunk door, clearly displaying the trainees' rank, name, course name, and the school they are from, to provide clear identification and accountability for the occupants.

4.7 Hygiene & Cleanliness

SBA will encompass Bunks and common areas around the School Line. These areas must be kept neat and clean to ensure good hygiene through a daily cleaning schedule. At the School level, ~~Standby Bed (SBB)~~ SBA will be conducted on a weekly basis. ~~SBB~~ SBA will also be conducted by School Commanders on a monthly basis. No notice inspections will be conducted regularly by the instructors, course mentors and respective School Security Officers.

The Bunk IC must ensure that the trash can is cleared by the end of the day to maintain cleanliness, and any food brought inside the bunk must be stored in sealed containers to prevent pests and preserve hygiene.

The table below will define the areas to be checked and the requirement during SBA.

Common Areas	
Area to be checked	**Requirement**
Toilet	Grime on the floor to be scrubbed off
	Urinals to be cleaned with no stains or pubic hair

	Toilet bowls to be cleaned with no stains
	Sinks to be cleaned with no stains
	Drains to be cleared from any dirt and hair
Common Areas	
Area to be Checked	**Requirement**
Toilet	Wiped off soap marks on walls of shower cubicles
	Mirrors to be wiped down
	Buckets to be overturned and stacked beside mop rack
	Water hose to be coiled nicely and placed beside mop rack
	Mops and brushes to be arranged neatly on mop rack
Pantry	All expired food to be discarded
	Cups and utensils to be cleaned and arranged neatly

Corridor	Floor to be swept and mopped
	Mirror to be wiped down
Stairwell	Stairwells to be swept and mopped from your level to landing on level below
Bunks	
Bed	Bed sheets and pillowcases pulled tightly
	Pillowcase opening facing towards window
	Bedframe free of dust
	Underneath of bed free of dust
Clothes Cupboard	Displayed clothes standardised to SBA guide
	Top of cupboard and doors free of dust
Shelves	Shelves to be free of dust
	Items standardised to SBA guide
Table	Table to be free of dust/dirt

Area to be Checked	Requirement
Floor	Floor to be swept
	Dustbin to be emptied
Wall mount fan	Wall mount fan front and back railing (inner and exterior) and plastic blade wiped and free of dust

4.8 Smoking

AFTC is a **smoke-free camp** as of 1st January 2022. Therefore, **no smoking** is allowed at all times within AFTC.

4.9 Behaviour, Conduct & Military Etiquette

Practices to **follow**:

- Paying compliments to seniors
- Stand-up and have hands behind the back when having a conversation with a senior officer
- Turn off mobile devices or put them in silent mode during lessons, forums etc.

Practices to **avoid**:

- Leaving the place before the departure of the VIP during an event
- Placing hands in the pockets and folding arms
- Standing on one leg. Resting leg(s) on chairs, tables & walls

- Leaning against a wall or pillar

4.10 RSAF & Foreign Officers-On-Course

RSAF and Foreign officers-on-course are to adhere to the AFTC rules and regulations. Marching around the AFTC complex is not required. Foreign trainees on course need not recite the SAF pledge, RSAF core values and creeds.

4.11 Communication with External Agencies

All personnel are to take note that they are not allowed to communicate with any external agencies for any purpose unless special permission is given. This includes interviews through any means such as telephone or email or the provision of information in any documented format. Should there be a need, permission for interviews must be sought from commanders and both the questions and answers should be vetted by a senior commander before publication. Information of the publication must be provided as well.

4.12 Internet Communication

Internet communication of any information pertaining to the SAF is strictly prohibited. This includes blogging, posting of photographs, or any form of release of restricted information such that it is accessible to the public. Offenders will be severely dealt with.



Security Matters

5.1 Security Passes

All personnel are to carry their camp passes at all times within AFTC premises. The camp pass issued to you is not transferable. It is your responsibility to return the pass upon completion of your course.

In the event the pass is lost, trainees are to inform their Unit Security Officer before making a police report. There will also be a pass replacement fee of $50.

5.2 Security Classifications

Security classifications shall be applied to all official information. The security classification level of the official information is determined by **(1) the type of official information involved**, and **(2) the degree of damage to the security/interest of the Republic of Singapore and MINDEF/SAF** in the event of its unauthorised disclosure.

Official information shall be classified into six levels of classification. Appended below are the descriptions of the security classifications:

<table>
<tr><th>Security Classification</th><th>Degree of Damage</th><th>Extent of Dissemination</th></tr>
<tr><td>OFFICIAL (OPEN)</td><td>Similar to OFFICIAL (CLOSED), except information is disclosed to the public domain.</td><td>OFFICIAL(OPEN) information is meant for the general public.</td></tr>
<tr><td>OFFICIAL (CLOSED)</td><td>Causes negligible or no impact to MINDEF/SAF functions, national interests, or national security

[Note: However, such information is not disclosed to the public in the normal course of duty]</td><td>Dissemination is limited to the intended audience and not meant for the general public.</td></tr>
<tr><td colspan="3">The two security classifications mentioned above are to further differentiate official information that is unclassified.</td></tr>
<tr><td>RESTRICTED</td><td>Causes undesirable administrative or security inconvenience to the administration of MINDEF/SAF.</td><td rowspan="4">Refer to GOM 204-01 on “Security Vetting & Clearance of Personnel</td></tr>
<tr><td>CONFIDENTIAL</td><td>Causes damage to national security or national interest, or security or interest of MINDEF/SAF.</td></tr>
<tr><td>SECRET</td><td>Causes serious damage to national security or national interest.</td></tr>
<tr><td>TOP SECRET</td><td>Endangers the existence of the Republic, or causes exceptionally grave damage to national security or national interest.</td></tr>
</table>

5.3 Sensitivity Classifications

While security classifications measure the damage done to an agency and/or national security or interests through the use of the RCST Framework, sensitivity

classifications measure the potential impact to an individual if data is leaked, through the use of the Information Sensitivity Framework (ISF).

Sensitivity of personal data shall be evaluated according to the sensitivity levels in the table below - **based on the direct consequence that can be reasonably expected as a result of unauthorised disclosure to the individual.**

Sensitivity Classification	Individual
NON-SENSITIVE (**Negligible or no damage** to an individual, if divulged)	**Negligible or no** physical, financial, or emotional injury to the individual; OR is personal information that is reasonably expected to be **generally available** (this means personal data that has been cleared for release to the general public or used in publications accessible by the public.
SENSITIVE NORMAL (**Some** damage to individual)	Causes some **temporary and minor** emotional distress or disturbance to the individual.
SENSITIVE HIGH **(Serious damage to an individual. For e.g. incriminating information, if leaked)**	Causes **serious physical, financial, or sustained emotional injury or social stigma** to the individual.

5.4 Security of Documents

Classified documents are not to be brought out of camp unless given authorised approval. Confidential documents are to be double locked. Restricted documents are to be kept in a lockable drawer/cabinet (but need not be locked). Trainees are not to leave classified material unattended at all times. Ex-Secret and Secret documents are not to be shared between trainees unless given prior instructions and on a need-to-know basis. No photocopying of classified documents is allowed unless given explicit instructions by the instructors. The duplicated copies should be dealt with appropriately after it is used (e.g. shredded).

5.5 Security of Keys

The safekeeping of keys is a personal responsibility. Here are some points to note:

- AFTC keys (less bunk keys) are to be returned to the appropriate issuer when trainees leave AFTC.
- If the keys are brought home (less bunk keys), trainees are to inform their instructors and return the keys ASAP.
- Bunk keys are to be promptly returned when trainees bunk out permanently.
- Loss of keys should be reported immediately to the issuer and Unit Security Officer immediately.

5.6 Security of ISAC Cards & Passwords

ISAC cards and passwords must NOT be left unattended or disclosed to anyone. ISAC cards are not to be brought out of the country as there is vital information stored on the smart card. If trainees lose their ISAC card, they are to report the matter to their Unit Security Officer or Command Chief and file a police report accordingly.

5.7 Personal Security

Do	Do Not
Lock your bunks	Bring excessive amounts of valuables
Lock your valuables	Leave your valuables unattended

5.8 Security Zoning

Red zones:

- Where there are facilities, materials or assets classified SECRET and above; or areas where there is processing of SECRET and above information.

- Includes offices with Secret-Terminals, unit ops rooms, exercise planning rooms, conference rooms and storage areas for SECRET and above discussions, equipment and documents.
- Personnel shall not carry PED equipped with image capturing features, internet connectivity via mobile network or Wi-Fi, or data storage (e.g. USB thumb drive and hard disk drive) into the Red Zone.

Existing storage facilities for camera-enabled devices are provided for visitors entering Red Zones.

Green Zones: All models of camera-enabled mobile phones are allowed in Green Zones. **Green Zones are still controlled under the Protected Areas and Protected Places Act and unauthorised photography and videography are prohibited.** Content of camera enabled mobile phones are subjected to security checks.

Vehicles with in-vehicle cameras are allowed in SAF camps designated Green Zones, however, it must be switched off when entering Red Zone areas.

Zoning Violation

If there is a zoning violation, the violators will be managed based on whether it involves classified information, and whether the offence involves MINDEF/SAF personnel or civilians. This management includes both damage mitigation and disciplinary measures to deter future offences.

5.9 Laptops & Electronic Devices

Do	Do Not
Get security clearance and LOA for personal electronic devices	Upload classified documents to non-authorised devices like personal laptops.

5.10 Security Checks

Entrants to the AFTC compound are subjected to baggage checks by security troopers at the AFTC's access points. You are to cooperate during these checks and have your baggage opened/unzipped and in a tidy condition so as to facilitate access into camp. You may be required to undergo no notice checks by MP command or the Unit Security Officer.

Contents within your personal devices (eg. mobile phones) may be subjected to security checks as well. No obscene and/or classified material should be in personal devices.

5.11 Prohibited & Contraband Items

Below is a list of Contraband and Prohibited Items**:**

Potential Weapons

a. Flick knife or gravity knife
b. Whip, all kinds of knuckle dusters
c. Compressed gas (e.g. Butane, methane, etc.)
d. Corrosive chemicals (e.g. Acids)
e. Sword (sharp blade), Iron Rod with blade attached (unless a licence is obtained)
f. Sickle, Spear, Machete or Parang
g. Any replica of weapons or ammunition (e.g. Cigarettes lighter / shaped like a pistol or bullet, dummy grenades)
h. Handcuffs, Bulletproof clothing
i. Pyrotechnics (e.g. Firecrackers)
j. Toy guns including pistols and revolvers (Air guns or pellet guns)
k. Nuncha-Ku (segments or wood or metal joined by chain, leather strap or cord)

Customs Related Offences and Other Items

a. Singapore duty unpaid alcohol in excess of Duty-Free Allowance
b. Singapore duty unpaid cigarettes

c. Sex toys including lewd key chains
d. Controlled drugs purchased overseas or locally
e. E-cigarettes and vaping devices



Types of Vaping Devices

MDA (Media Development Authority) Related Offences

a. Obscene or Pornographic Media (e.g. Photographs, videos, pictures, posters, VCD, DVD, poker cards, etc.)
b. MDA uncensored films in videotape, VCD, DVD formats
c. Non-MDA approved video games and computer games
d. Publications (books, magazines, comics) without MDA distribution code (i.e. Approved for distribution in Singapore)
e. Copyright infringements (All pirated visual, computer, audio and print media)
f. Seditious and treasonable material

Other Offences

a. Endangered species of wildlife and their by-products (As dictated by Agri-Food & Veterinary Authority of Singapore)

- This list of contraband and prohibited items is not exhaustive. For more information on such items, please refer to the Singapore Customs website www.customs.gov.sg for more information

PICTURES OF CONTRABAND AND PROHIBITED ITEMS

		
Butterfly Knife	*Flick Knife*	*Nunchakus*
		
Ninjastar	*Knuckle Duster*	*Handcuffs*
		
Truncheon	*Truncheon (Extended)*	*Sword (Sharp Blade)*

		
Whip (e.g. Firecrackers)	*Compressed Gas (e.g. Butane. etc.)*	*Gravity Knife*
		
Pyrotechnics Corrosive (e.g. Firecrackers)	*Chemicals (e.g. Acids)*	*Endangered Wildlife*
		
Gun (e.g. Air guns or Pellet Guns)	*Duty Unpaid Alcohol*	*Sex Toy (e.g. Lewd Key Chains)*

		
Duty Unpaid Cigarettes	*Controlled Drugs*	



Safety Matters

6.1 Training Safety

Safety Mission
To train and develop Air Force professionals committed to the safety and health principles and philosophy of the RSAF.

Safety Principles

1. Zero Accident is an Achievable Goal
2. Zero Accident is an Indicator of Operational Readiness
3. Incident Reporting is Mandatory for Accident Prevention
4. Safety is an Individual, Team, and Command Responsibility

Safety Measures to Reduce Heat Injuries

a. Drink at least 7 litres of water a day.
b. If your temperature ≥ 37.5ºC, personnel are not allowed to participate in physical activities. Temperature is to be taken at the start of the day and before any planned activity.
c. Ensure adequate sleep the night before, minimum 7 hours.
d. Be aware of the signs and symptoms of heat injuries

e. Sound out if in doubt/not feeling well.

Man Down Drill (7 R's)

1. Resuscitate
2. Recognise Symptoms
   a. Extreme Fatigue
   b. Hot and Flush Skin/Cold Skin
   c. Severe Muscle Cramps
   d. Nausea/Dizziness/Fainting Spells
   e. Changes in Mental State (e.g. Disorientation, Agitation, Confusion, Seizure)
3. Rest in Shade
4. Remove Clothing
5. Reduce Body Temperature (i.e. Place ice packs on both sides of the neck and groin area, as well as under the armpits of the affected individual)
6. Rehydrate
7. Rush to Nearest Hospital or Medical Facility

SAF Revised WRC		
Heat Category	**WBGT (°C)**	**Work:Rest (mins)**
White	29.9 & Below	60 : 15
Green	30.0 to 30.9	45 : 15
Yellow	31.0 to 31.9	30 : 15
Red	32.0 to 32.9	30 : 30
Black	33.0 to 34.9	15 : 30
Cut Off	35.0 & above	No Strenuous Training

Check Mental Alertness (AVPU)

To check **Alertness**, ask the individual for:

1. Time (e.g. am/pm)
2. Place (e.g. in camp/outfield)
3. Person (e.g. name)

If the casualty is able to answer all three questions, you may proceed with getting him/her to rest under shade. If they are unable to answer the questions, proceed with evacuation. While doing so, continue assessing the casualty's condition through:

- **Verbal** (if casualty can respond to verbal stimulus)
- **Pain** (if casualty can respond to pain stimulus)
- **Unresponsive** (if casualty is unresponsive to stimulus)

Tagging of Personnel

Personnel with past/present non-medical/medical conditions that need to be highlighted should be tagged with a coloured wrist band.

Medical Conditions	Non-Medical Conditions
History of Asthma/Heat Injuries	Performed Guard Duties the previous night
On/After Light Duty (Attn. B)	
Medical Leave (Attn. C)	

Training within AFTC:



SELF-ORGANIZED FITNESS TRAINING RULES

TRAIN SMART, STAY SAFE, RESPECT THE SCHEDULE

WEEKDAYS (MON-FRI)		
0600H - 0700H	✓	Buddy Required
0700H - 1900H	✗	Buddy not required
1900H - 2200H	✓	Buddy Required
WEEKENDS & PUBLIC HOLIDAYS		
0600H - 2200H	✓	Buddy Required
ALL DAYS		
2200H - 0600H	⊘	Not Permitted

During quieter hours, buddy training ensures everyone stays safe and accountable.

Training during Inclement Weather (CAT 1)

All outdoor activities are to cease in the event of CAT 1 lightning risk. Personnel are to move into a sheltered area/building. CAT 1 warning light locations as shown below.





7 Facilities & Amenities

7.1 Facilities and Amenities

Facility/Amenity	Opening Hours	Remarks
Basketball Court	Mon – Fri: 0800H-2200H	You can book the sports facilities through https://go.oncehub.com/aftc (www.go.gov.sg/aftcfacilitiesbook) • Official training can be booked 3 weeks in advance. • Self-regulated training can be booked 1 day in advance. Sports equipment (eg: soccer balls, basketballs, volleyballs, squash and tennis racquets may be loaned from ST logistics store for up to 48 hours.
Street Soccer Court		
Squash Court		
Tennis Courts		
Multi-Purpose Hall		
Swimming Pool	Mon - Fri: 0800H-1800H	Note: All sports activities are to be done in a buddy system. Gym towels must be brought along. Gym etiquette to be practised in the gym (eg. Wiping the sweat off after use, placing back free weights in their original position, and not hog machines)
Stadium	Mon – Fri: 0600H-1900H	

Gym	Mon, Wed: 0800H-1800H Tue, Thu: 0800H-2000H Fri: 0800H-1700H	
Collab@AF1	24/7	



7.2 Air Force One

Air Force One is an all ranks' mess, by which all instructors, administrative staff, and trainees are members of the mess. The mess serves as an avenue for all in AFTC to interact and relax.

Opening Hours: Mon-Fri, 1700H – 2100H

Dress Code:

a. Full uniform
b. Civilian Attire – civilian attire should be presentable, neat and clean. Minimally a collared shirt and jeans. **NO** Bermudas or Shorts allowed.
c. RSAF PT attire (no singlet) is allowed only during operating hours. During all Happy Hours and other functions/events organised by the Club Committee, all personnel shall follow the dress code stated in (a) and (b)
d. No sandals/slippers and headdress.

Telegram Channel for AF ONE CHICKEN: https://t.me/afonechicken

Regulations for AF1:
When in the Club, all members are expected to conduct themselves with decorum befitting the occasion or function. Rowdy or unruly behaviour will not be tolerated at any time.

Senior members are expected to teach and guide new and junior members on the appropriate conduct in the Club. It must however, be remembered that the Club is a place where all members are encouraged to interact with one another. Therefore, excessive formalities or strict regimentation is not desirable. As such, saluting of officers within the mess is not required. Nonetheless, senior officers are to be greeted and all to be treated with respect.

7.3 Minimart beside Cookhouse

The AFTC Minimart is located beside the Cookhouse, and stocks a range of everyday items, such as snack foods, confectionery, toiletries, and stationery. It is open for all to patronise, so long as you obtain permission from your instructors.

Opening Hours:

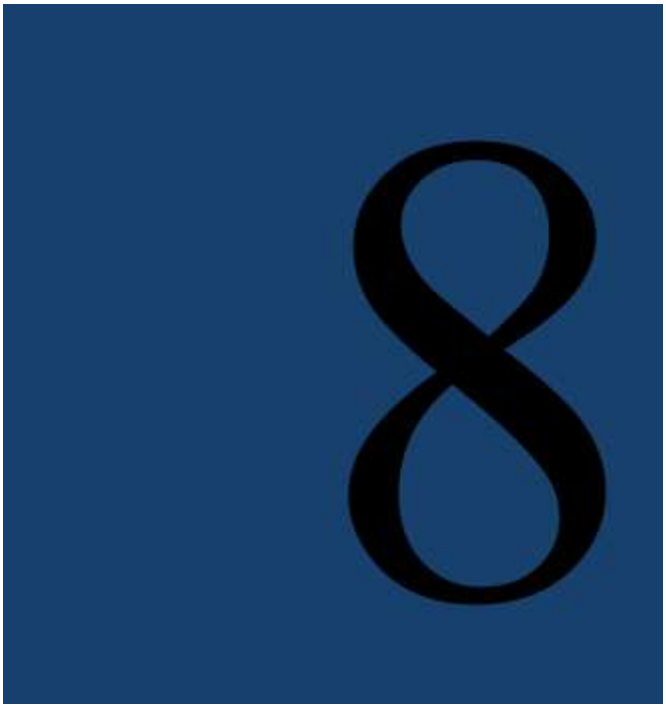
- Mon-Thu, 0900H – 1630H
- Fri, 0900H – 1600H
- Closed on Weekends and Public Holidays







Images of the Minimart



Avenues for Mental Support

8.1 On Mental Well-being

AFTC takes the mental well-being of its trainees seriously. Therefore, there are various avenues for trainees to turn to should they need a listening ear or require mental support.

8.2 Avenues for Mental Support

For Urgent Issues (e.g. having suicidal thoughts or a strong desire to engage in self-harm)
Trainees may approach the Base Medical Officers (MO) immediately. Base MOs will provide immediate medical attention and make necessary referrals to help the trainee.

For Non-Urgent Issues

a. **Unit Superiors** – Trainees may approach their superiors/instructors. Instructors are nurturing and more than willing to help.
b. **Paracounsellors** – Every school/unit has at least one paracounsellor who is trained in basic counselling and skills to help individuals.

Trainees may talk to their superiors to find out who the paracounsellors(s) in their unit are/is and request for a session.

c. **AFTC Psychologist (Psy Health)** – Trainees may also approach the AFTC Psychologist via OSN or call 6761 3777 to make an appointment.

24H Toll-free Helpline (out-of-camp/out-of-office hours)

SAF Counselling Hotline	1800 278 0022
National Care Hotline	1800 202 6868
Samaritans of Singapore	1800 221 4444
IMH Emergency	6389 2222



Trainee Council

9.1 Introduction to Trainee Council

The AFTC Trainee Council (TC) is a trainee-run organisation that aims to serve the needs of all trainees in AFTC. The TC works together with AFTC's leadership to achieve the following objectives:

a. Enhance the professional and personal development of the trainees within their respective vocational domains
b. Foster cross-vocation interaction so as to provide trainees with opportunities to develop themselves beyond their vocations.
c. Imbue the RSAF culture and an AFTC identity amongst the trainees.

9.2 Council Structure and Organisation

The Council will be led by the Trainee Council Commander with guidance from the TC Advisor and Deputy Advisor / AFTC Command Chief.

Roles and Responsibilities of Appointment Holders

Appointment	Role

Trainee Council Commander	Responsible for the management of TC and smooth running of the Council and its events.
Deputy Trainee Council Commander & Strategic Communications IC	Assist the TC Commander in the management of the TC and will undertake the responsibilities of the TC Commander in his/her absence.
Trainee Council Command Chief	Responsible for upholding standards and discipline of the trainee body on a daily basis.
Trainee Council Sports & Safety IC	Responsible for overall physical fitness of trainees and works closely with the AFTC Sports Committee to organise sporting events, such as the Quarterly Sports Challenge. He/She is also responsible for the overall safety of the trainees and works together with the Command Safety Officer to promulgate any safety messages.
Trainee Council Innovation IC	Responsible for the development and augmentation of ideas, initiatives, and processes to improve the well-being and quality of life for trainees of AFTC.
TI Trainee Commanders	There is a TI Trainee Commander for each TI (i.e. FTI, AWTI, and AETI). The TI Trainee Commander serves as a link between the TI and the TC. He/She represents their TI, its trainees, and their interests in the TC and raises concerns and feedback on their behalf.

Trainee Council Appointment Holder Ranks

9.3 Feedback Channel

The Council welcomes any feedback you may have on any matters relating to AFTC. You may either:

1. Approach any of the Council members for assistance, or
2. Drop your suggestions at https://tinyurl.com/AFTCFeedbackForm

If there is a serious issue that you feel uncomfortable reporting to the Trainee Council or your instructors, use this link instead:

https://www.go.gov.sg/aftc-open-reporting

Submitters retain the right to anonymity.

EMERGENCY/IMPORTANT CONTACT NUMBERS

AFTC

Guard Room (Admin/Emergency)	6461 8999/8542
AFTC Training Hub	6461 8777
AFTC DO	9636 2697
PLAB Medical Centre	6304 5555
PLAB Airport Emergency Services	6381 3555
AFTC Trainees Telegram Group	https://t.me/+nSOZC3ICrus0ZmU1
Our AFTC Facebook Page	https://www.facebook.com/groups/1498422184271 75/
Our AFTC Instagram Page	https://www.instagram.com/our_aftc/

MINDEF/SAF

MINDEF eService Centre	1800 367 6767
OneNS	https://www.ns.gov.sg/
Air Manpower Department	6768 2999
National Serviceman Services Centre	6373 1674/75
Air Force Recruitment Centre	1800 270 1010
AFIC	9620 1295
CMPB Information Counter	6373 3129
SAF Card Hotline	6373 3191/77
Military Pay (Regular & NSF)	6373 1429/30/32

Feedback Channels

Trainee Council	https://tinyurl.com/AFTCFeedbackForm
Command Safety Office	https://www.go.gov.sg/aftc-open-reporting

Avenues for Mental Support

SAF Counselling Hotline	1800 278 0022
AFTC Command Psychologist	6761 3777
National Care Hotline	1800 202 6868
Samaritans of Singapore	1800 221 4444
IMH Emergency	6389 2222

CAA: 12 January 2026