

Royal Australian Air Force

No 1 Recruit Training Unit



Recruit Training Joining Instruction

1RTU Reference: AI2050258
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(Content subject to change without notice)

Introduction

1. The role of No 1 Recruit Training Unit (1RTU) is to prepare newly enlisted members of the Royal Australian Air Force for both full-time and part-time service. This preparation centres on the fundamental principles of basic military training, and ensures participants are provided the required knowledge, skills and attitude to successfully integrate into the Australian Defence Force (ADF).

Aim

2. This Joining Instruction (JI) aims to provide recruits and their families with the basic information required to adequately prepare for training at 1RTU.

Course Details

3. **Course Location.** 1RTU is located at RAAF Base Wagga, Forest Hill, NSW. RAAF Base Wagga is approximately 10km east of Wagga Wagga, the largest inland city in NSW. Wagga Wagga's population exceeds 62,000, and it is geographically located midway between Sydney and Melbourne.

4. **Course Length.** The 1RTU Recruit Course is conducted over an 11 week period (10.6 weeks in duration), including public holidays and some weekends. This is the minimum course length, and may be extended due to a range of factors.

5. **Course Content.** Course material is delivered in accordance with an approved Learning Management Package, and contains only prescribed learning directed by Headquarters RAAF College. There are no concessions given to recruits for age, gender, experience, or intended mustering. Every recruit must meet the approved assessment requirements – theoretical, practical and physical – in order to successfully complete the recruit course.

6. The key course components are: Service Knowledge, Military Drill, Physical Fitness and Ground Defence (weapons and field craft). Each component is assessed and must be passed in order to progress through training.

Course Progression

7. Once a recruit commences training, there are three potential outcomes for each member. These are:

- a. **Graduation.** The majority of recruits will graduate on the course they commence. Graduation Day is usually on the Wednesday of Week 11.
- b. **Suspension / Removal.** Recruits who are either injured or do not meet assessment requirements may be removed from course for rehabilitation / additional training. These recruits, once fit to continue training, will be placed on the next available recruit course. This will delay the recruit's graduation date, and may impact any subsequent Initial Employment Training (IET).
- c. **Discharge / Termination.** Recruits may elect to discharge from service within 90 days of enlistment; however, recruits are encouraged to serve a minimum period of 30 days. In rare cases, a recruit may be deemed unsuitable for continued service and

may have their employment terminated. Upon discharge or termination, recruits will be required to return service issued items and will be returned to their home locality.

General Information

8. **Accommodation.** All recruits are housed on RAAF Base Wagga in dedicated 1RTU Living-In Accommodation (LIA) buildings. These buildings are two storeys, and contain 16 rooms per floor. Each room contains four beds, and each bed space includes equipment for individual use (such as a locker and desk). Recruits will be arranged in a unisex, communal style living environment within these buildings; but only members of the same sex will be accommodated within each room.

9. **Catering.** All meals are provided at the Airmen's Mess. Please contact the 1RTU Induction Centre (IC) on 02 6937 5501 prior to your arrival to advise of any dietary requirements or restrictions.

10. **Electronic Devices.** 1RTU has adopted a blended learning environment in which course material and study aids are provided in electronic format. Therefore, recruits are required to bring a personal electronic device (PED) for study purposes. To maximise access to learning materials, a tablet is highly recommended. Limited wifi access is provided; however, it is suggested that PEDs have the ability to connect to a cellular data network. 1RTU accepts no responsibility for any network charges incurred or any damage caused during training. It is suggested that PEDs are pre-loaded with the following applications:

- a. Moodle Mobile
- b. Kahoot!
- c. App to view and mark Adobe pdf files, such as "PDF Expert"
- d. App to view Microsoft Powerpoint files, such as "Keynote"
- e. Internet browser
- f. QRCode reader, such as "QRCodeScanner"
- g. Email application.

11. **Email.** Members are required to provide a personal email address to establish an account with the ADF online learning environment. This email address must be able to identify the user by name, and must **not** be offensive.

12. **Mail.** Recruits can receive mail while at 1RTU. All mail should be addressed as below. Recruits who wish to send mail are required to supply their own stamps and packaging.

Rank, Initials, Surname, Employee Id Number
1RTU
Course No XX/XX
RAAF Base Wagga FOREST HILL NSW 2651

13. **Personal Dress and Grooming.** It is recommended that recruits take note of the following prior to their arrival:

- a. hair is to be kept in a neat and conservative style and is to include only natural colour tones
- b. females are generally not permitted to wear make-up during the conduct of daily duties; however, there are some occasions when make-up is permitted
- c. recruits must bring neat and conservatively styled personal clothing for use after hours and during stand down periods
- d. the following items of dress are **not** acceptable:
 - (1) midriff tops or sheer / see-through clothing
 - (2) clothing with inappropriate or offensive slogans or content
 - (3) clothing that is in poor repair (torn or ripped) or is soiled
 - (4) clothing that does not cover the shoulders, such as a singlets, strapless tops or muscle shirts.

14. **Personal Effects and Documentation.** Recruits are required to bring some personal items and documentation. A pre-pack checklist has been provided at Annex A, and a guide for documentation required for recognition of an interdependent partnership has been provided at Annex B. Due to storage, security and portability restrictions, some items are not be brought to 1RTU. These include:

- a. sporting equipment (except for clothing and running shoes)
- b. weapons of any kind
- c. excessive amounts of money (\$200 or more must be reported to staff on arrival).

15. **Security Clearance.** Security clearance documentation (called an ePack) should have been provided as part of the enlistment process. It is strongly advised recruits commence this process prior to arrival at 1RTU. Recruits who are unable to complete their ePack prior to arriving must bring the items listed at Annex C. Additionally, it is recommended that **all** recruits bring certified true copies of these documents. Failure to bring these documents may result in a delayed security clearance, which may affect follow-on training and employment.

16. **Social Media.** Social media is an easily accessible platform for recruits and their families to stay informed of current Air Force and ADF events. The Royal Australian Air Force has an official Facebook page that recruits and their families are encouraged to follow. Recruits and their families should consider security and privacy implications prior to posting any content on this page.

17. **Stand Down.** In the initial stages of training, recruits will have limited opportunity to leave the 1RTU precinct. It is therefore recommended recruits have enough personal supplies (toiletries, laundry supplies, etc) to last approximately three weeks. After this,

opportunity is provided to access shopping facilities. Generally, recruits will not be given leave to return to their home locality during their training.

18. **Travel.** DFR centres are responsible for organising recruits' travel to RAAF Base Wagga. All new recruits will be provided with travel details prior to departure. Should there be any change to travel plans, recruits are to contact one of the following numbers:

- a. Primary Contact (business hours) – 1RTU Induction Centre – 02 6937 5501
- b. Secondary Contact (after hours) – 1RTU Duty Non Commissioned Officer (DNCO) – 0428 737 116.

19. **Fitness.** Physical fitness is a **major** component of recruit training, and it is essential that recruits arrive at 1RTU with a high level of physical fitness. The course program includes multiple periods of physical training each week. Additionally, recruits are required to march / walk in excess of 6km daily. Applicants should refer to the DFR website and the ADF Active app (available from the relevant app store) to assist in their preparation. Further information can also be found at Annexes D and E regarding the physical fitness requirements specific to recruit training.

Conclusion

20. As the point of entry training unit for all enlisted RAAF personnel, 1RTU is committed to transforming civilians into highly effective Air Force members. The knowledge, skills and attitude gained throughout recruit training will prepare newly enlisted members for future success in their next phase of training and into their Air Force careers.

21. On behalf of 1RTU, I wish recruits the very best of luck. We look forward to welcoming you as a valued member of the Air Force team.



R Magno
Wing Commander
Commanding Officer
No 1 Recruit Training Unit

19 Dec 17

Annexes:

- A. Pre Pack Checklist
- B. Supporting Documentation required for Recognition of Interdependent Partnership
- C. Supporting documentation required for Australian Government Security Vetting Agency (AGSVA)
- D. Physical Fitness at 1RTU
- E. 1RTU Initial Fitness Assessment Standards.

PRE PACK CHECKLIST

DOCUMENTS	
	Australian bank account details (Account and BSB)
	Any existing superannuation account details
	Tax File Number
	Original / certified true copy of birth certificate
	Original / certified true copies of birth certificates for dependent children
	Original / certified true copy of marriage / divorce certificate
	Original / certified true copy of current will
	Driver's licence
	Passport or naturalisation documents (if not Australian Citizen)
	Vaccination records
	Evidence of previous government employment
	Deed poll - change of name certificate
	Any other documents required for ePack completion
	Medical prescriptions
ACCESSORIES	
	Plastic coat hangers x 20 (see image 1 below)
	Clip style trouser hangers x 8 (see image 2 below)
	Watch (conservative colour and style)
	Shoe polishing cloth
	1 x tin of shoe polish (Gloss Black)
	1 x shoe shine brush
	Additional toothbrush (for shoes)
	Front loader washing liquid (not powder)
	Bath towel
	Steam iron (high quality)
	Tablet / Smart device
	Sealable clear plastic container (medium size)



Image 1 - Standard coat hanger

CLOTHING	
	Personal PT attire (shorts, t-shirt, tracksuit if required). No offensive slogans or designs
	Quality running shoes, worn- in prior to training
	Sports socks (x2 pair minimum)
	Sports bras (x2 minimum)
	Swimming attire – modest, no bikinis
	Pyjamas – modest, no singlets or see through clothing
	Neat casual attire
	Underwear (x6 minimum)
	Rubber thongs
TOILETRIES	
	Shaving cream / gel
	Shaving razor and spare blades
	Toothbrush and toothpaste
	Deodorant
	Shampoo and conditioner
	Body wash / soap
	Hairbrush / comb
	Hairnets, bobby pins, hairspray / gel and hair ties (females with long hair).
OPTIONAL ITEMS	
	Black or dark coloured bike shorts
	Black or dark coloured cap
	Additional personal toiletries and bag
	Jewellery - keep to a minimum. Females are permitted sleepers 10mm and studs 4mm diameter
	Mobile phone
	Framed photograph or collage (max size A4)
	Stationery - pens, paper and stamps
	Sunglasses (conservative colour and style)

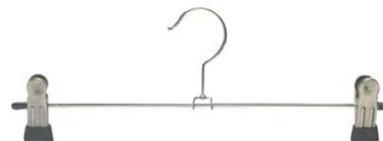


Image 2 - Standard trouser hanger (hanger clips must be adjustable)

**SUPPORTING DOCUMENTATION REQUIRED FOR
RECOGNITION OF INTERDEPENDENT PARTNERSHIP (DE-FACTO)**

The documentation below can be used as evidence for a request of recognition of an interdependent partnership. You must provide a minimum of four (4) pieces of evidence from the list below:

- Evidence of a will or life assurance policy which nominates your partner as principal beneficiary, or co-beneficiary with children.
- If your partner was, before beginning to live with you, in receipt of Commonwealth pension or benefit from which they may be excluded by law, evidence that your partner has notified the relevant agency.
- Evidence that you have enrolled your partner in a health insurance scheme, or arranged to pay the Medicare levy because of his or her changed domestic status.
- You have named your partner as a person to be notified for Service purposes.
- Statutory declarations from next of kin or close relatives stating that they have regarded you and your partner as interdependent partners for a minimum period of 90 days, and giving any other information that they may consider appropriate.
- If your partner has no interdependent income, evidence of regular financial support by you for a minimum period of 90 days.
- Evidence that you as a couple regularly operate a joint account.
- If you and your partner live in rented accommodation, either evidence that both names appear on the lease, or a statement from the landlord or agent declaring that he or she rented the premises at your address to a couple (rather than two singles or one person). If the accommodation is leased through Defence Housing Australia, evidence that you have applied for an additional person to reside with you, and the subsequent approval. These documents must show a commencement date of a minimum period of 90 days prior to the application.
- Documents to show that you and your partner have purchased or are purchasing as joint owners, valuable property.
- Evidence of a recognised partnership from other Government agencies.
- One partner has changed his or her name by deed poll, or informally calls himself or herself by the name of the other partner (as shown by any documents which refer to him or her as Mr or Mrs "X").
- A copy of a birth certificate of any children of the union.
- Evidence of any financial arrangements for sums in excess of \$1000 which you and your partner may have agreed between you (e.g. personal loan, payment of one or other's debts, guarantor of loan).
- Evidence that you or your partner has given the other partner access to their personal bank account(s) for bill paying purposes or power of attorney during any separation.
- Evidence of either one household bill in joint names, or two separate household bills, one in each partner's name.

**SUPPORTING DOCUMENTATION REQUIRED FOR
AUSTRALIAN GOVERNMENT SECURITY VETTING AGENCY (AGSVA)**

Below is a list of documentation that is required by AGSVA in order to process your security clearance. All recruits should bring copies of these documents.

- AGSVA form SVA021
- AGSVA form SVA041
- AGSVA form SVA84-1
- Birth certificate, (including parents birth certificate if YOU are born after 20 Aug 86)
- Citizenship Certificate (if applicable)
- Australian Passport (if one has been issued)
- Drivers Licence (if applicable)
- Medicare or ATM card
- Proof of current and previous address (such as a utility bill or rates notice)
- Previous payslips or education certificates

Failure to bring these documents to 1RTU may result in a delay in obtaining your required clearance which can affect your ability to complete your Initial Employment Training (IET).

PHYSICAL FITNESS AT 1RTU

1. The RAAF requires its personnel to maintain a high level of physical fitness throughout their careers. In order to ensure Air Force members are indoctrinated with a fitness oriented mindset, recruits at 1RTU will undergo regular, controlled and challenging physical training. This training is conducted under the instruction of RAAF Physical Training Instructors (PTIs).
2. Individuals are expected to possess a high level of fitness prior to arrival at 1RTU. It is this pre-course fitness that will assist recruits to overcome some of the physical and emotional obstacles during the initial stages of the course. Recruits who are physically and mentally fit will find they have a higher level of concentration, resilience, perform better during theory and practical lessons, and return better results during assessments.

INITIAL FITNESS SCREEN

3. To ensure sufficient physical fitness to safely commence recruit training, you will be required to pass an Initial Fitness Screen (IFS) on arrival at 1RTU. This comprises of all the testing components that is required of RAAF personnel on an annual basis, and is specific to the test you must successfully pass to complete training at 1RTU. To safely begin training, recruits must achieve:
 - a. 10 push-ups for males, 4 push ups for females; or
 - b. 10 sec flexed arm hang for both males and females; and
 - c. 20 sit-ups with feet un-held or held; and
 - d. 2.4km run, 15.00 minutes for males, 16.00 minutes for females.
4. Recruits must achieve the strength components (a or b and c) as well as d with sub-maximal effort. Failure will result in removal from course.

INITIAL FITNESS TEST

5. During the physical training program at 1RTU, recruits will be exposed to varying elements of the RAAF Initial Fitness Test (IFT). Physical fitness lessons are designed to identify recruits who may be at a higher risk of injury due to poor physical conditioning and personal resilience. The diagnostic assessments enable each individual to self- assess their deficiencies, and adjust personal training requirements accordingly with the potential outcome of completing a mandatory after-hours training program.
6. The Physical Training program is designed to increase strength, core stability and cardiovascular endurance to prepare recruits for the Ground Defence phase of training where running and intense physical exertion is required. The PTIs will provide lessons to increase fitness gradually, building up to the summative (final) RAAF IFT. The summative IFT consists of an age/gender specific requirement for the flexed arm hang / push-ups, sit-ups and a 2.4km run as per the table below.

FLEX-ARM HANG (Seconds)						
AGE:	<25 yrs	25-34	35- 44	45-54	55-59	<60
Male	30	25	20	15	10	5
Female	30	25	20	15	10	5
PUSH-UP TEST (reps)						
AGE:	<25 yrs	25-34	35- 44	45-54	55-59	<60
Male	25	20	15	10	5	3
Female	10	8	6	4	3	1
SIT-UP TEST (Feet Un-held)						
AGE:	<25 yrs	25-34	35- 44	45-54	55-59	<60
Male	30	25	20	15	10	5
Female	30	25	20	15	10	5
SIT-UP TEST (Feet held)						
Male	65	55	45	35	25	15
Female	65	55	45	35	25	15
2.4 KM RUN (Minutes)						
AGE:	<25 yrs	25-34	35- 44	45-54	55-59	<60
Male	12:00	13:00	14:00	15:00	16:00	17:00
Female	13:00	14:00	15:00	16:00	17:00	18:00

1RTU INITIAL FITNESS ASSESSMENT STANDARDS

The Physical Fitness Test (PFT) is an annual mandatory fitness assessment for all RAAF personnel. To successfully complete 1RTU training, all recruits must meet the PFT specific to their age and gender.

To ensure recruits have an appropriate level of physical fitness prior to commencing training at 1RTU, they are required to undertake and pass an Initial Fitness Screen (IFS). The IFS is the minimum entry standard, and recruits should aim to pass the PFT before commencing recruit training.

The IFS conducted prior to a recruit progressing into the recruit training environment, consists of cardiovascular (2.4km run), upper body strength (push-ups and/or flexed arm hang (FAH)) and core strength (sit-ups) components. The required standards are:

Male requirement: 10 Push-ups/10sec FAH, 20 Sit-ups (feet un-held/held), 2.4km run within 15.00minutes

Female requirement: 4 Push-ups/10sec FAH, 20 Sit-ups (feet un-held/held), 2.4km run within 16.00minutes

PUSH-UP TEST

Push-ups provide an indication of upper body strength endurance, as well as core stability. The push-up test is to be conducted to a two second cadence and the procedure is as follows;

- The recruit assumes the push-up position with any width of hand placement that they choose, so long as the fingers are placed on the ground with the fingertips pointed forward. Members may change the width of the hands during the test as long as the fingertips maintain the forward direction. The ideal position for mechanical advantage is with the hands placed directly under the line of the shoulders.
- The recruit's torso, as scrutinised by the examiner, must not deviate from a rigid position. In other words, the subject must maintain a neutral spine position and a straight line from shoulder, hip, knee, and ankle. The feet are to remain in contact with the ground and no wider than shoulder width apart – see FIG 1.
- As the recruit descends, elbows may stay close to the body or move out to the side. However, the recruit must lower to a depth, as scrutinised by the examiner, where the upper arm is parallel to the floor. Note that this does not necessarily equate to an angle at the elbow of 90 degrees (particularly when the elbows are kept close to the torso during the movement) – see FIG 2.
- The recruit must extend fully into the upright position at the top of the movement before beginning subsequent repetitions – see FIG 1.



FIG 1 – PUSH-UP START/UP POSITION



FIG 2 – PUSH-UP LOWER/DOWN POSITION

FLEXED ARM HANG

The flexed arm hang tests upper body strength and muscular endurance. The flexed arm hang is a static activity and the procedure is as follows:

- The recruit may be assisted to the start position. The bar may be grasped with hands facing either forward, rearward or with an alternate grip (FIG 1).
- Arms are to be fully flexed with chin clear above the bar and feet clear of any supports.
- Legs may be slightly bent, but knees must remain below waist height. Swinging is not permitted and ankles must remain uncrossed for safety reasons.
- The recruit is to maintain the Raised position (FIG 2) for the prescribed period of time as detailed at Annex D.



FIG 1 - FAH
START/FINISH POSITION



FIG 2 – FAH
RAISED POSITION

SIT-UP TEST

The sit-up test provides an indication of the minimum standard of abdominal strength and endurance. The sit-up test is to be conducted to a three second cadence and the procedure is as follows;

- The recruit lies flat on their back with the knees bent and both heels on the floor (on or off the mat which is to be no more than 5 cm in thickness). Both knees and heels should be no more than shoulder width apart. The angle of the knees is to be maintained at approximately 90 degrees for the duration of the sit-up test. The arms are placed with the palms or complete fist resting on the thighs, and the arms are to remain straight throughout the activity. The head is to be raised and held off the floor in a comfortable position. The head is to remain in this position during the entire test – see FIG 3.
- If the recruit chooses the feet un-held option, the feet are not secured for the entire test, and the member is required to complete the number of sit-ups according to age – see FIG 3.
- If the recruit chooses the feet secured option, the feet are to be placed under an immovable object or be held by another person for the entire test, and the member is required to complete the number of sit-ups according to age – see FIG 4.
- From this position, the upper body is raised and at the same time the hands remain in contact and slide forward up the front of the thighs until the wrists touch the top of the knees being the limit of the upward movement for the sit-up position. The neck and arms are not to be jerked forward. The heels and buttocks are not to leave the floor – see FIG 5.
- The upper body is then lowered to the start position until the shoulder blades touch the floor – see FIG 3.



FIG 3 – SIT-UP START/LOWER POSITION



FIG 4 – SIT-UP FEET HELD POSITION



FIG 5 – SIT-UP RAISE POSITION

2.4km RUN

Aerobic fitness is the basis of general physical fitness and is closely related to an individual's health.

The 2.4km run component assesses aerobic capacity and locomotor endurance. The 2.4km run is conducted in the following manner at 1RTU.

- recruits will perform 6 laps of a 400m track
- recruits will be given their split/lap times after each 400m mark
- recruits must complete all 6 laps within the given timeframe to successfully pass.