

1 RECRUIT TRAINING UNIT

RECRUIT JOINING INSTRUCTIONS



Amendment Date: 08 November 2010

(Note - Joining Instructions are subject to change without notice)

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Introduction

1. Welcome to the Royal Australian Air Force (RAAF) and No. 1 Recruit Training Unit (1RTU), RAAF Base Wagga, New South Wales. The function of 1RTU is to prepare newly enlisted Airmen and Airwomen for service in the RAAF. Recruit training involves the imparting of basic military skills and knowledge, and the transformation of civilians into Airmen and Airwomen who become proud members of a military service. Teamwork, self-discipline and 'esprit de corps' play a vital role in this training.

2. These Joining Instructions aim to provide you and your family with enough information to ensure your personal affairs are adequately arranged before enlistment in the RAAF, and to give you an idea of what can be expected on course.

Travel to 1RTU

3. 1RTU is located at RAAF Base Wagga, approximately 10km to the east of Wagga Wagga, a large city of over 60,000 people, located midway between Melbourne and Sydney. During the enlistment process individual recruit travel will be organised by respective recruiting centres and all questions about travel should be directed to them.

4. The normal means of travel is direct to Wagga. If you are travelling to 1RTU by rail or civilian transport, alternative arrangements will be organised by the Recruiting Centre. If you arrive at Wagga airport, and no staff member has collected you, please contact the following:

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

5. Although highly unlikely, if you are travelling by Defence Vehicle or hire car, it is important for you to note that Defence has strict policy regarding nil alcohol for all drivers.

Course length

6. The length of the course is 10.6 weeks. Under certain circumstances your time on course may be extended; if you are become medically unfit to continue training, or have failed to achieve the required standard in a practical or theory based assessment. In all such circumstances, recruits are managed on an individual case basis, and further opportunities for training are provided for those recruits who would benefit.

7. Due to the possibility that the length of training may be extended, it is strongly recommended that you avoid making serious personal and financial commitments until after having graduated from 1RTU.

Course organisation

8. On arrival at 1RTU, the enlistment intake will be divided into groups of approximately thirty recruits and each group will be allocated two Non-Commissioned Officers (NCOs). The respective course NCOs will be responsible for most of the instruction and the supervision of each course. The course NCO's are a recruit's primary point of contact for any training related, administrative or personal matters.

Course content

9. The content of the recruit course is the same for all enlistees irrespective of their age, gender, experience or intended employment mustering. The course covers common aspects of military knowledge, skills and attitudes that are necessary for all Airmen and Airwomen to operate effectively in the RAAF.

10. The recruit course is designed to be a total learning experience, which will dominate a recruit's life whilst at 1RTU. Recruits undertake active outdoor training in practical skills such as drill, weapon handling and firing, airfield defence, fire fighting and physical fitness; There are formal classroom lessons on RAAF history, customs and traditions, service knowledge, first aid, military law, character development and interpersonal skills.

11. Recruits are also assessed throughout the course on the standard of their behaviour and attitude towards their training. Recruits will be expected to conduct themselves in a manner consistent with the RAAF Values as these values are an integral part of what it means to be an Airman or Airwoman in the RAAF.

12. The required standards are high, but recruits who display a good attitude towards their training generally have no problems in meeting the requirements of the course. Failure to meet the required standards may result in suspension from training. Serious breaches and/or patterns of unacceptable behaviour may result in a recruit being discharged from the RAAF.

Discharge

13. Any recruit who lodges an application for discharge within ninety days of enlistment may be discharged but not normally until the conclusion of thirty days from the commencement of their recruit course.

Working hours

14. A recruit's normal working day will officially commence 0500 hours, with Breakfast at 0610 hours, lunch at 1130 and dinner at 1715 hours. Lights out is at 2200 hours. Recruits will receive some weekend time off, but this is dependent on recruits maintaining the required standard of performance throughout the course. Training will occur on public holidays and at least two weekends. Prior to meal parade, all recruits must have carried out their morning routine (males must be clean shaven), made their bed and cleaned their accommodation block.

15. Recruits will be required to perform a significant amount of after hours work in order to maintain equipment and living areas to an inspection standard. This period is also an opportunity for recruits to practice the skills they have been taught as a team.

Required Documentation

16. It is *imperative* that recruits bring all of the required documentation with them to 1RTU (as detailed in Annex A). This documentation is required to ensure that recruits are paid promptly and correctly whilst undertaking training. Failure to provide the correct documentation could result in the delay of both pay and any financial entitlements.

Finances

17. On the commencement of training each recruit will be paid a RAAF salary. This is done on a fortnightly basis via electronic transfer into a nominated Australian credit union or bank account. Due to the busy work schedule recruits will not have access to do banking during business hours. Therefore, it is recommended that recruits have a keycard / bankcard to access money from the on base ATM.

18. RAAF base Wagga has ATM facilities through Australian Defence Force Credit Union. There is also a DEFCREDIT branch on base. **There are no other bank agencies or Post Office on base.** Recruits have no requirement to bring with them, or maintain, large amounts of cash whilst on course; we strongly advise against doing so.

19. All recruits must have a bank account with an Australian Banking institution and must bring along the relevant banking details including:

- a. BSB,
- b. Account number,
- c. Account name, and
- d. Tax File Number (all recruits must have a valid tax file number).

20. Any existing financial commitments must be adequately provisioned for before arriving at 1RTU to avoid unnecessary financial stress whilst on course.

Recognition of Interdependent Partnership

21. Recruits intending to apply for ADF Recognition of an Interdependent Partnership (i.e. defacto) whilst attending 1RTU, must bring all the required documentation with them. Application paperwork is available from all Defence Force Recruiting Centres and Annex C contains a list of eligible supporting documentation. If recruits do not bring the required paperwork with them, the application cannot be processed.

Physical fitness requirements

22. Service in the RAAF requires a high level of fitness. Whilst on course all recruits will undergo physical fitness training under the guidance and control of 1RTU Physical Training Instructors (PTI's). In addition to general conditioning classes, all recruits are required to participate in the following activities:

- a. Confidence course,
- b. Field Exercises,
- c. Battle PT, and
- d. Swimming, (seasonal).

23. Possessing a high level of fitness upon arrival will aid recruits in all aspects of the course and those who have prepared themselves will often find they have higher concentration levels, generally leading to better performance in physical and academic assessments. Being physically fit significantly reduces the risk of injury and improves their ability to handle all physical tasks.

24. Recruits will be required to perform the RAAF Initial Fitness Test (IFT) whilst at 1RTU. The IFT consists of a 2.4km run or 5km walk, unsupported sit ups or feet held sit ups, flex arm hang or push ups. Airfield Defence Guards (ADGs) will not be given the walk option whilst at 1RTU and must complete the 2.4km run. To minimise stress and injury, it is highly recommended that all recruits undertake a pre-enlistment fitness program before arriving at 1RTU. A program written by the 1RTU PTIs is in Annex B. It is recommended recruits follow the program closely and practice each specific component of the test

25. On arrival at 1RTU in week 0 recruits will be required to pass an Initial Fitness Assessment (IFA) as per the one completed at your Defence Recruiting Centre, achieving those same standards. Failure to meet the requirements of the IFA may result in the recruit being removed from course and provided additional fitness training until they are able to meet the standard.

26. In week 1 recruits will be required to undertake a formative IFT which is designed to ascertain which recruits may be at a higher risk of injury due to poor physical condition or robustness. Recruits will only be offered the run during the formative IFT as we are assessing the recruit's ability to run the 2.4km run at a sub maximal level to see if they are physically capable of continuing training without potentially getting injured.

27. The Physical Training (PT) program is designed to increase the recruits strength, cardiovascular endurance and core stability to prepare recruits for their Ground Defence phase of training where they **will** be required to run. The PTIs will provide lessons to increase fitness gradually and in week seven they will be required to undertake the summative IFT. The IFT summative test consists of the push ups or flexed arm hang, sit ups feet held or unheld and the 2.4km run or 5km walk. The table on the next page lists the requirements for the test.

Requirements for Formative IFT

FLEX-ARM HANG (Seconds)					
	<25 yrs	25–34 yrs	35– 44 yrs	45-54 yrs	55 and over
Male	30	25	20	15	10
Female	30	25	20	15	10
PUSH UP TEST					
	<25 yrs	25–34 yrs	35– 44 yrs	45-54 yrs	55 and over
Male	25	20	15	10	5
Female	10	8	6	4	3
SIT-UP TEST (Feet Unheld)					
	<25 yrs	25–34 yrs	35– 44 yrs	45-54 yrs	55 and over
Male	30	25	20	15	10
Female	30	25	20	15	10
SIT-UP TEST (Feet held)					
Male	65	55	45	35	25
Female	65	55	45	35	25
2.4 KM RUN (Minutes)					
	<25 yrs	25–34 yrs	35– 44 yrs	45-54 yrs	55 and over
Male	12:00	13:00	14:00	15:00	16:00
Female	13:00	14:00	15:00	16:00	17:00
5 KM Walk (Minutes)					
	<25 yrs	25–34 yrs	35– 44 yrs	45-54 yrs	55 and over
Male	38	40	42	44	46
Female	39	41	43	45	47

Smoking and alcohol

28. In accordance with State and Federal Law, recruits under the age of 18 cannot purchase or be supplied with alcohol, smoking related products and R rated material, either prior to or upon arriving at 1RTU. These recruits are not permitted to consume alcohol at any time whilst at 1RTU (this includes when off base during periods of stand-down).

29. 1RTU has a smoking policy that details items such as timings and locations for the purpose of smoking. This policy will be made known to recruits after arriving at 1RTU.

Leave and privileges

30. As recruits progress further through training, weekend day leave may be granted and some overnight leave may be granted for recruits with ADF recognised partners. If recruits require further training, leave may be rescinded at the discretion of the Recruit Flight Commander. This can occur on a Friday afternoon and may bring with it restrictions to off-base leave and use of the Recruit Club.

31. It is the responsibility of the recruit to make sure that friends and family of recruits planning on travelling to Wagga must not do so with the assumption that weekend leave will be granted. Recruit training takes precedence over any period of leave should further training be required. 1RTU does not have the responsibility to reimburse any travel costs should recruits be required for further training. It is strongly recommended that all travel (including travel for graduation parades) be made using fully refundable tickets.

Accommodation

32. All recruits are required to live in the on-base accommodation provided at 1RTU for the entire duration of the course. Accommodation at 1RTU is dormitory style, with four persons per room, and communal shared amenities. Every recruit is required to participate in daily cleaning of living quarters with the cleaning equipment provided.

33. Recruits are subject to having their accommodation blocks inspected daily for cleanliness and neatness, as are other shared facilities.

Catering

34. All meals are provided in the Airmen's Mess at set times. Those recruits that have special, medically based or other dietary requirements will need to advise 1RTU staff on arrival. Vegetarian meals are available, but limited in variety. Vending machines are located in the recruit club for snacks and drinks. A licensed recruit club is available for recruits that have been granted access. **State laws apply prohibiting under-age drinking of alcohol.**

Mail

35. Recruits are able to receive mail from friends and relatives. Mail is to be addressed in the following manner:

Rank, Initials, Surname, Employee Id Number (*these will be issued in week one*)

1RTU

Course No XX/XX (*Your actual course number will be given to you at enlistment*)

RAAF Base

Wagga NSW 2650

36. There is no post office on base, however recruits are advised to **bring stamps** with them and mail is able to be posted out via the 1RTU Induction Centre. There is also an Australia Post branch located just off-base which is open Mon - Fri and in Wagga which is open on Saturdays for use during periods of leave.

Telephones

37. There is no direct telephone access to/from recruit accommodation blocks, other than for official Defence purposes. There are no public telephones available on RAAF Base Wagga. Recruits are allowed to bring mobile phones with them to 1RTU. However, the use of mobile phones is restricted until after the daily training program has been completed. This is during the hours of 1800 – 2200 local NSW time. During the evening stand-down period recruits must balance their mobile phone usage with the requirement to work with their course to complete additional duties such as cleaning, ironing and personal study, etc. Consequently, phone time is limited according to the recruit's performance in training. For example, during the first four weeks of training, recruits are limited to use their mobile phones to one half hour (1/2 hour) per night. As recruits progress through their training and earn privileges based on their performance the amount of time is increased.

38. Mobile phones are not to be used in accommodation blocks; they can be used in 'break out' areas within the blocks, outside buildings, or within the recruit club during stand down hours only. **NO PHOTOGRAPHS**, including photos taken from phones with cameras are to be taken within the 1RTU precinct, with the exception of Graduation Day.

Internet and e-mail

39. 1RTU has limited internet access which recruits will have access to during stand down hours when privileges allow. However, due to the large recruit population and limited number of computers available, recruits will be required to limit the time spent on internet and e-mail activities. A web based e-mail account is the best option for e-mail communication with friends/relatives whilst on course. Personal Laptops /computers are not permitted at 1RTU.

Personal effects / luggage

40. Upon arrival all recruits are provided with bedding, a personal storage locker with a lock, communal ironing boards, bed, desk and a chair in their living quarters. All recruits will also be issued with all RAAF uniforms required for recruit training. Those items that must be brought to 1RTU are detailed in the attached pre-pack checklist. Each recruit is allowed to display one framed photograph no larger than A4 size on their desk. All items will be stored either in the recruit locker or issued suitcase and are subject to inspection by 1RTU staff at any time.

41. **Recruits are to ensure that their civilian luggage they bring to 1RTU does not exceed normal domestic air entitlements.** Luggage must not exceed 1 x suitcase and 1 x carry on bag, with weight not exceeding 30kg. It is likely excess baggage will be offloaded by the airline causing delays in the arrival of this luggage at Wagga. Any excess baggage charges are the responsibility of the recruit prior to boarding the aircraft.

42. The following items **MUST NOT** be brought to 1RTU under any circumstances:

- a. televisions;
 - b. laptops or personal computers;
 - c. portable stereos or other major electrical items;
 - d. sporting equipment;
 - e. knives or weapons of any description (failure to comply with this may contravene state law. If convicted of possession of a prohibited knife or weapon, penalties include imprisonment and/or fines); and
1. amounts of cash in excess of \$100.

Electrical equipment

43. To ensure the safety of Recruits and staff all electrical items brought to 1RTU are to be safe for use. It is recommended that all electrical items (eg irons, clock radios, iPods, chargers etc) be no older than 12 months old **or** have attached to them “integrity tested” labels affixed by a qualified electrician or testing facility.

Grooming

44. A high standard of personal grooming is expected of all recruits. Extremes of fashion are not permitted. Compulsory standards of personal grooming for recruits are as follows:

- a. **Hair:** Is to be kept in a neat and conservative style that does not interfere with the correct wearing of service headdress. Only natural tones of artificial hair colours, including streaking is allowed.
 - (1). **Males:** Are required to have a service haircut on arrival at 1RTU. This costs approximately \$20 - \$25 at the on-base hairdresser and generally requires maintenance every two weeks. It is recommended that male recruits have a short back and sides style of haircut prior to arriving at 1RTU.

- (2). **Females:** Are required to have their hair cut above the collar level prior to enlistment (not sitting on the shoulders), or wear long hair in a neat and tidy bun. Bun nets, hair combs and pins must be as close to the hair colour as possible. Ponytails, swinging plaits, heavy mesh nets, excessive number of hairpins or combs, brightly coloured combs and fabric ‘scrunchies’ are not permitted whilst in uniform.
- b. **Shaving:** Males are required to be clean-shaven prior to commencing duty each day. Moustaches are permitted in the Air Force, however beards are not.
- c. **Cosmetics:** The only time recruits are permitted to wear make up while in uniform is on Graduation Day. There is a limited amount of space in the recruit locker for makeup items.

Motor vehicles

45. All private motor vehicles at RAAF Base Wagga must comply with 1RTU’s current policy. Recruits wishing to bring a private motor vehicle onto RAAF Base Wagga are to advise their staff. Recruits may not use their vehicles unless proceeding on approved leave, and may only park their vehicles in designated recruit car parks. The storage of all service items, including issued clothing or equipment in private vehicles is strictly prohibited.

Local facilities

46. After hours and on weekends, depending on the stage of their training, recruits have access to all the facilities of the 1RTU VC Middleton Club which features televisions, pool tables, amusement machines and a licensed bar. Most on base sporting facilities are out of bounds to recruits, unless under the control of a staff member.

47. Shopping facilities on base are limited; however the Middleton VC Club has a stocked mini shop open Tue, Wed and Thu which supplies all the basic personal items at competitive rates.

48. For recruits with leave, nearby Forest Hill (walking distance outside the base) has a small shopping complex with supermarket, take away, post office and newsagent. Wagga city has a large variety of most facilities, shops, banks, entertainment etc. There is limited public transport from the base; however maxi cabs and taxis are available for booking at normal rates.

Recognition of Prior Learning (RPL)

49. Recruits who have any relevant qualifications pertinent to their desired mustering or have previously served within the Australian Defence Force (not Cadets) and wish to apply for RPL for their Initial Employment Training (post graduation from 1RTU) must bring all supporting documentation with them. This should include items such as course certificates, records of service, trade certificates or similar documents.

50. Applications for RPL should be passed to the respective Initial Employment Training unit upon arrival. Please note that the onus of proof is on the applicant to document and present a convincing case to justify a claim for RPL.

Vaccination details

51. Recruits undergoing training at 1RTU will receive vaccinations against Hepatitis A and B, Diphtheria, Tetanus, Mumps, Measles, Rubella, Poliomyelitis, Varicella Zoster (Chicken Pox), Meningococcal C and a test for Tuberculosis. There are possible complications with repeating a full dose of some of these vaccinations (all recruits must know if they have previously had Chicken Pox).

52. In order to prevent any possible complications and interruption to training, recruits must bring with them any previous vaccination certificates or other documentation, including childhood or baby vaccinations or official records or letters from their Doctor that identifies that they have received the vaccinations. During flu season recruits also have a flu vaccination at 1RTU.

Legal Will

53. All members of the RAAF, whether married or single, are encouraged to have a current Will. Wills are held in a secure, confidential storage within Air Force Headquarters, Canberra. Recruits of legal age that do not have a current Will, will be encouraged to have one drafted by a Legal Officer at RAAF Wagga. All recruits that currently have a Will should bring it with them.

Child custody arrangements

54. As the recruit training course is a live in course, a recruit's opportunity to deal with child custody issues after having commenced their training is severely limited. Recruits in this situation must ensure these arrangements are legally documented and in effect before enlistment.

Family preparation

55. Enlistment in the RAAF and training at 1RTU will have a significant impact on a recruit's life and the lives of their family. Whether moving away from home for the first time, or leaving a spouse to cope alone or with children on their own, families also need to prepare for the absence. There are several things recruits can do to assist their family (depending on their circumstances), such as:

- a. provide family members with an opportunity to read the Joining Instructions; and
- b. encourage family to write letters and make phone calls (remember calls to mobiles are limited until after daily training has been completed).

56. Keeping in contact with family is strongly encouraged as it is ultimately in a recruit's best interests. The experiences at 1RTU will be new and often recruit families do not fully understand what is going on. Recruit's are a family's best source of information whilst they are undergoing their training, however in the event a recruit is uncontactable, family are encouraged to make use of the following contact numbers:

- a. Working Hours – (02) 6937 5501 (1RTU Induction Centre)
- b. After Hours - (02) 6937 5511 or 0428 737 116 (1RTU Duty NCO)
- c. Defence Community Organisation - (02) 6931 0011 (Wagga) or 1800 801 026 (24 hours Emergency DCO contact)
- d. Family Information Network for Defence Hotline - 1800 020 031 (free call from anywhere in Australia).

57. Experience shows that recruits often underestimate the impact their absence has on family. **It is strongly recommended that all recruits thoroughly plan their absence, ensuring they have organised their financial, mail collection/re-direction and family support arrangements prior to enlistment.**

Graduation

58. On the Wednesday of week ten, there is a Graduation Parade that is held on the main parade ground at approximately 1100h. Recruits are encouraged to invite visitors to share the event with them. After the parade a morning tea is held in the Middleton VC Club and in the evening, the recruit course usually arranges for its own end-of-course function to be held off base. Further information about the graduation parade can be found on the 1RTU website.

59. The ability to graduate on time rests on each recruit progressing through the course having completed all the requirements within the prescribed time frames. Whilst the majority of recruits do graduate with the course they enlisted with, this can not be guaranteed should a recruit (for example) be injured during training, or fail to pass the required assessments. In these instances recruits may be 're-coursed' to undertake further training with a another course.

60. Each recruit has the responsibility to advise their families that this is a possibility and to recommend to them that any travel booked for the purposes of attending the graduation parade is via refundable tickets. The RAAF is not responsible for the reimbursement of travel costs associated with a recruit who fails to graduate on the date given at enlistment.

Conclusion

61. The training at 1RTU equips recruits to proudly and confidently serve anywhere in the RAAF. In addition to mastering knowledge and skills specific to the RAAF, recruits leave with enhanced interpersonal skills and a greater understanding of the relationship between their own and the RAAF's values.

62. Whilst the majority of recruits find the training physically and mentally demanding, choosing to adopt a positive attitude towards the course will help to ensure it is a challenging and rewarding experience. Preparation for the course should include commencing the approved physical fitness program that is available at the 1RTU internet website and in Annex B.

63. On behalf of my staff, I wish you all the best whilst you are undertaking your recruit course at 1RTU. Good luck.

Yours faithfully,

Original Signed

R.K. Jones

Wing Commander

Commanding Officer

No 1 Recruit Training Unit

Ph: 02 6937 5500

16 Nov 2010

Annexes:

- A. Pre Pack Checklist
- B. Pre-enlistment physical conditioning program
- C. Supporting documentation required for recognition of interdependent partnership (de-facto)

**ANNEX A TO
1RTU JOINING INSTRUCTIONS
DATED 08 NOV 10**

PRE PACK CHECKLIST - ESSENTIAL ITEMS (MUST BE BROUGHT)

DOCUMENTS – You must bring all of the relevant documents from the following

- Australian bank account details (Acct & BSB numbers)
- Tax file number
- Original marriage certificate
- Original Divorce certificate (if appropriate)
- Original birth certificate (must be a full certificate, not an extract)
- Certified true copies of children/s birth certificates
- Vaccination certificates / records (yours not your family's)
- Original or certified copy of current will (if you have one)
- Drivers licence and Wallet (Maximum \$100 cash)
- Evidence of previous government employment
- Evidence for Interdependent Relationship (de facto) recognition (advice should be sought from your recruiting centre or see Annex C)
- Passport and naturalisation documents (if not already an Australian citizen)

CLOTHING

- Plain white t-shirts x 2
- Plain Black coloured Sports shorts x 2, (suitable for running)
- Dark Blue or Black tracksuit pants
- Dark Blue, Black or Grey windcheater/jumper
- Underwear (minimum 6 pair)
- Sports bras (at least 4)
- Sports socks x 2
- Nightwear/Pyjamas (minimum shorts and t-shirt, see-through clothing is not acceptable)
- Good casual clothing (a collared shirt is required for entry to the airmen's mess and recruit's club. jeans are acceptable but must not be ripped / torn).

FOOTWEAR

- Quality running shoes – not Dunlop Volley type trainers. (New condition, clean – free of dirt, mud etc). Correctly fitted by a sports store is highly recommended.
- Rubber thongs (for showering)
- Dress shoes or boots

TOILETRIES

- Quality Blade razor and spare blades
- Shaving cream/gel, shaving stick or tube
- Soap and leak proof container
- Liquid Soap
- Toothbrush and toothpaste
- Shampoo and conditioner
- Hairbrush and / or comb (free of all hair)
- Deodorant
- Sanitary requirements (females)
- Hairnet, bobby pins, hair combs, hairspray or gel and hair ties (females with long hair. All hair accessories must be as close to hair colour as possible)

ACCESSORIES

- Alarm clock
- Watch (conservative colour and style)
- Steam iron (good quality, no rust or frayed cord)
- Plastic spray bottle
- Shoe polishing cloth (for patent leather shoes)
- Old toothbrush, not too frayed (for shoe cleaning)
- Washing powder or liquid
- Plastic or wooden coat hangers x 20 (must be identical and NOT wire)
- Metal 'clip style' trouser hangers (single style - not for multiple pairs, x 8, must be identical)

- Face washer
- Bath towel

OPTIONAL ITEMS (NOT REQUIRED FOR TRAINING)

- Sunhat/cap (a RAAF cap will be provided for training)
- Casual clothing appropriate to the weather conditions
- Swimwear
- Personal toiletries & toiletries bag. (aftershave, perfume, face – creams, make-up and moisturiser etc. keep to minimum. Pimple creams/treatments etc will be checked by medical staff)
- Jewellery (keep to a minimum. sleepers: 10mm and studs: 4mm diameter maximum, plain style, gold/silver/diamond/clear stone only)
- Mobile phone – access to use these will be restricted
- MP3 player – access to use these will be restricted
- Framed photograph (no greater than A4 size)
- Camera (Digital or Film) / Extra Film
- Stationery, pens, letter paper, and stamps (writing material will be provided for all lessons)
- Personal address and phone number book
- Diary

NOTE

All electrical equipment including chargers should be:

- **less than 12 months old,**
- or*
- **have an ‘integrity tested’ label affixed by a qualified electrician or testing facility.**

**ANNEX B TO
1RTU JOINING INSTRUCTIONS
DATED 08 NOV 10**

PRE –ENLISTMENT PHYSICAL CONDITIONING PROGRAM

1. No one is saying that initial training in the Air Force is easy, but the fitter you are, the easier you'll find it. That's why it pays to be as fit as you can be before you join. Once you enlist, Physical Training Instructors (PTI) will assist you in reaching the level of fitness that is required to graduate.
2. This Physical Conditioning Program should be started 6 weeks prior to arriving at 1 Recruit Training Unit (1RTU). The program is designed to ease the body into running so to decrease the risk of injury. It is essential that you avoid skipping ahead in the program. Walking components should be done at a brisk pace, using the arms to maintain rhythm and balance. The run should be a light jog, aiming for a soft landing on each foot as it strikes the ground.
3. It is preferable to perform this entire programme on a soft surface such as grass. This will decrease the impact force and lower the risk of injury. If you experience any unusual aches or pains eg tightness of the chest, consult a doctor **immediately**.

Training Advice

4. **Warming up** - before exercise is the best way to prepare the body for and reduce the risk of injuries. In normal conditions, a 5-10 minute warm up is all you'll need – add a few extra minutes in colder weather. Concentrate on warming up the specific muscle groups you will be using in your exercise and include range of movement exercises. For example, light jogging, cycling or brisk walking followed by general upper body movements including light punching and chest presses mimicking a push up.
5. **Cooling down** – after participating in exercise is the process in which you gradually slow down your level of activity. The advantages of cooling down include, returning heart rate to resting levels, prevent blood pooling in working muscles and reduce likelihood of injuries. As a guide a cool down should consist of performing low intensity exercises for 5-10 minutes combined with stretching and holding each major muscle group for 15 – 20 seconds.

Training Program

Sets – are the number of groups of repetitions of an exercise.

Flex Arm Hang / Push ups / Sit ups – see illustrated documents on how to perform these exercises on the 1RTU website.

Flex Arm Hang – go down to your local park and use a swing set, etc to do hang or if a member of a gym use a chin up bar.

Sit ups – ensure these are done on a mat or soft surface to prevent injury to your lower back.

6 WEEK PHYSICAL TRAINING PROGRAM

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WK 1	TEMPO RUN	STRENGTH 1	30 MIN RUN	STRENGTH 2	30 MIN RUN
WK 2	TEMPO RUN	STRENGTH 1	30 MIN RUN	STRENGTH 2	30 MIN RUN
WK 3	TEMPO RUN	STRENGTH 1	30 MIN RUN	STRENGTH 2	30 MIN RUN
WK 4	TEMPO RUN	STRENGTH 3	INTERVAL 1	STRENGTH 4	45 MIN RUN
WK 5	TEMPO RUN	STRENGTH 3	INTERVAL 1	STRENGTH 4	45 MIN RUN
WK 6	TEMPO RUN	STRENGTH 3	INTERVAL 1	STRENGTH 4	45 MIN RUN

RUNNING TRAINING

TEMPO RUN

WARM UP

1KM run gradually increasing pace. Conduct Range OF Movement (ROM) stretches.

MAIN BODY

Complete the 2.4KM IFT run as close to your required time as possible.

COOL DOWN

Slow jog for 5 min followed by stretching.

30MIN and 45MIN RUN

WARM UP

1KM run gradually increasing pace. Conduct Range OF Movement (ROM) stretches.

MAIN BODY

Run for the required amount of time. (Heart rate should not exceed 75% of your maximum heart rate.)

COOL DOWN

Slow jog for 5 min followed by static stretching.

INTERVAL 1

WARM UP

1KM run gradually increasing pace. Conduct Range OF Movement (ROM) stretches.

MAIN BODY

3 x 800M run under the split time required for your 2.4KM run with 2min walk recovery between reps.

COOL DOWN

Slow jog for 5 min followed by static stretching.

STRENGTH TRAINING

STRENGTH 1

WARM UP

1KM run gradually increasing pace. On completion of run conduct activities that will simulate movements for the main body eg: Standing Chest Press.

MAIN BODY

Complete all activities top to bottom. Ensure that all sets and reps for each activity have been completed before moving on to the next.

ACTIVITY	SETS	REPS	WEIGHT	REST
PUSH-UP	3	15	BODY WEIGHT	1 MIN
SIT-UP (FEET UNSECURED)	3	15	BODY WEIGHT	1 MIN
SQUAT	3	15	BODY WEIGHT	1 MIN
FLEX-ARM HANG	3	25 sec	BODY WEIGHT	1 MIN
ABDOMINAL PLANK	3	25 sec	BODY WEIGHT	1 MIN
LUNGE	3	15 (PER LEG)	BODY WEIGHT	1 MIN

COOL DOWN

Slow walk for 5 min followed by static stretching.

PUSH-UP	12	BODY WEIGHT
ABDOMINAL PLANK	25 sec	BODY WEIGHT
LUNGE	12 (PER LEG)	BODY WEIGHT

COOL DOWN

Slow walk for 5 min followed by static stretching.

STRENGTH 3**WARM UP**

1KM run gradually increasing pace. On completion of run conduct activities that will simulate movements for the main body eg: Standing Chest Press.

MAIN BODY

Complete all activities top to bottom. Ensure that all sets and reps for each activity have been completed before moving on to the next.

ACTIVITY	SETS	REPS	WEIGHT	REST
PUSH-UP	3	20	BODY WEIGHT	1 MIN
SIT-UP (FEET UNSECURED)	3	25	BODY WEIGHT	1 MIN
SQUAT	3	20	BODY WEIGHT	1 MIN
FLEX-ARM HANG	3	30 sec	BODY WEIGHT	1 MIN
ABDOMINAL PLANK	3	30 sec	BODY WEIGHT	1 MIN
LUNGE	3	20 (PER LEG)	BODY WEIGHT	1 MIN

COOL DOWN

Slow walk for 5 min followed by static stretching.

STRENGTH 4**CIRCUIT TRAINING****WARM UP**

1KM run gradually increasing pace. On completion of run conduct activities that will simulate movements for the main body eg: Standing Chest Press.

MAIN BODY

Complete each activity in order. Rest is the time it takes to move from one station to the next. **Complete circuit 5 times through resting for 2mins after each circuit.**

ACTIVITY	REPS	WEIGHT
FLEX-ARM HANG	30 sec	BODY WEIGHT
SIT-UP	15	BODY WEIGHT
SQUAT	15	BODY WEIGHT
PUSH-UP	15	BODY WEIGHT
ABDOMINAL PLANK	30 sec	BODY WEIGHT
LUNGE	15 (PER LEG)	BODY WEIGHT

COOL DOWN

Slow walk for 5 min followed by static stretching.

ACTIVE RECOVERY

Active recovery is an optional choice. It can be conducted on Saturday/Sunday or both.

WARM UP

1KM walk or light ride.

MAIN BODY

Conduct stretching for the following areas. Hamstring, Gluteal, Quadricep, Calf, Chest, Back (Lower and Upper). Stretches should be held for approximately 30secs.

**ANNEX C TO
1RTU JOINING INSTRUCTIONS
DATED 08 NOV 10**

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

Below is a list of eligible documentation that can be used as evidence for a request of recognition of an interdependent partnership. **Be aware that 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 (eg 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.