Dear Member

NO 01/09 INITIAL OFFICER COURSE (IOC)

1. Congratulations on your acceptance for training as an Officer in the Royal Australian Air Force. Your Joining Instructions are enclosed with this letter. If you have not already done so you should now make arrangements, through your Unit Orderly Room or Administrative Centre, for your travel to Officers’ Training School (OTS).

2. No 01/09 IOC will commence at **0720h on Monday, 20 Oct 2008**. You are to dress in neat civilian attire on this day as detailed in the Joining Instruction. The Joining Instruction also contains useful information, including arrival instructions, with which you should familiarise yourself prior to your arrival.

3. No 01/09 IOC is a 16-week course. There will be some occasions on which you will be required to work after-hours and on weekends. You will not be permitted to leave the base for these periods of the course. However, in general, you are permitted to leave the base during non-working hours.

4. If you are not bringing your own vehicle there will be limited access to shops during the course; therefore you should bring all personal items that you may require.

5. During working hours you will not be able to make or receive personal calls except under exceptional circumstances. However, urgent messages may be left at the OTS Induction Centre on (03) 5146 66 25 or sent by facsimile to (03) 5146 66 27. After hours contact utilising telephones in the accommodation blocks is problematic, with no availability of STD access. However, Telstra Telecard and Optus Calling Card accounts can be accessed from RAAF telephones.

6. Should you have any queries regarding your arrival and training at OTS, please feel free to contact me on (03) 5146 66 30 between the following times:
   a. 0800h and 1630h (Monday to Thursday) or
   b. 0800h and 1430h (Friday).

7. You are to arrive at East Sale by **1530 hours (3:30pm) on Sunday, 19 Oct 2008**. The keys to your room will be available from the Student Mess Foyer, from **1200 hours on Saturday 18 Oct 2008**. The Student Duty Member can be contacted on Mobile No: 0429 402 037 for assistance. If arriving prior to 1200 h Saturday 18 Oct 08 please contact CPL D. Hope on 03 5146 6623.

8. At 1600 hours (4:00pm) on Sunday, **19 Oct 2008**, you are to report to the OTS Lecture Theatre for a briefing with either myself, or one of the Course Directing staff. Any member who is unable to make travel arrangements allowing them to arrive at East Sale by 1530 hours on the Sunday is to contact me at the time their travel arrangements are made.
9. Once again, congratulations on your appointment as an Air Force Officer.

Yours sincerely

(Original Signed)

B. PLATER
Flight Lieutenant
Course Director 01/09 IOC

Tel:  (03) 5146 66 30
Email: barry.plater@defence.gov.au

26 Sep 08

Enclosure:
1. Initial Officer Course (IOC) Joining Instruction
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OFFICERS’ TRAINING SCHOOL WELCOME

1. Congratulations on being selected to undertake initial officer training at the RAAF Officers’ Training School (OTS). The Initial Officer Course (IOC) will teach you values and skills that will benefit you in both your career and personal life long after you graduate from OTS. The IOC will also present many challenges that will test your determination and ability to become a junior officer.

2. You will be supported through your training by military staff who have all undergone similar experiences to those you are about to face. They will provide the guidance necessary for you to achieve your aims, whilst ensuring that the high standards of RAAF training and professionalism are maintained.

3. In addition to the military staff at OTS, the school is ably supported by civilian staff members who provide support services in a number of areas including transport, administration, logistics, and health.

4. As you embark on your military career we want to you to know that the aim at OTS is to support and graduate operationally focused Air Force officers who will become valued members of the RAAF.

INITIAL OFFICER TRAINING

Overview

5. The IOC is a 16-week course throughout which you will receive training in a variety of skills and disciplines. This will include classroom instruction in Management, Leadership, Military Law, Operations, Fire Safety, First Aid, Ground Defence, Security and Air Force Qualities. You will also receive instruction in written and oral communication and be required to give presentations throughout the course on Defence related topics. In addition to being assessed on these topics, you will also be assessed throughout the course on your ability to adhere to the Principles and Standards associated with holding a Commission. The IOC will commence at RAAF Base East Sale on 20 Oct 08 and graduates on the 06 Mar 09.

6. There are also field exercises ranging from a non-tactical exercise to airfield defence exercises at Dutson. These include:

   a. adventurous training, to let you discover your own and others’ strengths and limits;
   
   b. field deployments where you will learn basic weapon handling, field craft, camouflage and concealment, and ground defence; and
   
   c. leadership training in a variety of scenarios, including the deployed environment.

Daily routine

7. As a guide, the standard working day at OTS consists of eight fifty minute periods, and approximates the following:
8. You will be required to study in the evenings and there are also some evening tuition periods. The weekend working routine will be advised upon commencement; however, you will be required to work on the first three weekends as well as other weekends later in the course. **Do not plan any social activities or travel to your home locality until you are aware of your commitments.**

**Physical fitness**

9. The RAAF values physical fitness highly and your level of fitness will be tested at various stages throughout the course. The Health and Physical Training program that you will undertake at OTS can be very demanding and is targeted at preparing you for the physical requirements of the IOC, as well as setting the expected standard for the remainder of your Air Force career.

10. All students attending OTS are required to complete an Initial Fitness Test (IFT) consisting of a run, sit-ups, and push-up components in the second week of course. This first IFT will be used as an introduction, and to assess your physical ability. You will subsequently be subject to further fitness assessments including the requirement to complete the RAAF Physical Fitness Test (PFT) prior to graduation. For the IFT **you will be expected to meet the following minimum standard:**

<table>
<thead>
<tr>
<th>AGE</th>
<th>Push-Ups</th>
<th>Sit Ups</th>
<th>2.4KM Run</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>M / F</td>
</tr>
<tr>
<td>&lt;25</td>
<td>25</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>25-34</td>
<td>20</td>
<td>8</td>
<td>25</td>
</tr>
<tr>
<td>35-44</td>
<td>15</td>
<td>6</td>
<td>20</td>
</tr>
<tr>
<td>45-54</td>
<td>10</td>
<td>4</td>
<td>15</td>
</tr>
<tr>
<td>55-59</td>
<td>5</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>60 &amp; over</td>
<td>3</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>

11. The RAAF requires that you have a good standard of physical fitness before arriving at OTS, and you are therefore advised to begin an exercise program before you arrive. Ideally, you should aim to exceed the physical standards outlined previously to minimise the risk of injury and help you more easily cope with the physically demanding elements of the course.

12. **Current serving members only.** You are to note that IAW the Commanding Officer OTS’ interpretation of CAF Directive 03/2006, you are no longer required to complete a PFT 28 days prior to the commencement of training. However, IAW CAF Directive para 6.b.(i)
you are expected to have **successfully** completed a PFT since the preceding 30 Jun. Additionally, you will be expected to **successfully** complete an IFT during your time at OTS in order to meet the graduating requirements. Furthermore, members who cannot meet the IFT requirement prior to deploying on field activities will be referred to a RAAF medical officer in order to have a determination made as to their ability to undertake field activities.

**TRAVEL & REPORTING INSTRUCTIONS**

**Travel arrangements**

13. For direct entrants (those not currently serving in the RAAF), instructions regarding your appointment and travel to OTS will be provided by your Recruiting Centre and Directorate of Personnel staff in Canberra. All members are advised that as there is no RAAF transport provided from the Sale Railway Station to OTS, you should ensure that you are issued with a cabcharge voucher to enable payment for the trip.

14. Current serving military members should make use of Parent Unit, or Defence Support Group (DSG) facilities, to ensure they have normal authorisation for attachments, travel requisitions, bookings, a new identity card reflecting their commissioned rank and any additional kitting as detailed in DI (AF) AAP 3131.001-1 and -2.

15. Those members who have not been paid travel allowance prior to departure, or who were not issued with a cabcharge voucher for their travel from the station, are advised to retain receipts for travel expenses incurred prior to arrival. OTS Orderly Room staff will require these receipts for authorisation of any entitlement to reimbursement.

**Arrival and reporting instructions**

16. You are to arrive at RAAF Base East Sale by 1530 hours for a 1600 hours start on the Sunday prior to the course start date. Dress of the day is neat civilian attire and you are advised to wear comfortable shoes (no high heels etc).

17. Your keys will be available from the Student Duty Member (SDM) after 1200 hours on the Saturday prior to course commencement. Unless previous arrangements are made, **students should not arrive at OTS prior to this time**.

18. If you require any assistance on arrival, you should contact the (SDM) who is available on mobile number 0429 402 037. The location of the OTS accommodation is shown on the map provided at annex A of this instruction.

19. At 1600 hours on the Sunday prior to course commencement, you are to report to your Course Director in the OTS Lecture Theatre. The contact details for the Course Director are advised on the welcoming letter that accompanies these instructions. In an out of hours **emergency** you should contact the RAAF East Sale Duty Member on 0429 466 667.

**ADMINISTRATION (PRE-ARRIVAL)**

**Personal administrative arrangements**

20. Prior to arrival all personnel are to ensure that they have a service haircut (as outlined at annex B). Further, before leaving home, all members should arrange for the forwarding of
mail, bank statements, renewal of drivers’ licence, car registration, insurance policies and payments, hire purchase agreements, credit card repayments, and any other accounts that may fall due for payment during the course.

21. You will be confined to the base during working hours and it is important that you have all your private affairs arranged before arrival. Do not underestimate the amount of time your initial officer training can take from routine personal administration, especially considering you will be working for 26 consecutive days at the beginning of the course.

**Mail address**

22. Whilst on course any correspondence may be sent to:
   (Rank, Initials, Surname)
   No. 01/09 IOC
   Officers’ Training School
   RAAF Base
   EAST SALE VIC 3852

**Uniforms**

23. **Direct entrants.** All RAAF uniforms will be issued at the beginning of the course.

24. **Serving members.** It is essential that a copy of your clothing card accompany your service documents to OTS to allow issue of any additional items. Current serving RAAF members will not receive a full issue of new uniforms at OTS. Only those items not previously issued and those items that must be replaced due to commissioning will be issued at OTS. SD Uniform 1A, 4A, 5A/B, 6D and 7 will not be required, but you will need to bring SD Uniform 1B, 1C and 4B (Air Force Blue Uniform) including peak cap. RAAF issue PT clothing (T-Shirt, Shorts, Bike shorts, Tracksuit), blue towel and suitable swimwear for use during PT are also required. Please consult DI(AF)AAP 5135.003 for each of the uniform requirements. The weather in the Gippsland area is very similar to Melbourne, with the temperature ranging from below zero during winter to the high 30’s during summer. During late Autumn/Winter the weather can be extreme, ensure that you bring all items of cold weather clothing with you. (SD jumper, thermal underwear, rainwear etc).

25. If previously issued, your webbing, camel back & bladder is to be brought with you along with the items of E2 field clothing listed in the table overleaf. An AUSPACK and other field equipment will be issued to you upon arrival at OTS hence is not required to be brought along with you.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Socks J/G</td>
<td>3</td>
</tr>
<tr>
<td>Drawers ECW (Long-Johns)</td>
<td>3</td>
</tr>
<tr>
<td>Singlet ECW (Thermals)</td>
<td>3</td>
</tr>
<tr>
<td>Coat Combat DPCU (Shirt)</td>
<td>3</td>
</tr>
<tr>
<td>Hat DPCU (Broad Brim Type)</td>
<td>1</td>
</tr>
<tr>
<td>Rank Slides DPCU</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweater DPCU</td>
<td>1</td>
</tr>
<tr>
<td>Trousers DPCU</td>
<td>3</td>
</tr>
<tr>
<td>Undershirt DPCU</td>
<td>3</td>
</tr>
<tr>
<td>Hood, Green/Black woollen</td>
<td>1</td>
</tr>
<tr>
<td>Gloves, Green/Black woollen</td>
<td>1</td>
</tr>
<tr>
<td>Boots, Combat</td>
<td>1</td>
</tr>
</tbody>
</table>
MESSING AND ACCOMMODATION

Accommodation

26. You will be required to “live-in” on the base for the course duration. You will be provided with a single room furnished with basic necessities (single bed, desk, wardrobe, and some shelving) and clean linen provided weekly. Students are advised that storage facilities in rooms and accommodation blocks are limited and they should therefore pack only those items that are necessary. Laundry facilities are available. You will be required to clean your accommodation to a high standard for weekly inspection.

27. Students at OTS may be required to pay a Rations and Quarters (Food and Accommodation) levy during training. The amount paid will vary depending on individual domestic circumstances. As a general guide, you should anticipate paying the full rate (currently around $280.00 per fortnight) of Rations and Quarters and use this assumption when preparing your finances for the period of initial training.

Mess

28. You are required to be a member of the OTS Students’ Mess while attending OTS. The Mess is a club for Officer trainees, which is used for after-hours socialising and relaxing. Like all clubs, RAAF messes have rules and customs that must be followed. Mess etiquette is an important tradition in the Air Force and you will be instructed in Mess etiquette early in the course. All members will require civilian dress in accordance with the Mess Dress Standards. (details provided in annex B).

29. All members of the Mess are required to pay a $62.50 mess fee, covering subscriptions and Dining-In-Night costs.

30. The Students’ Mess is your club and you may invite guests to join you in the Mess for a meal, provided you gain approval from the President of the Mess Committee (PMC) and pay the appropriate charge for your guests. Guests will be required to adhere to the dress and behaviour standards expected of members.

31. The requirement to live on the base does not prevent you from having family and friends visit the base during weekend free time. However, base / trainee accommodation is not to be used for accommodating visitors overnight.

PERSONAL ADMINISTRATION & WELFARE

Leave

32. After the first three weeks, evening and weekend leave is generally granted to IOC students. A Leave Application form must be submitted in certain circumstances and such leave is at the ultimate discretion of the Commanding Officer OTS. Leave during working hours, including working weekends, is only granted in extreme or unusual cases. Rules and guidelines for leave will be discussed in the first week of training.

During your IOC training a reduced activity period will occur from 13 Dec 08 to 11 Jan 09 inclusive which allows the Unit to stand down for Christmas and New Year. During the reduced activity period members will be expected to leave the unit. You will be granted
Trainee Leave over the period, except for serving members who are to use their Annual leave in the first instance. Serving members with insufficient leave will be given Trainee leave to cover the delta.

Pay

33. Salaries are paid fortnightly, into a bank account nominated by you, through the Net Pay Deposit (NPD) system. This system automatically removes deductions for tax, superannuation, rations and quarters, and other allotments that you may authorise. You will receive your first pay within approximately two weeks of the commencement of course. For direct entrants, it may take several weeks before all tax and superannuation calculations are confirmed and your pay becomes stable. Serving members pay will continue on the NPD system.

34. To assist in commencement or amendment of your pay and administrative arrangements

YOU MUST BRING:

a. your Tax File Number (or a completed Tax File Number Application / Enquiry Form);

b. details of your nominated Net Pay Deposit (NPD) account, including:
   (1) name of the bank;
   (2) account name;
   (3) branch (BSB number) and account number; and
   (4) branch address, including postcode;

c. two (2) x certified true copies of:
   (1) Marriage Certificate;
   (2) Original Birth Certificate: (NOT EXTRACT);
   (3) Divorce Documents or decrees for all divorces;
   (4) Evidence of current residential address (eg drivers licence, utility bill, council rates, electoral enrolment etc);
   (5) Certificates of Service or discharge pertaining to Service in the Defence Forces of ANY country;
   (6) Naturalisation or citizenship certificates for all nationalities you hold or have held;
   (7) Evidence of at least one previous period of employment during the last five years, e.g. pay slip or Letter of Service. If you were a student during the period indicated above, attach proof of your enrolment or academic results;
(8) Passport; and  

(9) University Degree/s.

Medical and dental

35. The RAAF provides members with all appropriate medical and dental treatment free of charge as part of the conditions of service. Should you require hospitalisation, you will be sent to a local civilian facility. Your next of kin will be informed should you become seriously ill. However, in less serious cases, the responsibility for such notification rests with you.

36. Immunisation books and any records that you have of prior inoculations should be brought to the course. Inoculations will be provided during the course. Current serving members are to bring all their medical and dental documents with them.

Transport

37. Motor vehicles. Private motor vehicle use is permitted during IOC. Students may only use their vehicles whilst on leave or during stand-down periods. Non-covered, on street car parking is provided for IOC students. The speed limit on base is 40 kph, unless otherwise indicated. Victoria Police have the authority to enforce on-base speed limits.

38. Victorian road rules. Road rules vary from state to state, for the most recent information on Victorian Road rules including registration requirements, incoming members are advised to check the information provided on the following website:

http://www.vicroads.vic.gov.au

39. Local Public Transport. RAAF Base East Sale is located approximately 7km from the Sale CBD. Transport to the Sale CBD from RAAF Base East Sale is limited to taxis.

Telephone access

40. Phone contact to students during the day is limited and evening contact in the accommodation blocks is subject to availability. Mobile telephone coverage on East Sale Base is generally poor.

41. Telstra Telecard and Optus Calling Card accounts can be accessed from RAAF phones. It is strongly recommended that you procure one of these cards prior to coming to OTS. Urgent and important messages can be left during the day with OTS Induction Centre staff on telephone (03) 514 66600 and fax: (03) 514 66627. The switchboard number for RAAF East Sale is (03) 514 66111.

Religious observance

42. The OTS Chaplain may be contacted on (03) 514 66622. The Chaplain has a formal classroom role and an informal involvement with OTS students, and is also available for consultation on request. The OTS Chaplain will arrange the coverage of specific denominational needs as required.
43. A temporary Chapel is located on the base, (marked on Map as BLD 27). There are many local congregations of different denominations should you desire to be part of one of them. Check the local phone book, or ask the OTS Chaplain for more information. If you require assistance with travel to a local congregation, you are advised to contact the OTS Chaplain.

Support services

44. The RAAF provides various services to meet the needs of personnel and their families. All RAAF Bases have Family Liaison Officers, Chaplains, Social Workers and other qualified personnel to assist when required. Should you or your family wish to access any of these services, OTS staff can provide you with the contact numbers.

Personal computers

45. Although bringing your personal computer (PC) is encouraged, they are not essential as the Computer Resource Centre at OTS provides students with access to networked workstations with printing facilities. These PCs provide access to the Defence Restricted Network (DRN) and Internet services, but accounts may take a few weeks to set-up. Access to private Internet Service Providers (ISPs) is difficult through the Defence telephone lines, and PCs cannot be used to access the DRN Internet services.

46. The DRN is tightly controlled and measures are in place to avoid the transmission or addition of viruses within the system. E-mail and Internet access will be made available via the DRN, however, access to web based e-mail is not permitted. Strict usage guidelines are in place and you will be briefed on these prior to being allowed access to the network.

47. Current serving members must click on the ‘Move Account Request’ icon on your DRN desktop PRIOR to departure for OTS. The ‘Move Account Request’ wizard will confirm your login details and prepare your account for transition to OTS. Failure to do this will result in delayed DRN access on arrival at OTS and may impact on your ability to participate in some classes. You will retain e-mail and Internet access via the DRN.

48. Students will be required to complete some elements of the course, including study and reading, assignment preparation and examinations via computer. As a result, basic familiarity with a Windows based system, operating a mouse, various drives and applications such as Microsoft Word and PowerPoint would be extremely beneficial.
BASE HISTORY AND AMENITIES

49. RAAF Base East Sale was formed as an operational and training base in April 1943. It was home to No 1 Operational Training Unit, flying Beaufort light bomber aircraft. With almost 2,500 personnel the unit was responsible for training operational aircrew and patrolling the south-eastern corner of Australia. The main sorties were convoy duties and anti-submarine patrols. From its opening until the cessation of hostilities, RAAF Base East Sale trained 3,158 pilots, navigators, signallers and gunners. Since World War II, the main function of RAAF Base East Sale has been in postgraduate training of Air Traffic Control Officers, Navigators, Pilots, and Photographers. It is now also responsible for the training of Air Combat Officers, and Initial Officers.

50. RAAF Base East Sale is home to the following units:

  - Combat Support Unit East Sale (CSUESL)
  - Central Flying School (CFS)
  - School of Aviation Warfare (SAW)
  - School of Air Traffic Control (SATC)
  - Officers’ Training School (OTS)
  - No 32 Squadron (32SQN)
  - No 44 Wing Air Traffic Control Detachment East Sale
  - Training Aircraft System Program Office (TASPO)
  - A Squadron 4th/19th Prince of Wales’ Light Horse Regiment
  - 409 Squadron Australian Air Force Cadets
Base Facilities

51. RAAF East Sale provides the following on base facilities:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Days Open</th>
<th>Opening Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracey’s Place (General Store)</td>
<td>MON&amp;TUE</td>
<td>0730-1730</td>
</tr>
<tr>
<td></td>
<td>WED,THU,FRI</td>
<td>0730-2000</td>
</tr>
<tr>
<td></td>
<td>SAT</td>
<td>1100-1400</td>
</tr>
<tr>
<td>Hairdressing</td>
<td>MON-THU</td>
<td>0900-1700</td>
</tr>
<tr>
<td></td>
<td>FRI</td>
<td>0900-1500</td>
</tr>
<tr>
<td>Defence Credit Union</td>
<td>MON-FRI</td>
<td>0900-1600</td>
</tr>
<tr>
<td>Australian Defence Credit Union</td>
<td>MON-FRI</td>
<td>0900-1600</td>
</tr>
<tr>
<td>Roulette Cinema</td>
<td>TUES AND SAT NIGHTS</td>
<td>1900</td>
</tr>
<tr>
<td>Post Office (including Eftpos)</td>
<td>SAME AS TRACEY’S PLACE</td>
<td></td>
</tr>
<tr>
<td>RAAF Clothing Store and Tailor Shop</td>
<td>MON-THU</td>
<td>0800-1630</td>
</tr>
<tr>
<td></td>
<td>FRI</td>
<td>0800-1430</td>
</tr>
</tbody>
</table>

52. Sporting facilities available for your use include tennis courts, a gymnasium, a swimming pool, golf course and sports ovals.

CONCLUSION

53. I extend my congratulations once again and hope that you find your way to East Sale safely, and ready to take on the challenges that await you. I look forward to personally meeting you and hope that the experience on which you are about to embark proves to be as fulfilling and rewarding as it has for the many that have gone before you.

A.E. DOLIN
Wing Commander
Commanding Officer

26 Sep 08

Annexes:
A. Map of RAAF Base East Sale
B. Dress standards in the OTS Students’ Mess
C. Checklist of what to bring
D. RAAF College and OTS
DRESS STANDARDS IN THE OTS STUDENTS’ MESS

1. The following standards are to apply to all members and their guests.

<table>
<thead>
<tr>
<th>Service Dress</th>
<th>Civilian Dress (Male/Female)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Dress of the Day</td>
<td>• Tailored trousers</td>
</tr>
<tr>
<td>• Other Services - equivalent</td>
<td>• Long / short sleeve shirt <strong>WITH COLLAR</strong> (polo shirt acceptable, jumper optional)</td>
</tr>
<tr>
<td></td>
<td>• Dress shoes with socks (not sports socks)</td>
</tr>
<tr>
<td></td>
<td>• Ladies are permitted to wear a moderate style of current fashion. Backless sandals are unacceptable.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> <em>Denim and sport shoes are not permitted. Revealing clothing, or clothing that may be deemed inappropriate is not permitted in the mess</em></td>
</tr>
</tbody>
</table>

**Service dress**

<table>
<thead>
<tr>
<th>Service Dress:</th>
<th>Special Purpose Dress:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD 1B/C.</td>
<td>SD 8 (DPCUs)</td>
</tr>
</tbody>
</table>

**Civilian dress**

2. On weekends, dress rules are somewhat relaxed. However neat, tidy attire is required at all times. The minimum standard is shoes, tailored trousers, short or long sleeved shirt with collar, and optional pullover. Tailored shorts with enclosed footwear may be worn up to the evening meal or 1830 hours. Female dress should be moderate style of current fashion or a suitable equivalent to male attire.

3. Members on duty may wear special purpose dress (DPCUs) in the dining room for evening meals.

4. The following items are unacceptable in the mess public rooms; wind cheaters, skivvies, T-shirts, jeans, slippers, thongs, running shoes, non-tailored trousers and duffel coats.

**Body piercing**

5. IAW Australian Air Publication (AAP) 5135.003 (AMI) – *Manual of Dress*, the wearing of ‘body’ jewellery whilst in uniform is prohibited due to occupational health and safety concerns. Body jewellery includes, but is not limited to nose, ear, and tongue studs; and eyebrow, navel, and nipple rings, including the placement or affixing of ornaments to enamel teeth.
6. Female members may wear plain ear studs, silver or gold in colour of 4mm or less in diameter (only one in each ear lobe), or they may wear plain sleepers, either gold or silver in colour of 1cm diameter (only one in each ear lobe).

7. Generally, wearing of body jewellery in the mess is not encouraged and members should be mindful of their post as Air Force officers, and the conservative nature of the mess environment.

**Hairstyles**

8. **Males - haircuts.** The length or bulk of the hair is not to interfere with the correct wearing of head-dress. The hair is to be tapered towards the neckline and is not to cover the ears or overhang the collar. Radical style haircuts are forbidden. Only conservative and natural tones of artificial hair colours are permitted. Acceptability of service haircut is based on neatness and general appearance when wearing service uniform.

9. **Sideburns.** When worn, sideburns are not to extend below the earlobe and are to remain the same width throughout their length. Bushy sideburns are not to be worn.

10. **Moustaches.** When worn, the entire upper lip is to be left unshaven. The moustache is to be kept neatly trimmed and is not to extend below the upper lip.

11. **Females - hairstyles.** A female member in uniform is to wear her hair in a neat and simple style so that it does not extend below the bottom of the collar. The hairstyle should not sit on or sweep across the shoulders. Radical or outlandish styles or cuts, ponytails, heavy mesh nets or excessive numbers of hairpins are forbidden when in uniform.

12. **Hair combs.** One or two hair combs may be worn when in uniform provided they are of a size, colour and design that adds to neatness and is not conspicuous. Combs are to be of a plain design, no more than 8 cm in length and transparent, black, brown or tortoiseshell to match the hair colour.

13. **Cosmetics.** A female member is allowed to wear facial make-up in accordance with modern styles but is to use moderation in application. False eyelashes or heavy eye make-up is not to be used. Clear, cream or pale pink nail polish may be worn when in uniform.
## Checklist of What to Bring

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Essential</th>
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<tbody>
<tr>
<td>Tickets and travel documents.</td>
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<tr>
<td>Service documentation (should be in a sealed envelope).</td>
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<tr>
<td>Personal inoculation certificates and / or blood donor cards.</td>
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<td>Personal ATM cards.</td>
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<tr>
<td>Full personal bank account details (See paragraph 34).</td>
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<tr>
<td>Certified true copies of specified documents (See paragraph 34).</td>
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<tr>
<td><em>For Serving Members - Proof of Security Clearance Level (XP 113) or similar from Unit Security Officer (USO).</em></td>
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<td>Personal luggage.</td>
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<td>Tax File Number.</td>
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<tr>
<td>Sporting shoes (you will be issued with one pair of ADF Runners).</td>
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<tr>
<td>If you do not consider these suitable for running and sports training you will need to provide a more suitable pair that are of a conservative colour.</td>
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<tr>
<td>White sports socks (must be of mid-ankle length).</td>
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<tr>
<td>Current serving members only, all other members will be issued.</td>
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<tr>
<td>Coat and Trouser/Skirt hangers (with clips). One hanger is required for each item of clothing (for uniform and &amp; civilian attire).</td>
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<tr>
<td>Clothes pegs.</td>
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<tr>
<td>Sewing Kits (Current serving members only, all other members will be issued)</td>
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<tr>
<td>Laundry Marking Pens (black and white) and/or iron on name tags</td>
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<tr>
<td>Clothes brush (Current serving members only, all other members will be issued). However, it is recommend that a lint roller be purchased and used in place of the clothes brush.</td>
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<tr>
<td>Clock / Clock radio.</td>
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<tr>
<td>Washing powder.</td>
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<tr>
<td>Towels (RAAF towels will be issued, however serving members are to bring at least one issue towel for PT Activities).</td>
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<tr>
<td>Swimwear (one piece of a conservative style and colour).</td>
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<tr>
<td>Personal iron and spray starch.</td>
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<tr>
<td>Undergarments (be aware that your course will involve a significant amount of physical training and you will spend extended periods in a bush environment therefore you should bring well-supporting, cotton undergarments. Females are advised to invest in some good quality sports bras).</td>
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<tr>
<td>Extra socks or stockings (Kolotex brand ‘Nearly Black’ colour).</td>
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<tr>
<td>Coffee Mug.</td>
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<tr>
<td>Personal toiletries (Sunscreen and adequate insect repellent will be issued on exercise, however it is your responsibility to have sufficient amounts as the weather may change from time to time).</td>
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<tr>
<td><em>For serving members - a current RAAF Identity Card showing current commissioned rank.</em></td>
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</tbody>
</table>
ITEM

*For Serving Members - Uniform (including field kit / E2 issue - as detailed Paragraph 24 & 25, page 6) and RAAF issue tracksuit.

*For direct entrants - any luggage that you will require for the duration of the course should be taken to the Recruiting Centre, as you may not have time to return home prior to your departure.

If you wear glasses, a cloth glasses strap (plain black or navy blue for use during abseiling and rock climbing activities).

FEMALE - (to assist in the field):

(Strong) Hair nets, hair spray and hair clips are of great importance for all aspects of the training.

Tampons or Sanitary Pads/Panty Liners (field hygiene). Glad plastic bags. Towelettes, Powderless disposable gloves.

NOTE: Uniform tracksuits will be issued for the duration of the OTS course.

Desirable

Personal Computer. (see paragraph 45, page 10).

Small Stereo.

Camera.

Doona.

Sunglasses (must be of a conservative style and colour: gold, silver, black or tortoiseshell would be suitable). Lenses must be non-reflective.

Small powerboard (4 plug). Double adaptors are not permitted.

Balaclava or Beanie (plain black or Khaki).

Fingerless Gloves (for handling weapons, plain black or Khaki).

Thongs (for showering).

Permanent Markers (for labelling clothes and other items).

Large and Small Snap Lock Bags (for keeping clothes dry in the field).

Small Basic First Aid kits will be issued, however it's your responsibility to bring extra supplements on a personal basis (i.e. Panadol, blister tape etc)

Ironing Board (can be purchased in the area)

‘Wet Ones’ or similar (for cleaning / hygiene in the field).

NOTE: Many of these desirable items are available for purchase from the Canteen (Tracey’s Place). All consumables are also available for purchase from the canteen.
History of RAAF College

1. Before World War II, permanent officers of the Royal Australian Air Force (RAAF) came from the Australian Flying Corps, the Royal Australian Naval College, the Royal Military College, or specialist flying training at Point Cook. To meet the need for increasingly specialised training after World War II, the Royal Australian Air Force (RAAF) College was founded on 1 August 1947.

2. Military aviation developed rapidly in the 1950s. On 1 January 1961, RAAF College was reconstituted as the RAAF Academy and affiliated with the University of Melbourne for degree studies in science.

3. The RAAF Academy continued until 1 January 1986 when the Australian Defence Force Academy (ADFA) was established in Canberra. The RAAF Academy was then reconstituted as the RAAF College. Up to that time, the RAAF College and Academy had graduated 660 officers, predominantly in the General Duties (aircrew) Branch.

4. When RAAF College was reformed in January 1986, it integrated Officers’ Training School (OTS) with parts of RAAF Staff College and Engineer Cadet Squadron and was sited on the campus of the former RAAF Academy. The old Academy physics and chemistry laboratories, lecture theatres, humanities building and university support facilities were extensively remodelled. The excellent Academy library was retained. The facilities include a computer training centre and audio-visual facilities.

5. RAAF College is the custodian of much of the history of officer training in the RAAF. As all RAAF officers must now pass through the College at least once during their careers, the influence of the College and quality of its training is felt throughout the RAAF.

RAAF College today

6. Today, the RAAF College has overall responsibility for the initial and post-graduate military training of both the RAAF’s officer corps and airman force. Various forms of training are performed within the many elements of RAAF College, namely No. 1 Recruit Training Unit, the Air Force Band, Defence International Training Centre, Defence Explosive Ordnance Training School, Officers’ Training School, RAAF School of Administrative and Logistics Training, RAAF School of Technical Training, RAAF Security and Fire School, and the School of Postgraduate Studies.

7. The mission of the College is to provide assigned ground training and combat support for effective air operations by training and educating officers, airmen, and other members for the Air Force and other agencies. The College provides non-specialist officer education and training for PAF and Reserve up to but not including the Command and Staff Course. This includes Single-Service Training for RAAF Officer Cadets attending ADFA.
8. All courses offered by the College embrace the student-centred philosophy of adult learning and stress the value of the individual. Elements include the following:

a. All students are considered both capable of and motivated towards passing the course for which they have been selected.

b. Wherever possible, teaching strategies involve student participation and experiential learning.

c. The role of directing staff is as facilitators, tutors, mentors and role models.

History of Officers' Training School

9. Officers' Training School was formed under the command of WGCDR P.J. McMahon DFC on 12 April 1950. It was originally sited at RAAF Station Rathmines, a World War II flying boat base located at Lake Macquarie, New South Wales. A later reorganisation of training requirements saw each flight at OTS become an independent squadron. Thus, on 16 May 1956 Officers’ Training Flight became Officers Training Squadron.

10. The last course to graduate from the Officers’ Training Squadron, No. 30 Officer Initial Training Course did so on 3 November 1960. RAAF Station Rathmines was closed down in December 1960. On 9 January 1961, the squadron was relocated to Point Cook and renamed Officers’ Training School. At the end of 1986, the school was closed and its functions absorbed into the RAAF College Structure. However, in July 1998, OTS once again became an independent unit with a Wing Commander as Commanding Officer.

11. In 2008 Officers’ Training School was officially moved from RAAF Point Cook to RAAF East Sale. The last course to graduate at Point Cook was that of 04/2007 course, who graduated on 30 November 2007. The School’s motto is ‘Accept Responsibility’ which is both a reminder and a charge to staff and students alike

Officers’ Training School Today

12. OTS is one of the largest units within RAAF College and conducts much of the non-specialist initial officer education and training. This includes Single Service Training for RAAF Officer Cadets of ADFA, training for RAAF Reserve officers and the ADF Gap Year Program. The Initial Officer Course (IOC) is the major activity conducted by OTS.

13. The introduction of the new Professional Military Education and Training (PMET) scheme IOC curriculum in 2002 embraced an adult learning philosophy at OTS. An emphasis is placed on providing graduates who are effective in the modern workplace. The course is designed to develop in officer trainees the knowledge, skills and attributes to function effectively as junior officers. The adult learning philosophy has been further reinforced by the curriculum review, with increased emphasis on structured learning, tutorial discussions, and experiential training. When the OTS motto ‘Accept Responsibility’ was adopted in 1950, it referred to the Unit’s expectations of staff and students. However, more than half a century on, it also neatly encapsulates the philosophy behind adult learning.
14. The curriculum delivered at OTS places an emphasis on leadership training, the development of high levels of individual commitment and team orientation. These develop the attitudes and skills necessary for a professional officer corps that can meet the challenges of the twenty-first century.

15. OTS Directing Staff (DS) have the responsibility of being role models and mentors; emphasis is placed on encouragement and support. Staff is assigned to each course and participate in all aspects of the course including adventurous, physical, full range of classroom and field activities. The practical aspects of the course include several field deployments that develop leadership, management, ground defence and teamwork skills.