01/17 INITIAL OFFICER COURSE

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 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. Dates. 01/17 IOC commences on 13 Feb 17 and concludes on 16 Jun 17. For Commissioning Flight Sergeants and Warrant Officers, you will commence course at Week 8 on 03 Apr 17.

6. The IOC is an 18 week course during which you will receive training in a variety of skills and disciplines. This will include classroom instruction in Military Management, Leadership, Military Law, Air Power, First Aid, Ground Defence, Security, Military Skills and Air Force Values and Ethics. You will also receive instruction in written and oral communication and be required to give presentations throughout the course. In addition to being assessed on these topics, you will also be assessed throughout the course on your ability to adhere to the Values and qualities associated with holding a Commission.

7. There are also field exercises ranging from a non-tactical exercise to ground defence exercises. These include:
   a. activities to let you discover your own and others strengths and limits
   b. field deployments
   c. leadership training in a variety of scenarios, including the deployed environment.

Staff and contacts

8. OTS contacts are as below:
   a. Course Director – FLTLT Esther Rich
9. The Induction Centre is your primary point of contact (POC) regarding any pre-course administration, and all course questions or issues.

Suspension

10. Attendance on IOC does not guarantee graduation. There are a number of assessment requirements all students must meet in order to graduate from IOC. Failure to meet these requirements can result in suspension from course. There can be different courses of action (depending on the nature of the suspension) OTS will apply if a student is suspended. All students will need to be familiar with the suspension procedures outlined in the OTS Standing Instructions upon their arrival.

Daily routine

11. As a guide, a standard working day at OTS is 0600 to 1800 and, on average, includes eight 50 minute tuition periods and appropriate meal and refreshment breaks.

12. You will be required to study in the evenings and there are also some evening tuition periods. You should expect to work on weekends and will have limited opportunity to leave the RAAF Base environment during working days. There may also be other weekends and public holidays later in the course where you will be required to work. Do not plan any social activities or travel to your home locality until you are aware of your commitments.

Physical fitness

13. 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 (PT) program that you will undertake at OTS can be very demanding and is targeted at preparing you for the physical requirements of IOC, as well as setting the expected standard for the remainder of your Air Force career.

14. There is a variety of different PT lessons conducted at OTS that IOC students are expected to do. These training sessions will prepare you to meet the fitness requirements for field exercises that are conducted throughout IOC. The PT lessons you will be involved in are:

a. aerobic conditioning
b. fitness assessments  
c. strength and conditioning exercises  
d. pool PT  
e. endurance marching  
f. mission specific activities  
g. section challenges  
h. team building  
i. lift & carry exercises.

15. All students attending OTS are required to pass an Initial Fitness Test (IFT) in order to graduate from OTS. This test is comprised of the following three parts:

a. **Upper body strength component.** Flexed arm hang or push ups.  
b. **Abdominal strength component.** Sit ups with feet secured or unsecured.  
c. **Cardiovascular fitness component.** A 2.4 km run or 5 km walk.

16. The Initial Fitness Screen (IFS), consisting of push-ups, sit-ups and a 2.4 km sub-maximal run component, is conducted on day two of course. The IFS will be used to confirm your physical fitness and ability to participate in the initial physical components of your IOC.

17. Whilst the IFS contains a different assessment of your aerobic ability it is equivalent to the fitness level you displayed as part of the ADFRI032 Pre-Enlistment/Appointment Fitness Assessment. You will be expected to meet the minimum standard listed in the table below. Students that are unable to meet this standard will not be permitted to continue on course.

<table>
<thead>
<tr>
<th></th>
<th>Female &lt; 55 years</th>
<th>Male &lt; 55 years</th>
<th>Female &gt; 55 years</th>
<th>Male &gt; 55 years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Flexed arm hang or Push-ups</strong></td>
<td>12 sec</td>
<td>12 sec</td>
<td>6 sec</td>
<td>6 sec</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>10</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Sit-ups (feet secured or feet unsecured)</strong></td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td><strong>2.4Km Run/Walk</strong></td>
<td>16 min</td>
<td>15 min</td>
<td>17 min</td>
<td>16 min</td>
</tr>
</tbody>
</table>

18. All students are required to wear conservative PT attire (shorts, bike pants and t-shirt (no singlet tops or offensive slogans)) for the IFS.

19. The RAAF requires that you have a good standard of physical fitness before arriving at OTS. You are advised to begin an exercise program prior to arrival. If you are unsure of...
how to proceed, ADF Recruiting offers a fitness application which can be accessed on their
website. Current ADF members are encouraged to seek advice from their PTI section. To help
minimise the chance of injury whilst on course it is advised that you aim to exceed the
minimum requirements of the IFS.

20. **Basic Swimming Proficiency Test.** The Basic swimming proficiency test is
conducted during week one of IOC. The purpose of the Basic Swimming Test is to qualify
members as competent to conduct Defence water-based activities.

21. **RAAF Swimming Proficiency Test (RAAF SPT).** The RAAF SPT is conducted
twice during IOC. All members who successfully complete the SPT will have the result
recorded in PMKeyS. There is no requirement to pass the RAAF SPT as part of IOC, however
all Pilots and Air Combat Officers (ACOs) are required to attempt the RAAF SPT whilst at
OTS.

22. **Current ADF member’s fitness requirement.** You are required to complete a PFT
IAW DI(AF) PERS 33-4 *Physical Training and Assessment during RAAF Courses*. You will
be expected to supply evidence of PFT currency and Medical category (MEC 2 or better)
prior to commencing course. If you are MEC 2 you will need to provide your PM532 to the
Course Director prior to course commencement. While under training you will be required to
successfully complete additional fitness tests to ensure you are physically capable of
undertaking field training.

23. If you are MEC 1 and have any current medical restrictions, you are required to
provide a copy of your PM101 to the Course Director at least one week prior to course
commencement.

**Recognition of Prior Learning (RPL)**

24. OTS manages RPL IAW Defence policy and procedures. However, due to the
holistic structure of IOC and the integral development of attitude, it is typically unrealistic to
grant RPL. Any queries for RPL at OTS can be directed to the Training System Flight
Commander (TRGSYS FLTCDR) who is contactable via the OTS Induction Centre.

**TRAVEL & REPORTING INSTRUCTIONS**

**Travel arrangements**

25. **New members.** Instructions regarding your appointment and travel to OTS will be
provided by your Recruiting Centre and Directorate of Personnel staff in Canberra.

26. **Current ADF members.** Parent unit and local Estate and Infrastructure Group (EIG)
are responsible for all travel arrangements. IAW PACMAN 9.1.2, the member is entitled to
travel by the most economical means of public transport. Public transport to/from Melbourne
to Sale is limited to train. Rental vehicle is recommended to/from Melbourne Airport to allow
for greater flexibility when booking flights as there are only two train services to/from Sale
per day.

27. If travelling by rental vehicle, drop off/pick up of vehicles is the student’s
responsibility. You will require your Defence Travel Card (for serving members) or a cab
charge voucher (new members ONLY) for drop off/pick up of vehicles in Sale. Return of the
rental vehicle will be advised by the car company. Dependent on the time and day of travel, travel time from Melbourne Airport to Sale is approximately 3 -3 ½ hours.

28. If travelling by train, the most economical travel to/from Melbourne Airport to Southern Cross Railway Station is by SkyBus. There is no public transport to/from Sale Railway Station to the RAAF Base. Therefore you will need to ensure a cab charge voucher is issued for travel to and from the Sale Railway Station. Travel time from Southern Cross Railway Station in Melbourne to Sale is approximately 3 hours.

29. If students need to vary booked travel arrangements, the OTS Induction Centre can provide guidance, but do not have the authority to make changes.

30. Students may also wish to drive their own vehicles from their home locality.

31. Those members who have not been paid travel allowance prior to departure, or who were not issued with a cab charge voucher (if applicable) for their travel from the station, are advised to retain receipts for travel expenses incurred prior to arrival. OTS Induction Centre staff will require these receipts for authorisation of any entitlement for reimbursement.

Arrival and reporting instructions

32. **Arrival.** Your accommodation room key and swipe card will be available for you to collect from the front gate pass office upon arrival – you will need to provide photographic identification. Maps to familiarise yourself with RAAF Base East Sale and the OTS Precinct are in Annexes A and B respectively.

33. **Arrival time.** You are to arrive at RAAF Base East Sale no later than 1200 on the course start date. This will allow you time to attend lunch and settle into your room prior to course commencement. Unless prior arrangements are made, you are not to arrive at OTS prior to 1200 on the Sunday prior to commencement.

34. **Reporting instructions.** After arrival at RAAF Base East Sale you are to meet the course Military Skills Instructor (MSI) at 1300 on course start date in front of the OTS Learning Centre for a familiarisation of the School. At 1500 you will commence training with your fellow course members in the OTS Lecture Theatre under the direction of the Course Director, Directing Staff (DS) and MSIs.

35. **Dress standard.** Male members are to report to RAAF Base East Sale in a minimum dress standard of tailored trousers, long sleeve shirt with collar, tie and comfortable dress shoes. Female members are to be in a minimum dress standard of tailored trousers or skirt not above knee length with a blouse and comfortable dress shoes. Male members are to be clean shaven by 1300 on the course start date.

36. **Commissioning FSGTs/WOFFs.** You are to arrive NLT 2200 on the Sunday evening prior to your start date. The Student Flight Commander will provide direction regarding reporting requirements.
ADMINISTRATION (PRE-ARRIVAL)

Contact details

37. If any messages of an urgent personal nature arise, contact should be made with the OTS Induction Centre. Members should provide the OTS Induction Centre contact details to family/relatives prior to arriving on course in case of emergency.

38. For any problems after arriving at RAAF Base East Sale, a Student Flight Commander (SFC) will be appointed from the course. The SFC is your first POC during and after hours for the duration of your course. The SFC will have after hours contact details for all relevant staff and is authorised to contact them if required. If no SFC has been appointed or they are not available, the RAAF Base East Sale Duty Member can assist in emergencies after hours.

First Aid Training

39. During the early stages of the IOC, students will conduct First Aid Training. As part of industry requirements, all students are required to have a Unique Student Identifier (USI) required for all nationally recognised training. Students are to register a USI prior to commencement of IOC by registering at http://usi.gov.au/About/Pages/default.aspx. In addition students are to register ensuring they use their civilian email and home address and do not include any Defence information as part of the registration process. You are to provide your USI to the OTS Induction Centre prior to arrival.

40. Commissioning FSGTs/WOFFs are to provide evidence of having previously completed First Aid Training to their Course Director prior to arrival.

Personal administrative arrangements

41. 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 five consecutive weeks (including weekends) at the beginning of the course.

42. 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.

43. Whilst on course, any correspondence may be sent to:

   RANK, Initials, Surname
   01/17 IOC
   Officers’ Training School
   RAAF BASE EAST SALE VIC 3852

44. Prior to arrival, all personnel are to ensure that they have a service haircut (as outlined in Annex C). A check list of what to bring is in Annex D.
Pre-requisite training (FSGT/WOFF)

45. Due to the later arrival of Commissioning FSGT/WOFFs, there are four pre-course work packages you are required to complete prior to your arrival. These packages cover content that you are required to learn/revise prior to commencing IOC. It is estimated that you will require approximately 4 hours per week over four weeks in the lead up to your attendance. The pre-course package is available at the following link:


UNIFORM REQUIREMENTS

New members

46. All RAAF uniforms will be issued at the beginning of the course.

Current ADF members

47. Service Documents. It is essential that you bring the following documents:

a. Medical. You are to bring your complete medical records including all volumes of your Unit Medical Record (UMR), complete medical examinations and Medical Employment Classifications (MECs). You are also to provide OTS a PM101 stating that you are fit to undertake IOC, and that you are up to date with the Periodic Health Examinations. If you are MEC 2, you are required to provide your PM532 to the Course Director NLT one week prior to course start.

b. Clothing Card. You are to bring your clothing card with you to OTS to allow issue of any additional items if required. Current serving RAAF members will not receive a full issue of new uniforms at OTS. You are advised to seek your additional entitlements, and replace any unserviceable items prior to your arrival at OTS as there will be limited opportunities to do this while on course. Following any additional kitting at your home location, you are to fax a copy of your full clothing card to the Clothing Store to allow staff adequate time to identify any deficiencies prior to your arrival. The Clothing Store fax number is 03 5146 6204. Ensure you detail what course you are attending on the fax.

c. Dental. You are to bring your Dental documents with you.

d. Defence Travel Card (DTC). You may be required to use your DTC for travel purposed whilst on OTS. You are to ensure that it will be valid for the duration of IOC.

e. Personnel Documents. Members are not required to bring their Personnel Documents.

48. Service dress. You will need to bring SD Uniform 1B, 1C and 4B, including Hat Fur Felt, Garrison Cap (if owned), Air Force Baseball Cap (if owned) and SD Cap. These items are to be in good repair and condition. Worn or damaged uniforms are to be replaced prior to your arrival at OTS. SD Uniform 1A, 4A, 5A/B, 6D and 7 will not be required.
49. **DPCU/GPU.** Issued DPCU and GPU are required for the duration of the course, including Bush Hat. These items are to be in good repair and condition. Worn or damaged uniforms are to be replaced prior to your arrival at OTS.

50. **PT uniform.** RAAF issue PT clothing (t-shirt, shorts, bike shorts, hat), blue towel, RAAF tracksuit and suitable swimwear are required for PT sessions. Please consult AAP 5135.003 for each of the uniform requirements.

51. **E2 kitting.** You are not required to bring any E2-3 kitting (Marching Order – Field Pack) as it will be issued by the ESL Clothing Store for the duration of course, and returned upon graduation. You are required to bring all E2-1 & E2-2 (Basic DP clothing & Patrol Order - Webbing) issued items. A kitting list is provided in Annex E. Identified deficiencies due to loss or damage must be rectified prior to arrival at OTS. All webbing must be IAW CDF Directive 11/09 *Prohibition on the Wearing of Non-Issued Personal Webbing Equipment*.

52. **Squadron caps.** Students are **not** to bring Squadron caps to wear with DPCU/GPU.

53. **Cold weather clothing.** 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, rain jacket etc.).

54. **Defence Restricted Network (DRN) access.** 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.

**MESSING AND ACCOMMODATION**

**Mess**

55. 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 C).

56. All members of the Mess are required to pay Mess fees of $100 for the duration of IOC, covering subscriptions and Dining-In Night costs.

57. You are required to contact the OTS Induction Centre at least one week prior to your arrival advising of any dietary requirements you may have, e.g. allergies, Halal etc to ensure you will be catered for. Additionally, where special dietary requirements are due a medical need, students will be required to obtain a PM101 Medical Advice Note on arrival at OTS.

58. 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 *Accept Responsibility*
pay the appropriate charge for your guests. Guests will be required to adhere to the dress and behaviour standards expected of members.

59. Meal times at the Students’ Mess are as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Mon – Thur</th>
<th>Fri</th>
<th>Weekends/Pub Hols</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>0600 – 0700</td>
<td>0600 – 0700</td>
<td>0800-0900 (Hot) 0900-1030 (Cont)</td>
</tr>
<tr>
<td>Lunch</td>
<td>1200 – 1300</td>
<td>1230 – 1330</td>
<td>1200 – 1230</td>
</tr>
<tr>
<td>Dinner</td>
<td>1800 – 1915</td>
<td>1800 – 1915</td>
<td>1800 – 1845</td>
</tr>
</tbody>
</table>

**Accommodation**

60. You will be required to ‘live-in’ on the base for the duration of the course. 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, but you will be required to provide your own iron and ironing board. You will be required to clean your accommodation to a high standard for weekly inspection and maintain this standard throughout the course.

61. The requirement to live on the base does not prevent you from having family and friends visit the base during weekends. However, base / trainee accommodation is not to be used for accommodating visitors overnight. Do not plan any visits / social activities until you are aware of your commitments.

62. **Living-in meals and accommodation levy.** Students posted to OTS will be required to pay a living-in meals (LIM), living-in accommodation (LIA) and living-in utilities (LIU) levy during training. The amount paid will vary depending on individual domestic circumstances. As a general guide, you should anticipate paying the full rate of LIM, LIA and LIU (approximately $300.00 per fortnight) and use this assumption when preparing your finances for the period of initial training.

63. **Consumption of alcohol.** Alcohol is not to be consumed within the OTS precinct, including the LIA. You will receive a further briefing upon commencement of course.

**PERSONAL ADMINISTRATION & WELFARE**

**Direct Entry Officers (DEO)**

64. You will be required to bring a number of personal documents with you to initial officer course in order to establish your pay details, relationship status and dependant details. You will be required to provide documentary evidence and bring the following:

a. the original or certified true copy of:

   (1) marriage certificate

   (2) original birth certificate (NOT EXTRACT)
(3) birth certificate/s for any dependant children

(4) divorce documents or decrees for all divorces

(5) evidence of current residential address (e.g. drivers licence, utility bill, council rates, electoral enrolment etc)

(6) certificates of service or discharge pertaining to service in the Defence Forces of ANY country

(7) naturalisation or citizenship certificates for all nationalities you hold or have held

(8) 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

(9) passport

(10) university degree/s (not academic transcripts).

Pay

65. 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, meals, accommodation 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. To assist in commencement of your pay arrangements you are to 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

   (4) branch address, including postcode.

Current Serving Members

66. Prior to arriving at OTS you will need to ensure your personal details in PMKeyS are current and accurate. You will save yourself time by getting this done prior to your arrival at OTS, as you will have minimal time to complete personal admin. Ensure PMKeyS data is current for the following:

a. Residential address
b. Military work address

c. Marital status

d. Dependant details

e. Emergency contact (Primary and NOK)

f. Alternative emergency contact (compulsory)

g. Nominated Family Leave Travel (if applicable)

67. OTS require you to submit an AD150 Personal Data to the Induction Centre prior to commencing training as you are posting into another Unit for the duration of your training. If you are a MWD you will also need to submit an AD291 Application for Categorisation as a Member With Dependents (Unaccompanied) - MWD(U). These forms are to be sent to the Induction Centre prior to commencing training. **Note:** The Course Clerk will be sending these forms to the member already pre-filled, all the member needs to do is fill in areas marked with an (x) and to sign.

68. Defence Identification Card. You are to ensure you present to OTS with a new Defence ID card reflecting your new commissioned rank. Once you have received your new ID you are required to email the three million series number on the back of the card to the induction centre.

69. Serving members pay will continue on the NPD system. If you need to make any changes to your nominated bank account for pay or fortnightly deductions, this is to be completed via PMKeyS Self Serve prior to your arrival at OTS.

70. You are to arrange travel to OTS through your Unit Orderly Room via an AE505 Travel Request Form. The reason for travel is ‘Domestic Short Term Posting’ and the relevant cost centre codes and general ledger account codes are listed on your posting order. Once complete, this form is to be sent to Integrated Travel Solutions (ITS) for processing. If you have a follow-on posting order before you commence your training, you can arrange return travel at this stage.

**Leave**

71. Due to the high workload associated with the first seven weeks of the course, IOC students will have limited opportunities to leave the RAAF Base during this period. Where possible, during this period personal administration time will be programmed to enable students to purchase any necessary items that cannot be obtained on-base.

72. To apply for leave during IOC, 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 compelling compassionate cases. Rules and guidelines for leave will be discussed in the first week of training.
Medical and dental

73. 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 the student.

74. **Immunisation during OTS.** During OTS, all members are required to complete the vaccination requirements for readiness for deployment. Immunisation books and any records that you have of prior inoculations should be brought to the course. Inoculations will be provided during the course. ADF members are to bring all their medical and dental documents with them.

75. There is a schedule which includes up to 16 injections over the OTS program. Some of these will not be required if members can supply evidence of previous vaccinations. Any records brought with you have the potential to reduce your vaccination requirements.

Transport

76. **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 OTS students. Students are not to park in the OTS staff car park.

77. **Defence vehicles and hire vehicles.** Defence has a zero blood alcohol limit policy for drivers of Defence or hire vehicles that have been hired by Defence.

78. **Victorian road rules.** RAAF Base East Sale adheres to the 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](http://www.vicroads.vic.gov.au).

79. **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

80. Mobile phones are not permitted during class and phone contact to students during the day is limited and evening contact in the accommodation blocks is subject to availability. Mobile telephone coverage on RAAF Base East Sale is generally poor. Urgent and important messages can be left during the day with OTS Induction Centre staff, or after hours family members can contact the Defence Switchboard on 1300 333 362.

81. Due to the poor mobile reception on base by most carriers, it is recommended that students arrive for course with a Telstra service

82. OTS staff understands there may be a requirement to have mobiles on during classes due to compassionate or compelling personal circumstances. If this is the case, please advise the Course Director who can ensure all DS are aware of this requirement.
Religious observance

83. The OTS 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.

84. A Chapel is located on the base. 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

85. 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

86. Although bringing your personal computer (PC) is encouraged, they are not essential as the Learning Centre at OTS provides students with access to networked workstations with printing facilities. These workstations provide access to the Defence Restricted Network (DRN) and some Internet services, but accounts may take a few weeks to set-up. Personal PCs cannot be used to access the DRN Internet services.

87. 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 and social media is not permitted. Strict usage guidelines are in place and you will be briefed on these prior to being allowed access to the network.

88. Students will be required to complete some elements of the course, including study, assignment preparation and examinations, via computer. As a result, basic familiarity with a Windows based system, and applications such as Microsoft Word and PowerPoint would be extremely beneficial.

BASE HISTORY AND AMENITIES

89. 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.

90. 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. Additional history on OTS and the RAAF College is provided in Annex F.

91. RAAF Base East Sale is home to the following units:
a. No 30 Squadron (30SQN) City of Sale
b. Headquarters Air Training Wing (HQ ATW)
c. Central Flying School (CFS)
d. 1 Flying Training School (1FTS)
e. School of Air Traffic Control (SATC)
f. No 32 Squadron (32SQN)
g. Officers’ Training School (OTS)
h. No 453 Squadron - East Sale Flight (453 SQN ESL FLT)
i. Training Aircraft System Program Office (TASPO)
j. Prince of Wales Light Horse 4/19
k. 409 Squadron Australian Air Force Cadets
l. 1 Expeditionary Health Squadron (1EHS) Detachment East Sale (DET ESL).

Base facilities

92. RAAF Base East Sale provides the following on base facilities:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Days Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAFCANS (General Store) &amp;</td>
<td>Mon – Fri</td>
</tr>
<tr>
<td>Post Office (including EFTPOS facilities)</td>
<td>Closed Sat &amp; Sun</td>
</tr>
<tr>
<td>Defence Bank</td>
<td>Mon - Fri</td>
</tr>
<tr>
<td>RAAF Clothing Store and Tailor Shop</td>
<td>Mon - Fri</td>
</tr>
<tr>
<td>Roulette Cinema</td>
<td>Tue &amp; Sat Nights</td>
</tr>
</tbody>
</table>

93. Sporting facilities available for your use include a large gymnasium, squash court, swimming pool, golf course and sports ovals.

CONCLUSION

94. I extend my congratulations once again and hope that you find your way to RAAF Base 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 been for all that have gone before you.

95. Further information prior to the course can be obtained from the Induction Centre.
96. The staff and I at OTS welcome you to RAAF Base East Sale for your course and look forward to your attendance.

Digitally signed
by nicole.lucas3
Date: 2016.12.08
13:34:06 +11'00'

N Lucas
Squadron Leader
Chief Instructor
Officers’ Training School

Dec 16

Annexes:
A. Map of RAAF Base East Sale
B. Map of OTS Precinct
C. Dress standards
D. Checklist of what to bring
E. Current Serving members - basic clothing and patrol order kitting
F. History of RAAF College and OTS
MAP OF RAAF BASE EAST SALE

1 Security Control Centre (B001)
2 Child Care Centre (B002)
3 Kindergarten (B638)
4 Chapel (B750)
5 Defence Community Organisation/Mental Health Centre (B751)
6 Dental (B319)
7 Transit Accommodation (B91-98)
7a Transit Accommodation (B335)
8 Officer Training School Complex (B650)
9 4/19 Prince of Wales Light Horse (B576)
10 Sportsman's Club (B149)
11 AAFC/E&IG Training Rooms 3, 4 & 5 (B573)
11a Training Room Amenities (B567)
12 Defence Section (B571)
13 RAAF Security Police (B333)
14 School of Air Traffic Control (B105)
15 Cinema / Auditorium (B372)
16 E&IG Training Room 1 / Aviation Candidate Management Centre (B122)
17 HQ Air Training Wing / 30SQN (B106)
18 E&IG/Customer Service Centre/Tech Pubs/ Accommodation Services (B118)
19 No1 Flying Training School (B135)
20 Clothing Store (B349)
21 SATC Accommodation (B747-748)
22 Combined Mess (B665)
23 Medical - Health Centre (B506)
24 Transit Accommodation (B511)
25 CFS/1FTS Accommodation (B742-743)
26 1FTS Accommodation (B745-746)
27 AAFCANS/Post office (B752)
28 Defence Bank/Family Group (B753)
29 Pool/Gymnasium (B754)
30 Outdoor Physical fitness area
31 Warehouse (B226)
32 TASPO (B32a & 32b) (B268)
33 32 SQN HQ (B216)
34 Ground Electronic Support (GES) (B046)
35 CommCen/E&IG Training Rm6 (B203)
36 Bureau of Meteorology (B545)
37 Central Flying School (B382)
38 CHC Search & Rescue (B260)
39 Air Movements Section (B223)
40 Transport Section (B250)

Accept Responsibility

: Bollards

!!! Base speed limit max 40kmh; 10kmh when passing marching troops
DRESS STANDARDS

STUDENTS’ MESS

General principle

1. A high standard of dress consistent with good taste and the position the Mess holds in the local community as an institution of high standing and presentation is required of Mess members and guests at all times. The appropriateness of dress for the Mess is not dependent on the cost or "label" of the garment worn, but on the style and standard that conforms with the general demeanour of the Service and Mess environment. Members are to exercise mature judgement, commonsense and conform to these rules in the spirit intended. In general, the rules of dress have been designed to provide a sensible alignment between Service and acceptable civilian dress. Dress requirements will be advertised on the Mess Notice Board.

2. Whereas some specific dress rules have been defined, certain less tangible aspects such as style, cut and taste cannot be clearly prescribed. As a general principle, all members are expected to use discretion and avoid extremes. Dress should always be neat, clean and of decorum appropriate to an Officers' Mess.

Service Dress

3. All forms of approved working dress are allowed to be worn in the public rooms at any time and to any normal meals, provided they are in a neat and clean condition. Some restrictions to this rule may apply when certain functions are held.

Civilian Dress – Male

4. The minimum acceptable dress for males is tailored slacks, short-sleeved shirt with collar and enclosed shoes. Shoes may be casual, but shall not be ‘running or sporting’ in design. All items of clothing shall be clean and in good repair. During warm weather, tailored shorts may be worn and accompanied by enclosed ‘boat shoes’ or similar leather design. Jumpers and cardigans of a conservative style and pattern may be worn as an outer garment. If additional warmth is required, a coat of conservative style and cut, e.g. a sports coat, should be worn.

Civilian Dress – Female

5. The normal dress standard for females is neat conservative, and comparable to the male dress standard. Dresses, tailored suits, skirt (no shorter than knee length), tailored slacks and blouse, and open dress shoe style footwear are all acceptable. Denim jeans, abbreviated shorts or any item that is revealing is not acceptable. It is expected that female members of the Mess apply the same standards as male members when choosing dress.

Weekends and public holidays

6. At the discretion of the PMC, the dress standard may be relaxed during weekends and public holidays. This discretion does not apply when members are on duty. The period of observed relaxed dress is from 1500 Friday until 0600 Monday. Jeans are acceptable but footwear is not to be a ‘running shoe’ style of design.
Sporting and Casual Dress

7. Dress that does not conform to the required standard of dress may not be worn in the Mess at any time. This dress may only be worn in the garden and outside areas adjacent to the public rooms of the Mess. Dress that is in poor repair or that is dirty, smelly or otherwise objectionable is not acceptable in any part of the Mess at anytime.

Unacceptable Dress Items

8. Dress items not to be worn in the public rooms of the Mess (i.e. ante-room, main bar, and dining room) include thongs, sandals (for males), slippers, running (except as defined above) or leisure footwear, abbreviated shorts, shaggy cardigans or pullover’s, T-shirts, (Bonds-style shirts), windcheaters, duffel coats, canvas material coats, outdoor or wet weather clothing, or vinyl slacks and tops. In addition, scruffy, dirty or otherwise objectionable attire is not acceptable in any part of the mess at any time.

Hairstyles

9. **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 from the crown to the neck line. The neck line is to be squared across the neck and the neck is to be cleanly shaven and hair is not to cover the ears or overhang the collar. In essence a short back and sides hair cut is required, but it is not to be a 'US Marine' style hair cut. 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.

10. **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.

11. **Moustaches.** The entire upper lip is to be left unshaven when worn; the moustache is to be kept neatly trimmed and is not to extend below the upper lip.

12. **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, heavy mesh nets or excessive numbers of hairpins are forbidden when in uniform.

13. **Wigs.** Wigs or hairpieces may be worn provided they appear natural and comply with the above conditions and are subject to local safety orders.

14. **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 are 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.

General

15. **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.
16. **Jewellery - Earrings.** Female members may wear gold, silver, clear stone or pearl studs, of 4 mm or less in diameter (one in the lower hole of each ear lobe) or plain sleepers, either gold or silver colour, of 10 mm diameter (one in the lower hole of each ear lobe). To be designated a sleeper; the ring must be able to rotate fully through the hole in each ear lobe.

17. **Jewellery - Necklets and Chains.** Visible necklets or chains are not permitted when in uniform.

18. **Jewellery - Rings.** Members, when in uniform or on duty, may wear a maximum of four rings on no more than two of the eight fingers. Such rings are to be of subdued appearance and design and of moderate size.

19. **Jewellery - Watches and Cufflinks.** Wrist watches of subdued colour and practical design may be worn when in uniform or on duty, except when safety, operational or ceremonial factors dictate otherwise. Members may wear cufflinks of plain or suitable military design with uniform.

20. **Jewellery - Tie Bars.** Tie bars or pins of a plain gold or suitable Air Force or ADF design may be worn with Dress 1B as an optional item, except where operational or safety factors dictate otherwise. Tie bars and pins are to be positioned 8cm down from the top of the pocket flap. These items are not to be worn at ceremonial events.

21. **Stockings.** Females can wear either skin tone stockings or any stockings from dark grey to black with working dress. Stockings are to be plain with no patterns, or obvious seams. Opaque stockings and tights or fishnet style stockings are not permitted. Black stockings are to be worn when wearing the skirt as ceremonial dress. Female personnel are able to purchase the stockings from any Commercial source that stocks the above coloured stockings.
CHECKLIST OF WHAT TO BRING

Essential items

○ Travel tickets and documents
○ Personal luggage
○ Personal inoculation certificates
○ Personal ATM cards
○ Personal bank account details
○ Certified true copies of specified documents
○ Tax file number
○ Sporting shoes suitable for running and sports training
○ Coat hangers and trouser/skirt hangers (One hanger is required for each item of clothing, for uniform and civilian attire. Trouser/skirt hangers should be of the ‘horizontal with clips’ style, and not multifunctional and also able to hang shirts
○ Swimwear (one piece of a conservative style)
○ Personal PT attire (shorts and t-shirt), sunscreen and hat
○ Personal Mess suitable attire, as per Annex C
○ Personal iron and spray starch (a good quality iron is recommended)
○ 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.
○ Personal toiletries (any aerosol products such as spray deodorants, shaving cream, etc, will not be permitted on exercise. You must find other means (i.e. roll on deodorant, soap shaving cream, etc.)
○ Padlock (to secure valuables in drawer)
○ Laundry ‘top loader’ washing liquid (Can be purchased in location)
○ Females only - Bun nets (strong, good quality), hair spray and hair clips matching your hair colour where possible.

Additional essential item for current ADF members

○ Service documentation (sealed in envelopes)
○ Current RAAF Identity Card showing current commissioned rank
○ All uniforms as previously mentioned
○ Issued sewing kit or equivalent
○ Issued towels for PT activities (can be purchased at clothing store)

NOTE. 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.
Desirable / optional items

- Personal computer
- Sport shoes with non-marking soles (if you wish to use the squash court on Base)
- Thermal underwear (thermals) brown/black/dark green only (three sets are issued on arrival, but more comfortable / warmer may be desired)
- Females only – stockings (as per Annex C) - available for purchase at clothing store
- Sunglasses. Must be of a conservative style and colour: black or tortoiseshell would be suitable. Lenses must be non-reflective
- If you wear glasses, a cloth glasses strap (plain black or navy blue for use during field activities)
- Small power board (4 plug). Double adaptors are not permitted
- Clock / clock radio (or alarm function on phone)
- Thongs (for showering)
- Large and small snap lock bags (for keeping clothes dry in the field)
- Small basic First Aid kits will be issued, however it is your responsibility to bring extra supplements on a personal basis (i.e. Panadol, blister tape, etc)
- Ironing board (can be purchased in the area). A thick ironing board cover is recommended.
- Lint roller
- Laundry marker.

**NOTE.** This list is the official OTS list and supersedes any other list you may have been given.
## CURRENT SERVING MEMBERS - BASIC CLOTHING AND PATROL ORDER KITTING

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Qty</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, Identification RAAF Ensign on DP Background</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Badge, Identification RAAF Ensign, GPU</td>
<td>2</td>
<td>Required for GPU</td>
</tr>
<tr>
<td>Bag, Duffel (Dive Bag)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Balaclava Woollen, Black</td>
<td>1</td>
<td>or green Balaclava</td>
</tr>
<tr>
<td>Belt, Individual Synthetic</td>
<td>1</td>
<td>Patrol order - Webbing</td>
</tr>
<tr>
<td>Boots, Terra</td>
<td>2</td>
<td>1 x Terra boot, 1 x GPU boot (If issued)</td>
</tr>
<tr>
<td>Canteen, water 1QT</td>
<td>2</td>
<td>Patrol order – Webbing E2-2</td>
</tr>
<tr>
<td>Rope Assembly, Single length (Toggle Rope)</td>
<td>1</td>
<td>Patrol order – Webbing E2-2</td>
</tr>
<tr>
<td>Cover, Water Canteen 1QT DPP</td>
<td>2</td>
<td>Patrol order - Webbing</td>
</tr>
<tr>
<td>Cup, Canteen</td>
<td>2</td>
<td>Patrol order - Webbing</td>
</tr>
<tr>
<td>Drawers, ECW, Long John, Pure Wool, Med Weight</td>
<td>3</td>
<td>Thermal pants</td>
</tr>
<tr>
<td>Gloves, Field Combat Green or Tan</td>
<td>1</td>
<td>Patrol order – To be issued at ESL if not already issued</td>
</tr>
<tr>
<td>Hat, Broad Brim DP or Hat, Narrow Brim DP</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Insignia, Rank Shoulder DP</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Kit, Sewing Green</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Neckcloth, Green</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Pack, Hydration</td>
<td>1</td>
<td>Patrol order</td>
</tr>
<tr>
<td>Pad, Belt Individual</td>
<td>1</td>
<td>Patrol order – Webbing</td>
</tr>
<tr>
<td>Pocket, Ammunition Mag MINIMI</td>
<td>2</td>
<td>Patrol order – Webbing</td>
</tr>
<tr>
<td>Pocket, Ammunition Mag Steyr</td>
<td>2</td>
<td>Patrol order – Webbing</td>
</tr>
<tr>
<td>Wet Weather Ensemble</td>
<td>1</td>
<td>Includes raincoat and trousers</td>
</tr>
<tr>
<td>Set, Knife, Fork and Spoon</td>
<td>1</td>
<td>Patrol order</td>
</tr>
<tr>
<td>Shelter, Individual</td>
<td>1</td>
<td>Patrol order</td>
</tr>
<tr>
<td>Shirt, Cold Weather, Skivvy</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Socks, Green, Or Woolen Khaki</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Suspender, Individual (H – Harness)</td>
<td>1</td>
<td>Patrol order – Webbing</td>
</tr>
<tr>
<td>T-Shirt, Brown</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tag, Identification 3 item Set Embossed</td>
<td>1</td>
<td>Dog tags</td>
</tr>
<tr>
<td>Tag, Identification Cloth ‘Name’ DP</td>
<td>3</td>
<td>(DPCU name tags). Do not remove tags if already attached to DPCUs.</td>
</tr>
<tr>
<td>Tag, Identification Cloth ‘AIR FORCE’ DP</td>
<td>3</td>
<td>(DPCU AIR FORCE tags). Do not remove tags if already attached to DPCUs.</td>
</tr>
<tr>
<td>Torch, Combat</td>
<td>1</td>
<td>Patrol order</td>
</tr>
<tr>
<td>Towel, Bath Green</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Undershirt, ECW, Long Sleeve, Pure Wool,</td>
<td>3</td>
<td>Thermal top</td>
</tr>
</tbody>
</table>

*Accept Responsibility*
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 College (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 with parts of RAAF Staff College and Engineer Cadet Squadron and was sited on the campus of the former RAAF Academy.

5. In December 2007 Ground Training Wing was disestablished as a HQ Unit and RAAF College took over this role situated at RAAF Base Wagga.

6. 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.

History of Officers’ Training School

7. Officers’ Training School (OTS) 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. Later reorganisations of training requirements saw each flight at OTS become an independent squadron. Thus, on 16 May 1956 Officers’ Training Flight became Officers Training Squadron.

8. 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 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.

9. In November 2007 the last course graduated from OTS RAAF Base Williams, Point Cook. During December and January the unit relocated to new facilities at RAAF Base East Sale.
Officers’ Training School Today

10. 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 and training for RAAF Reserve officers. The Initial Officer Course (IOC) is the major activity conducted by OTS.

11. 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.

12. 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.

13. OTS Directing Staff (DS) have the responsibility of being role models and mentors; emphasis is placed on encouragement and support. Staff are assigned to each course and participate in all aspects of the course including 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.