



AJ2006936

JOINING INSTRUCTION - ARMY PRE-CONDITIONING PROGRAM

References:

- A. Recruit Development Wing Standing Orders of 03 Jun 16
- B. ATI 2-1/15 – *Movements and Entitlements for Directed Training Requirement Courses*
- C. Army Dress Manual of Feb 13
- D. Military Personnel Policy Manual, Part 11, Chapter 1 – *Court or police orders restricting access to weapons or firearms by members of the Australian Defence Force* of 06 Oct 15
- E. ATI 1-3/13 – *Individual Training Assessment In Army*
- F. ATI 1-19/15 – *Codes of Conduct for Instructors and Trainees*
- G. ATI 1-5/14 – *Directed Training Requirement In-Year Management Process*
- H. Military Personnel Policy Manual, Part 3, Chapter 2 – *Australian Defence Force Medical Employment Classification System* of 06 Oct 15
- I. Health Directive No 235 Amendment No 6 – *Management of pregnant members of the Australian Defence Force* of 25 Jan 13
- J. APSC Administrative Instruction 06/15 – *Transition of Army Personnel Files to Digital Format*
- K. COMD FORCOMD Directive 42/14 – *Medical and Dental Risk Management*
- L. DI(G) PERS 34-4 – *Use and Management of Alternative Dispute resolution in Defence*
- M. DI(G) PERS 15-1 – *Misuse of Alcohol in the Defence Force* of 24 Jun 14
- N. CDF Directive 11/2009 – *Prohibition on the wearing of non-issued personal webbing equipment*
- O. Defence Road Transport Manual (DRTM) of 03 Dec 13
- P. COMD FORCOMD Directive 3-13 – *Use of Social Media*
- Q. DI(G) PERS 35-3 – *Management and reporting of unacceptable behaviour* of 28 Jun 09
- R. 28 Jun 09
- S. DI(G) ADMIN 08-1 – *Public comment and dissemination of official information by Defence personnel* of 05 Oct 07

Purpose

1. The purpose of this instruction is to assist you with your preparation for training at the Recruit Development Wing (referred to as RDW), Army Recruit Training Centre (ARTC). You should read this instruction carefully as it will allow you to fully prepare for your recruit training in the Australian Army. **You are to bring this instruction with you so that you can refer to the details when required.**

Officer Commanding / Chief Instructor (OC/CI) Introduction

2. Congratulations on being selected for the Army Pre-Conditioning Program (APCP). This program is designed to give you the experience, learning skills and knowledge needed to prepare you for further recruit training at the 1st Recruit Training Battalion (1 RTB). Your

experience at RDW will expose you to the military, introduce you to structured routines, and provide you with skills that will set you up for success in Army and your everyday life. Your RDW mentors will support you on this journey.

Location of the Recruit Development Wing

3. RDW is located at Kapooka, approximately 12 km from the city of Wagga Wagga, in the Riverina area of New South Wales. You should be aware that the temperature in Wagga Wagga ranges from minus 2°C in winter to 40°C plus in summer.

RDW Mission

4. RDW is to develop and implement high quality physical conditioning, vocational education and ADF culture within the context of individual cultural identity in order to enable provisionally enlisted members to succeed in recruit training.

Program Aim

5. The aim of the APCP is to train personnel to meet the Army's physical fitness entry standards in order to commence the Army Recruit Course (ARC). The training will be physically challenging and mentally demanding. You will be required to work hard for up to seven days a week with little time available for recreation. You will learn and develop many new skills during your training. Some trainees find the change to a military lifestyle difficult, but most satisfactorily make the transition and go on to complete their training. You should be aware that this enlistment is provisional on successfully completing the APCP. Once enlisted, you will be subject to military discipline. On arrival staff members from RDW will meet you and brief you on the requirements of military discipline.

Program description - APCP

6. During the 49 day APCP you will be required to take part in physical training, weapon handling, drill and adventure training. Of equal importance you will be expected to develop the Army values of courage, initiative, respect and teamwork. Furthermore, staff aim to inculcate the core behaviours that Australian soldiers are renowned for including mental and physical resilience, moral and physical courage, leadership, initiative and compassion. The main focus is on physical conditioning each day with an allowance for rest and recovery. You will also learn how to maintain your personal equipment and room to the standard required by the Army.

7. The program is deliberately challenging and has been designed to prepare you for the ARC. The training is intense, with little time for personal administration. You will gain a sense of achievement, purpose, and confidence during the APCP and on completion of the training you should feel justifiably proud of what you have achieved.

8. On successfully completing the APCP, all recruits will proceed to 1 RTB to commence recruit training.

Prerequisites - Pre-enlistment Medical Board

9. Before commencing training at RDW you need to be medically fit. While you have not passed the pre-enlistment fitness standard you have been identified as a suitable candidate to attend the APCP. A psychologist and a doctor will assess you at your recruiting centre. If

you are in doubt about anything that might affect your training, you should discuss your concern with the enlistment officer, doctor or psychologist. ***Failure to disclose an existing injury or medical condition will result in your removal from training and discharge from the Australian Army.***

Medical Documentation (PM4 – Unit Medical Record)

10. Your PM4 Medical Records are to be taken to RDW on your day of enlistment. These documents are held at DFR and will be handed to a member of your enlistment group after your final medical attestation has been completed. The member carrying the documents will be nominated by the medical staff of DFR. The specified member will be requested to present the PM4 Medical Records once you are met by the induction Sergeant.

Checklists

11. You will find a checklist of items to be brought with you to RDW at annex A. It is important that you bring all items on the list.

Movements

12. Defence Force Recruiting will arrange your travel to RDW and additional advice is provided for you at annex B. Note that there is a 20kg luggage limit for those people travelling by air.

Pre-enlistment Physical Conditioning / Pre-enlistment Fitness Assessment

13. Challenging physical activity is an essential part of the ARC. During the APCP, Army instructors will guide you through activities such as circuit training, strength and endurance training, aerobic conditioning and an introduction to self defence. While your instructors build your confidence and fitness levels along the way, physical preparation prior to commencing training at 1 RTB is essential.

14. You are required to pass the recruit Pre-enlistment Fitness Assessment (PFA) prior to the commencement of the ARC. The PFA is a fitness assessment consisting of push-ups, sit-ups and a shuttle run. The technique of these components is just as important as the result in achieving a pass.

15. During the APCP you will undertake a six week physical conditioning training program in order to achieve the physical fitness requirements for recruits to continue training. In the instance that a recruit has not met the standard required in the PFA at the completion of the APCP seven week period, the member, at the OC/CI RDW discretion, may be afforded an additional period to attain the standard required. Following any repeated failure, the member will be raised for review and potential discharge transfer to Weary Dunlop Platoon for termination management IAW DPR 87(1)(f) – ‘Unsuitable for further training.’

16. The PFA is the minimum standard of fitness that you are required to achieve at the start of your training at 1 RTB. During your training at 1 RTB, you will participate in more physically demanding activities including obstacle courses, diagnostic test, the All Corps Standard Physical Employment Standard Assessment (PESA), bayonet assault course and endurance marching over distances up to 7 km carrying up to 25 kg of equipment.

17. Swimming is also a part of the ARC physical training program at 1 RTB. There is a final swim assessment that involves a 30m swim in an indoor pool wearing a long-sleeve shirt, trousers and runners, and treading water for two minutes.

18. If you cannot swim or you consider yourself a weak swimmer **you should address this requirement urgently**. Some training advice is also provided at annex C.

Trainee Obligations

19. The obligations of the trainee primarily involve the trainee's preparation and commitment to attend the program. Specifically, these obligations include:

- a. Completing all pre-program preparation and administration as outlined in this instruction.
- b. Ensuring attendance on the program is not encumbered by other commitments or any personal or medical issues, which may cause disruption during the program or prevent completion of the program.
- c. Accepting responsibility for your own learning and participating positively throughout the program.
- d. Completing all required assessment activities.

Code of conduct

20. Trainees are to read and be familiar with reference F whilst at RDW paying particular attention to annex D, Trainer and Trainee code of conduct. These documents will be provided to you on your arrival, and they detail the following points:

- a. respect for the Army ethos
- b. being prepared to learn
- c. displaying integrity
- d. developing mental strength
- e. maintaining a positive attitude; and,
- f. the high standards of training delivery expected of your instructional staff.

Limitations to Program Participation

22. In the event you are subject to any commitment(s) that may require you to be excused from training events, you are to notify RDW in writing of the details. Such commitments include but are not limited to:

- a. being subject to a Domestic Violence Order (DVO)

- b. being subject to a Weapons Protection Order (WPO)
- c. being under investigation for civilian offences
- d. being a witness to a civilian offence; or,
- e. having an obligation to make a court appearance within the program dates.

Withdrawal from the Program

23. If you do not wish to attend the program, for personal or other reasons, you are to inform your Enlistment Coordinator at DFR immediately.

Early removal or Suspension from Training

24. Approval for early removal or suspension from training may only be granted. Early removal may be granted under the following circumstances:

- a. disciplinary reasons
- b. unsatisfactory progress, including the non-achievement of competencies
- c. unacceptable behaviour
- d. compelling compassionate or personal reasons
- e. medical reasons
- f. at own request.

25. The OC/CI can recommend the option to hold you over after the completion of the program to finalise any outstanding disciplinary action.

Medical

26. All members of the Australian Defence Force are provided with full Medicare equivalent healthcare by Defence health facilities which are provided by Joint Health Command and external specialists. You will undergo a Medical review prior to proceeding to ARTC. This confirms your medical status on joining. You are not covered for undeclared pre-existing medical conditions.

27. In order to confirm your health and vaccination status a Medical induction is conducted during the first week at the ARTC. The medical induction and vaccination requirements are outlined in annex E.

Progress

28. Throughout your time at RDW you will be continually reviewed in the values, behaviors, skills, knowledge and attitude required for service in the Army.

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29. Some trainees may be unable to complete their training in the minimum allocated time due to unsatisfactory progress, medical problems, or disciplinary issues. There is opportunity for medical rehabilitation and extensive re-training and re-assessment to ensure trainees are given appropriate opportunity to complete the training. If you are unable to successfully fulfill all of the requirements of the APCP you may be discharged from the ADF.

30. **Access to records.** Trainees may have access to their own records at any time. All requests to view training records are to be made through your staff.

Complaints Process

31. Initially during training your chain of command will ensure that you are familiar with the Complaints and Alternative Resolutions Manual (CARM). A detailed brief on the complaints process will be covered during your first week at RDW.

Misuse of alcohol

32. The problematic use of alcohol is defined in reference M as:

“...the use of any alcohol beverage which leads to an individual’s misconduct, unacceptable social behaviour, impairment of health, financial responsibility or personal relationship, or interferes with performance of duty or with safety or security; but it does not necessarily imply alcoholism.”

33. The problematic use of alcohol is not condoned within Army, especially within training institutions. Any trainee identified as using alcohol in a problematic way during the APCP will be counselled and may face disciplinary action or removal from the program.

Food and Accommodation

34. You will be housed in barracks style accommodation where you will share a room with other trainees. Rooms contain a bed, a wardrobe, a small desk and a chair for each trainee. Male and female trainees can be accommodated in the same barracks, but do not share the same room. Female trainees are accommodated with at least one other female trainee. The accommodation area is cleaned and maintained by you and fellow trainees and is subject to daily inspections. Personal items such as photographs are permitted; however, they are not to be displayed around your room. Generally, most trainees will be required to pay for meals consumed. Currently the cost of this is \$142.30 per fortnight, which will be deducted directly from your pay. Some trainees may be entitled to an exemption; further details on eligibility will be given to you on arrival.

35. The Army will provide you with all of your nutritional requirements. Trainees are not permitted to bring food, drinks, or supplements for consumption during training. Any such items in your possession on your arrival at RDW will be removed. The Army will cater for confirmed special dietary requirements for medical or religious needs.

Recruit March In Questionnaire

36. At annex F is a recruit questionnaire. This is to be completed the day prior to travelling to RDW. This questionnaire will be collected by your Induction Supervisor. It is not to be completed while travelling on the bus to RDW.

Married Trainees

37. Married (or Defence recognised inter-dependant relationship) trainees **are not** to move their family to the local area during training.

38. If you consider that you reside in an inter-dependant relationship speak to your local Defence Force Recruiting Unit and ensure you are given an 'inter-dependant package' that includes an application and details for completion. You are required to bring the **completed package**, including the documents listed in annex A, to RDW. It is essential that you complete the package with your Defence Force Recruiting Unit to speed up the recognition process. If you do not bring a complete package, with all copies required as per annex A, RDW will be unable to correctly enter your categorisation, which will cause you financial detriment.

Single Trainees with Dependants

39. Single trainees who have dependants may be eligible for additional allowances. These trainees must bring a copy of the following documentation to RDW:

- a. dependants' Birth Certificate
- b. current lease agreement (if applying for rental assistance)
- c. current rental receipts (if applying for rental assistance).

Rental Assistance

40. Trainees that maintain a home for their dependants may be eligible for Rental Assistance (RA). Trainees that are eligible to receive RA must bring a copy of the following information:

- a. marriage certificate / approved inter-dependant relationship package
- b. current lease agreement
- c. current rental receipts.

Defence Community Organisation (DCO)

41. The Australian Army recognises that the mobile lifestyle of Army personnel and their families can create problems. A range of social work, family liaison, educational and military support services and related programs is provided through DCO to enhance the wellbeing of Army personnel, their families and communities. These services are provided by professional, qualified and experienced staff who are located conveniently with defence establishments throughout Australia. Additional information regarding DCO can be obtained at www.dco.dod.gov.au.

42. Serving members, partners and other dependants may contact DCO directly. The DCO office in Wagga Wagga is open during normal working days and has personnel on call after hours for emergency situations. Office details for the Wagga Wagga DCO are:

Defence Community Organisation
 First Floor, Suite 104
 76 Morgan Street
 WAGGA WAGGA NSW 2650
 Phone: (02) 6931 0011, Fax: (02) 6931 0007
 A/Hrs emergency: 0428 270769 (1 RTB Duty Officer)

Leave

43. Short duration local leave (in restricted areas of Wagga Wagga) is programmed during various stages of your training. Such leave is subject to the demands of the training program and you will be advised accordingly of any changes to the leave policy. If you have family or friends in the local area at this time, there is the opportunity for you to meet them in Wagga Wagga for the duration of your local leave. It should be noted that normal return times will still apply as training may be scheduled to commence immediately after a period of local leave.

Visitors

44. You are not normally permitted visitors as this will conflict with the training requirements.

Postal address

45. Your mail should be addressed to you as follows:

Recruit (Initials and Surname)
 APCP
 Recruit Development Wing
 ARTC
 Blamey Barracks
 MILPO KAPOOKA, NSW, 2661

46. You should be aware that parcels are to be opened in front of your platoon staff and items such as valuables and food/beverages will be removed. The following items are prohibited and should not be sent through the mail:

- a. magazines / reading material of an inappropriate nature and not relevant to the military / training
- b. alcohol
- c. tobacco products (for trainees under 18 years old)
- d. knives or any other type of weapon
- e. prescription or other medication (this can be prescribed to you by Medical Officers at Kapooka).

47. Prohibited items will be removed and in the case of weapons, given to the Military Police. All other confiscated items will be returned to trainees prior to march out of Kapooka.

Telephones, Mobile Phones, Internet and Photographic Equipment

48. Limited telephone facilities are available within RDW however personal **emergency** phone calls can be phoned through to the RDW Duty phone on 0408 610 589. During your first few weeks you will be very busy and accordingly, you should warn your family and friends that your available time and opportunities to write, text, email or telephone will be very limited. Daily contact is unlikely.

49. **Mobile Phone Use.** Personal mobile phones may be permitted to be used at limited times after training. Mobile phones will be secured and not be permitted to be carried on your person continually.

50. **Social Networking.** As a member of the Australian Army there are defined standards of behaviour expected of all members by the Army, the law and the citizens of Australia. This means that your use of information, data, pictures, comments and other forms of communication on social networking systems and sites are severely restricted in regard to Defence related information and comment and other forms of communication that are perceived or actually illegal, offensive, harassing, bullying or belittling.

Pay

51. **You are required to bring with you to RDW, \$100.00 cash or the equivalent in a bank account that you can access by ATM Card** to purchase ancillary items that you may require until your ADF pay is established. Subsequently, your ADF pay will be placed into your nominated bank account. Trainees should ascertain the current net rate of pay from their Defence Force Recruiting unit and ensure that it is sufficient to cover all of their financial commitments. If it is not, trainees should make alternate arrangements to meet their financial obligations. There is little opportunity to rectify these problems once training has commenced. Particular attention should be made to personal banking arrangements.

Banking

52. You are to bring your Tax File Number, along with the account number and BSB for your bank account, to allow direct payment into your bank account. Failure to do this may cause you financial detriment.

53. The major banking and finance facilities at Kapooka are the Australian Military Bank and the Defence Bank. There is a Rediteller Automatic Teller Machine close to your accommodation which accepts all major credit and debit cards. The Kapooka Post Office is an agency for the Commonwealth Bank and provides all the 'electronic' services normally available at other Post Offices. All major banks are represented in Wagga Wagga, but not at Kapooka.

54. A keycard account with a major organisation is recommended in preference to a bank book account to allow for easier access. The Edmondson VC Club (Soldiers Club) at Kapooka has an EFTPOS facility with a cash limit of \$30. There will be an opportunity to open an Australian Military Bank or Defence Bank account upon arrival at RDW. Both institutions offer informative websites that can provide you with further information prior to your arrival - www.australianmilitarybank.com.au and www.defencebank.com.au. If you do not have a bank account you will require two forms of identification and your Tax File Number.

55. There are limited opportunities to pay bills and do personal administration during training and so it is strongly advised you pre-arrange your payments prior to arrival at RDW.

Haircuts

56. Provision is made for haircuts within the APCP. The cost of a haircut could be from \$19.00 to \$20.00 depending on type of cut.

57. Female hair is to be neatly groomed at all times so that it does not fall below the eyebrows or extend below the lower edge of a buttoned collared shirt. Females with long hair can secure their hair in a bun using hair pins/combs that are of the same colour as their hair. Two toned or multi coloured hair colours are not permitted. Females will need to bring sufficient hair pins/combs and hair nets with them to suffice for the duration of the training.

Clothing and Equipment

58. **Military clothing.** Military clothing will be supplied to you shortly after your arrival at RDW. You will be required to maintain this clothing including washing and ironing to the standard required by the Army. Washing machines and clothes dryers are provided in the laundry facilities near each barrack block. You will require an iron and should bring one with you, along with 'iron cleaner'.

59. **Civilian clothing.** Civilian clothing may only be worn during leave. You are required to dress smartly at all times when in civilian dress - a good pair of trousers (dress jeans as a minimum) or skirt and a sports shirt with collar or similarly appropriate standard for females. You should also bring a good quality pair of shoes that are specifically designed for running / physical training. As space is restricted, you are to bring only one suitcase with you.

60. Once you have commenced training at 1 RTB there will be an opportunity to visit the Australian War Memorial in Canberra. You are encouraged to bring a suit or dress trousers (or skirt / blouse for females), dress shirt (or equivalent for females) and appropriate footwear. This standard of dress is a good guide for what to wear on your enlistment day.

Facilities

61. You will have limited opportunity to use recreational facilities at ARTC; however, dependent upon your training activities, you will have access to the following facilities:

- a. **Edmondson VC Soldiers Club.** This Club is operated by the Regimental Trust Fund. Frontline, located within the Edmondson VC Soldiers' Club, is the Defence provider for clubs and general trading services including canteen services to soldiers at Kapooka. Other garrisons across Australia have similar arrangements. They provide items such as toiletries, stationery, shoe polish, confectionery, cards, small gifts, white goods and a licensed bar
- b. **Cinema.** The Kapooka cinema, showing recent release films on Saturday nights and Sunday afternoons. Attendance is determined by training requirements
- c. **Banks.** Commonwealth Bank agency (through Post Office), Australian Military Bank branch, a Defence Bank branch, and a Rediteller ATM
- d. **Post Office.** The Post Office is suitable for the payment of bills and purchasing of items such as mobile phones, gifts and military equipment

- e. **Barber.** The Barber facilitates male recruit haircuts within 24 hours of arrivals, as well as providing a service to all Kapooka staff
- f. **Soldiers Shop.** The 'Soldiers Shop' provides military memorabilia.

Private Vehicles

- 62. You are not to bring your private vehicle to RDW.

Use of Military Vehicles

- 63. Recruits will not be tasked to operate a Defence vehicle.

Religious Observance

- 64. Chapels (Catholic, Anglican and other Protestant denominations) are available. Christian religious services are held on Sundays and religious holidays for Catholic, Protestant and Anglican denominations. Other faiths are also respected and arrangements will be made where appropriate and practicable.

Minors (Members Under the Age of 18 Years)

- 65. If you are under the age of 18 years you are considered a minor, and therefore you will not purchase or consume any alcohol or tobacco products either on or off base. Those of you over 18 years will not purchase or supply alcohol or tobacco products to those under 18. In addition minors are not to:

- a. enter licensed premises when on approved local leave
- b. purchase adult products
- c. obtain tattoos and body piercings.

Public Comment

- 66. Trainees are reminded that public comments or sharing of official Information / images is prohibited. This includes social media, 'home videos' or images on the internet, mobile networks including SMS, email and attachments and other electronic media. It also includes discussion and personal opinions as well as correspondence with members of the public. This includes Facebook, chat rooms and text messaging. This constitutes unacceptable behaviour and will not be tolerated.

Conclusion

67. The APCP has been designed to focus on your physical conditioning and to challenge you, and derive your best efforts prior to recruit training at 1 RTB. You are encouraged to embark on your training with a determination to succeed both physically and mentally.



SR Penfold
MAJ
OC/CI RDW

16 January 2017

Annexes:

- A. Documentation, Clothing and Equipment check list
- B. The Army Recruit Movement Plan – Brief for Soldiers and Families
- C. Enlistment Physical Conditioning Program and Pre Fitness Assessment
- D. Codes of Conduct for Instructors and Trainees
- E. Medical requirements
- F. Recruit March In Questionnaire

ANNEX A TO
ARMY PRE-CONDITIONING PROGRAM JOINING INSTRUCTION
16 JANUARY 17

DOCUMENTATION, CLOTHING AND EQUIPMENT

1. The following is a list of the documentation, clothing and equipment that you must bring with you.

Documentation, Clothing and Equipment Required

	Tick items as you pack
Underwear (as personal requirements dictate)	
Sports Bra (females only) (fitted correctly and appropriately supportive for the conduct of high intensity physical activity)	
Suit (or female equiv) (optional, most trainees wear a suit or similar when visiting Canberra)	
Shirts (must have collar, be in good repair, with no explicit motifs)	
Trousers / slacks (denim dress jeans in good repair are minimum acceptable)	
Skirt and Blouse (females only) (must be in good repair with no explicit motifs)	
Jumper (optional depending on season)	
Jacket (optional depending on season)	
Pajamas / Nightwear (pajamas should be of a conservative style (e.g. dark coloured, non see through and for males with a button up fly) and appropriate to the season)	
Shoes (to be worn with civilian clothes on local leave)	
Thongs (for shower)	
Towel x 1 (further towels issued on arrival)	
Civilian Socks x 4 (socks will be issued for use in training. Females may bring pantihose)	
Toilet articles (including shaving gear, no electric shavers)	
Iron and iron cleaner	
Polishing cloths	
Coat Hangers x 10	
Stamped envelopes	
Mobile Phone	
'Eyewear Sports strap' (for personnel who wear glasses)	
Swim Goggles if required.	
Running shoes (running shoes should be good quality, fitted correctly and appropriately supportive for high intensity physical activity)	
Prescription glasses x 2 (also bring a copy of the prescription) and sunglasses	
3 x padlocks with keys (No combination locks)	
DOCUMENTATION REQUIRED	Tick
❖ Medical Documentation (PM4 – Unit Medical Record)	CATEGORISATION SUPPORT DOCUMENTS
❖ Documentation of immunisation from either Childhood and or international immunisation record book from your GP or local public health officials	'Inter-dependant relationship Pack' if applicable
❖ At least one form of photo ID, such as a Driver license or Passport	Certified copy of Marriage Certificate
❖ Bank account number	Certified copy of your & dependant's Birth Certificates
❖ BSB number	Certified copy of lease agreement (Rent Assist)
❖ Tax File Number	Certified copy of current rent receipts (Rent Assist)

Note:

- Only the minimum amount of civilian clothes should be brought, as most of your time will be spent in issued military uniforms.
- As space is very limited all the above items are to be packed in one suitcase. As weight restrictions apply on luggage carried by air, you should not pack more than 20 kg.
- Dangerous goods restrictions also apply to air travel. Ensure you do not pack any solvents or items such as brasso, as they will be confiscated at the airport.
- You will have opportunity to voluntarily purchase additional items for the field component of the course whilst on local leave in Wagga Wagga or from the Kapooka Soldiers Shop.
- Security of personal identification/evidence documentation is the individual's responsibility.

RECRUIT MOVEMENT PLAN - BRIEF FOR SOLDIERS AND FAMILIES

1. Getting you to recruit training is an Army owned process with travel coordinated through Integrated Travel Solutions (ITS). Initially you will be moved to one of two concentration areas, Sydney or Melbourne, and then onto recruit training. The aim is to have you arrive safely at the recruit training location physically and mentally prepared to commence training.
2. Army Warrant Officers or Sergeants employed as Induction Coordinating Officers work out of Melbourne and Sydney airports. They are there to assist with your move to recruit training. If you have any questions give them a call. In an emergency contact the Induction Coordinating Officer or Emergency Services on **000**. During the movement process if there is a travel related issue contact 1800 DEFENCE (1800 3333623) during working hours (8.30 am - 4.30 pm) and ask for the recruit desk.
3. Enlistees from **Queensland and regional New South Wales** will commence movement to arrive in Sydney the day prior to the commencement of recruit training and will be accommodated over night at the Holiday Inn, Sydney Airport (Mascot).
4. Enlistees from **Western Australia, South Australia, Tasmania, Northern Territory and regional Victorian (less Albury)** will be moved to Melbourne the day prior to the commencement of recruit training and will be accommodated overnight at the Holiday Inn, Melbourne Airport (Tullamarine).
5. It is recommended that when ever possible enlistees move and stay as a group with other persons from their area.
6. Soldiers from the greater **Sydney and Melbourne** metropolitan areas will concentrate at the Parramatta and Melbourne Defence Force Recruiting Centres on the day of commencement of recruit training. This will be arranged with the Defence Force Recruiting Centre or through ITS.
7. **Airport arrival.** For those flying into the concentration areas ensure you check you have all your carry on luggage / baggage prior to leaving the plane. Some of you will be tasked to carry personal documents, make sure these documents are kept secure and are handed to the Induction Coordinating Officer at the first opportunity. Upon arrival in the concentration area, move to the luggage carousels on the ground floor and collect all your additional luggage / baggage.
8. **Sydney arrival.** On arrival contact the Induction Supervisor on 0408 974 172. Identify yourself as an Army recruit and request directions to the shuttle service. If in doubt directions are available from the information courtesy desk on each carousel concourse.
9. **Melbourne arrival.** The Induction Supervisor should meet you at the airport, however upon arrival if the Induction Supervisor cannot be located contact them on 0409 656 460. Identify yourself as an Army recruit and then move from the terminal to the vicinity of Gloria Jeans.

10. On the day of movement to the recruit training venue those at airport accommodation will be moved to the local Defence Force Recruiting Centre by bus under supervision of the Induction Supervisor. Soldiers being enlisted and moving directly to recruit training from Defence Force Recruiting Centre Parramatta or Melbourne will be released to the Army by 10.15a.m.

11. Once concentrated at the relevant Defence Force Recruiting Centre, you will then be moved to chartered buses adjacent to the recruiting building by the Induction Supervisor and ready to depart no later than 10:30am. You will then travel through the day with a lunch break and other rest stops where required. Soldiers from **Canberra** and **Albury** will be collected from designated pickup locations en-route. The plan is to have you in location to commence recruit training no later than 5:00pm.

12. Please note that recruits in training are normally granted leave for two weeks at Christmas.

PRE-ENLISTMENT CONDITIONING GUIDE

General information

1. It has been found in the past that applicants have under, prepared themselves for enlistment into the Australian Army. This article will guide you through a typical four-week example program, and address the issues such as over training, stretching and progression, so as to enable you to arrive at Army Recruit Training Centre (ARTC) fit and ready for training.

Over training

2. Over training happens when not enough rest and adequate progression is not followed when training. The typical over training scenario is when the volume and intensity of your training program exceeds your ability to recover. Some signs and symptoms of over training include tiredness or trouble sleeping, irritability, decrease in performance, slow to recover from exercise, knee pain and/or shin soreness.

3. If you have not been exposed to recent, regular exercise then brisk walking is preferable to running. This decreases the risk of over training.

Stretching

4. Stretching is important especially when commencing an exercise program. When you exercise, your muscles become tight and shorten in length. If they stay tight and short then injuries can occur. Stretching lengthens and relaxes tight muscles and should be done after exercise.

Recommended training program

5. Find out what your maximum push-ups and sit-ups are and insert that figure in the following table. Then determine 60%, 75% and 90% of your maximum push-ups and sit-ups:

	Push Ups	Sit Ups
My maximum amount is		
60 % of max is		
75% of max is		
90% of max is		

6. Once you have completed the above table you should complete the following training program for at least four weeks before attempting the Pre-Enlistment Fitness Assessment.

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 1	Walk 30-40 min	Push-up Sit-up 60% max 2 x sets	Walk 40 min	Rest	Steady Walk Hills 2-3 km	Rest	Rest

WEEK 2	Walk 30-40 min Push-up Sit-up 3 x sets 75% max	Rest	Walk/Run 2-3 km Push-up Sit-up 3 x sets 75% max	Rest	Walk Hills 40-50 min	Rest	Rest
WEEK 3	Walk 30-40 min Push-up Sit-up 3 x sets 90% max	Rest	Walk 50-60 min Push-up Sit-up 3 x sets 90% max	Rest	Run 2-3 km Push-up Sit-up 3 x sets 75% max	Rest	Rest
WEEK 4	Walk 30-40 min Push-up Sit-up 4 x sets max	Rest	Run 3-4 km Push-up Sit-up 4 x sets max	Rest	Walk 30-40 min Push-up Sit-up 4 x sets max	Rest	Rest

Pre-enlistment fitness assessment

7. The aim of the Pre-enlistment Fitness Assessment (PFA) is to determine if a potential recruit is at a sufficient level of fitness to safely commence training. ***This assessment must be passed.*** Recruits will be assessed prior to enlistment and on day two of training.

8. The required standards for the PFA are listed below:

	MALE	FEMALE
PUSH-UP	15	8
SIT-UP	45	45
SHUTTLE RUN/BEEP TEST	7.5	7.5

Push-ups

9. Push-ups are a military push-up, where the toes and hands are in contact with the ground and the back is straight. The shoulders are lowered so that a 90-degree angle forms between the upper and lower arm at the elbow. It is important the back remains straight whilst performing each push-up. The push-up style is the same for both male and female recruits.

Sit-ups

10. Sit-ups are a military style sit-up. The feet are anchored and a 90-degree angle is formed between the upper and lower leg at the knee. The hands are run along the top of the upper leg and a sit-up is counted when the wrist reaches the kneecap. Hands are not used to pull the torso up but are to run freely up and down the legs. One repetition is to be completed every three seconds to a CD cadence.

11. Sit-ups and push-ups are an indicator of the abdominal and upper body strength.

Shuttle Run/Beep Test

12. The shuttle run consists of a series of 20 metre sprints. Each level of the test is composed of a number of sprints or "shuttles". As the test progresses, the time allowed for each shuttle reduces and has the effect of increasing the running speed necessary to complete the shuttle in the time allowed. The test begins at a speed just above a quick walking pace and increases to a full running speed by the time level 7.5 is reached. The test to level 7.5 involves 56 shuttles (a total distance of 1120 metres), and takes approximately 6 minutes and 30 seconds to complete. The test is an indicator of individual aerobic capacity fitness and the body's ability to withstand the dynamics associated with the recruit training program.

PHYSICAL EMPLOYMENT STANDARDS

General information

13. Physical Employment Standards (PES) have been determined for all Army employment categories (EC) and detail the minimum level of physical capacity required by soldiers to perform their duties, with EC PES. PES are based on essential tasks that are either general military physical requirements or EC specific requirements. Being task based, PES are neither gender nor age specific.

14. All ARA recruits are to successfully complete the All Corp Standard (ACS) PESA prior to completion of training at ARTC

15. ACS is the lowest level of PES. It is based on the requirements of performing a range of basic military tasks including preparing defensive positions, local patrolling, fire and movement and conducting casualty evacuation.

PES Assessment (PESA)

16. The PESA has been developed to reflect physical demands only – it does not address technical or cognitive requirements. Whilst there will be different standards for each EC; all PES will be tested using a common suite of tests. There are four core elements of the PESA, each evaluating a key human performance capacity:

- a. **Weight Load March (WLM).** The WLM assessment requires soldiers to march a specified distance with a specified load in a specified time. It tests both aerobic power and load carrying capacity. Marching with load is a common military task that is expected of all personnel. This assessment also provides coverage for all other tasks where aerobic power is the dominant capacity limiting performance
- b. **Fire and Movement (FM).** This assessment tests anaerobic power and is closely modeled on the physical movement patterns associated with fire and movement. Soldiers are required to move (to a cadence) from a prone firing position a distance of six metres in five seconds. This process is repeated until the designated number of bounds has been achieved. The test is not designed to be tactically correct, as it requires personnel to take a knee at the end of each bound as a control measure to limit injury. The AC standard is based on a 100 metre section attack moving forward under fire into a defensive position

- c. **Lift and Carry (LC).** This assessment tests local muscular endurance and requires soldiers to carry two 22 kilogram jerry cans for a prescribed distance in 25 meter bounds. It is based on the criterion requirement for all soldiers to be capable of conducting a stretcher carry. A group assessment, such as a stretcher carry will not accurately assesses an individual's physical capacity; therefore, an individual test has been developed. Other common military tasks that are included in this test include repetitive manual handling tasks during administrative resupply and movement of defensive stores
- d. **Box Lift and Place (BLP).** This is a test of muscular strength and requires personnel to lift a box from the ground to a platform 150 centimeters high. A prescribed three stage lifting technique must be used. Soldiers will commence the test by lifting lighter weights, progressing up to the mass prescribed for their EC PES. This progressive assessment allows assessing staff to ensure that a correct and safe lifting technique is used. Whilst the BLP is reflective of many trade tasks of lifting heavy equipment into vehicles, it also provides coverage for many other manual handling tasks associated with being a soldier.

17. The table below lists the common ACS PESA requirements:

		WLM	FM	LC	BLP
PESA Level	1 (ACS)	5km in 50-55 mins Total load = 20-23kg	12 x 6m	150m	25kg

PESA conduct

18. All ARA recruits are to successfully complete the ACS PESA prior to completion of training at ARTC. Adequate time and training will be administered in order to allow for the physical development of recruits to pass.

19. Some recruits may be unable to complete their training in the minimum allocated time due to unsatisfactory progress, medical problems or disciplinary issues. There is opportunity for rehabilitation and extensive re-training and re-assessment to ensure trainees are given appropriate opportunities to complete the training. If you are unable to successfully fulfill all the requirements of the ARC you may be discharged from the ADF.

Army Swim Test and Survival/Circuit Swim Training

20. All soldiers must be proficient in basic water safety and survival skills. The Army swim test is conducted initially at Recruit Training and involves a 30m swim of any stroke in Disruptive Pattern Camouflage Uniform (less boots and socks), followed by two minutes of treading water.

21. Because of the weight and awkwardness of swimming with military clothing and equipment, the most efficient swimming strokes are freestyle, breast stroke and side stroke.

22. Varying the amount of clothing that you swim with is a method of progression that can be used to become more proficient in these skills.

23. Outlined below is a sample four week swimming training program of the minimum standard that should be achieved four weeks out from enlistment. Note this is to be used as a guide only and some people may require additional swim coaching from a qualified coach. Also, ensure a life guard is present at all times when conducting swim training.

Suggested Swimming Program

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 1	Practice Army swim test 1 (dressed in a long sleeve shirt and tracksuit pants)	Swim 1	REST	Skills 1	REST	REST	REST
WEEK 2	Skills 2	Swim 2	REST	Practice Army swim test 2	Swim 2	REST	REST
WEEK 3	Swim 3	REST	Skills 3	Swim 3	Skills 3	REST	REST
WEEK 4	Swim 4	Skills 4	Practice Army swim test 3 (dressed in a long sleeve shirt and tracksuit pants)	REST	Swim 4	REST	REST

Swim 1 = 6 x 25m any stroke with 10 sec rest in between each set.

Swim 2 = 8 x 25m any stroke with 10 sec rest in between each set.

Swim 3 = 12 x 25m any stroke with 10 sec rest in between each set.

Swim 4 = 15 x 25m any stroke with 10 sec rest in between each set.

Skills 1 = 2 x 25m kick drills (with or without fins & kickboard) 2 x 25m Pull drills (Utilizing the pull buoy and freestyle stroke) 2 x 25m Scull (On your front or back)

Skills 2 = 2 x 25m Kick drills, 2 x 25m Pull drills, 2 x 25m Scull, 2 x 25m kick drills

Skills 3 = 2 x Kick drills, 4x Pull drills, 4x Scull, 2x Pull drills

Skills 4 = 4 x kick drills, 4x Pull drills, 4x Scull

Army swim test 1 = 25m swim, 1 min tread water

Army swim test 2 = 30m swim, 2 min tread water (Nil additional clothing)

Army swim test 3 = 30 min swim, 2 min tread water (Clothing, no shoes)

INSTRUCTORS CODE

Introduction

1. This code embodies the Australian Army's values of Courage, Initiative, Respect and Teamwork; however, it applies equally to all instructors (Army, Navy, Air Force and civilian). It identifies the behaviours we pride ourselves on and reflects the Army's long established traditions. An instructor's values, attitude and behaviour are powerful influences that should enhance a trainee's ability to learn and develop. Behaviours that are aligned with this code create an effective learning environment in which trainees can realise their full potential, and in which instructors can work with confidence. Behaviour contrary to this code can undermine an instructor's integrity and lead to a loss of trust, confidence and respect; ultimately, it can undermine the Army's reputation. We must accept our obligation to be professional in our approach to training our soldiers; to ensure their safety, dignity and self-respect; and to maintain our standing as a professional training institution.

Instructors code of conduct

2. The instructors code of conduct requires instructors to:
- a. **Lead and mentor.** Know your trainees and care for their safety and welfare. Encourage and build your trainees' individual and team identity, common sense of purpose, self-confidence and team spirit. Draw on your experience to model, motivate and advise trainees on how to confront the challenges of training. Engage trainees in thinking activities that broaden their views, and develop their judgement and ethical behaviour. Communicate effectively to provide constructive feedback. Influence those trainees who easily meet the training challenges to understand and help those who struggle
 - b. **Instruct effectively.** Recognise your trainees' vast potential for learning. Develop and master your range of instructional techniques. Use lectures and slide shows sparingly. Use multi-media appropriate to the learning context. Employ realistic training that replicates the operational environment. Recognise that mistakes are a valuable part of learning – use them as positive learning opportunities
 - c. **Be firm, be fair and be consistent.** Match your words with your deeds. When delivering rewards or correcting faults, ensure your decisions are ethical and well thought through. Treat your trainees with respect and dignity, and without prejudice. Know the difference between tough training and bullying. Do not tolerate bullying. If your leadership style is consistent, your trainees will know where they stand, will respect and anticipate your expectations of them, and will understand that you value them as individuals and as team members
 - d. **Tolerate difference.** Diversity adds strength and depth to you team. Know your own prejudices, strengths and weaknesses. Be tolerant of differences in trainees' knowledge, skills and fitness levels. Think about the effect your words and actions will have on your trainees. When dealing with trainees from other

Services and other nations, instructors should acknowledge the values of the Navy and Air Force and respect the cultures of international trainees. Be culturally aware, and do what is right and fair

- e. **Display integrity and earn your trainees' respect.** Authority is bestowed on you by virtue of your rank. Hold yourself responsible and accountable for your decisions and actions. Anticipate and empathise with the needs of your trainees, and be measured in all your dealings with them. Earn their trust, loyalty and respect. Do not fraternise with trainees – it breaks down trust and respect. Act as a role model and as a mentor, not a gatekeeper; and trainees will strive to emulate your values, character and professional demeanour. Deal with bullying, unfairness and inappropriate behaviour by:
 - (1) challenging fellow staff if they are behaving inappropriately
 - (2) using the chain of command to address inappropriate behaviour if necessary.
- f. **Encourage initiative.** Reward participation and effort. Be quick to recognise the accomplishments of your trainees. Openly acknowledge good performance, and use lessons learned as a valuable part of the learning experience. Correct mistakes constructively. Cultivate trainees' character, principles and a sense of humour. Challenge your trainees to think. Appreciate their contribution to the team and acknowledge their use of initiative. Give your trainees opportunities to follow and to lead
- g. **Be approachable.** Use a sense of humour to sustain your enthusiasm and to reduce a trainee's frustration. Balance your frustration with empathy for trainees who need additional attention or assistance. Allow your trainees to see that you want to help them. Recognise that by doing the best you can for your trainees, they will give their best
- h. **Develop the Australian soldier.** Model the Australian soldier's nine core behaviours. Cultivate trainees' personal courage, initiative, respect and teamwork. Draw on your experience to instruct, advise and motivate trainees to:
 - (1) Every soldier an expert in close combat
 - (2) Every Soldier a leader
 - (3) Every soldier physically tough
 - (4) Every soldier mentally tough
 - (5) Every soldier committed to continuous learning and self-development
 - (6) Every soldier courageous
 - (7) Every soldier takes the initiative
 - (8) Every soldier works for the team

- (9) Every soldier demonstrates compassion.

Conclusion

3. Training establishments should base their instructors code of conduct on the above characteristics and give due consideration to their trainees' experiences and the nature of their training.

TRAINEES CODE OF CONDUCT

Introduction

1. This code of conduct is applicable to all Army trainees. Trainees are to consider the manner in which they conduct themselves during training and after hours. In addition, trainees are to be aware of, and apply the good soldiering principles as detailed in 'Army Rules for a Fair Go', which are located at army.fairgo@defence.gov.au.

Trainees code of conduct

2. The trainees code of conduct requires trainees to:
- a. **Respect the Australian Army ethos.** 'Ethos' means the distinctive character and attitudes of a culture or community. Respecting the Army's ethos means that you accept the values of the Army, which are different from the way the rest of society, operates. The oath to serve your country means that at times you may be expected to go without some of the luxuries and comforts of normal society. The oath requires loyalty, sacrifice and dedication to duty
 - b. **Be prepared to learn.** An army that does not learn quickly is likely to lose battles and/or wars. Every Australian soldier must be ready to learn from every experience, and from every person who has knowledge and skills to offer. You must accept that there is always something more to learn and that every instructor has something valuable to teach
 - c. **Display integrity.** Having integrity means that you only do things that you are prepared to take responsibility for. It means demonstrating high moral standards, doing your own work and being reliable in everything you do. You must be prepared to stand up for what is right and have the courage to report incidents of unacceptable behaviour by fellow trainees or staff. Soldiers with integrity will always look out for their mates and their behaviour will always be of the highest possible standard
 - d. **Develop mental strength.** During training, you should expect to be taken out of your comfort zone. You will need mental strength to make best use of your physical strength. Your mind can keep you going even when your body is telling you it cannot continue. You can achieve great things by remaining focused and not allowing problems to overwhelm you or divert you from the task

- e. **Maintain a positive attitude.** Things will not always go your way, and it is easy to become frustrated. If you maintain a positive attitude, seeing the benefits, lessons, or reasons for everything you do, you will be seen as being in control, reliable under pressure and able to cope with any situation.

MEDICAL

1. All members of the Australian Defence Force are provided with full Medicare equivalent healthcare by Defence health facilities which are provided by Joint Health Command and external specialists. Members will undergo an Attestation Medical prior to proceeding to the ARTC. This confirms their medical status on joining. Members are not covered for undeclared pre-existing medical conditions.
2. In order to confirm the members health and vaccination status a Medical induction is conducted during the first week at the ARTC. All members of the ADF are required to:
 - a. Be vaccinated in accordance with the National Vaccination Schedule, which most people joining the ADF should already, to protect against the following:
 - (1) Measles (MMR)
 - (2) Mumps (MMR)
 - (3) Rubella (MMR) - 2 injection series
 - (4) Varicella - 2 injection series
 - (5) Pertussis (ADT)
 - (6) Diphtheria (ADT)
 - (7) Tetanus (ADT) - 3 injection series
 - (8) Poliomyelitis - 3 injection series
 - (9) Meningococcal C - 1 injection
 - (10) Hepatitis B - 3 injection series.
 - b. Additionally be vaccinated to protect against:
 - (1) Typhoid fever - 1 injection
 - (2) Hepatitis A - 3 injection series (may be combined with the hepatitis B vaccine)
 - (3) seasonal flu vaccine, 1 injection, is mandatory for all Recruits undergoing training at the ARTC.
3. All members of the ADF are required to be fully vaccinated to protect themselves and their co-workers for these serious infectious diseases. Being fully vaccinated is a condition of employment and is required to be deployable.

4. New members of the ADF should only be vaccinated in the absence of proof that they've been vaccinated. You are **required to bring** proof of vaccination to 1 RTB, proof of vaccination can be obtained from:

- a. The Australian Childhood Immunisation Register
<http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>
- b. Your Childhood immunisation record book (commonly referred to as the Blue Baby Book)
- c. Your International Vaccination Record Book
- d. Your GP
- e. Your local public health officials.

5. Any prescriptions for medications and the medications you are currently taking, will be reviewed by a medical officer including:

- a. The contraceptive pill
- b. Asthma medication
- c. Any other prescribed maintenance medication.

6. You will be given an authorisation to carry your regular medications. All other medications will be collected on arrival at the ARTC.

7. It is recommended that, if you require corrective lenses (glasses), you arrive at the ARTC with two pairs of glasses and that you have a copy of your current prescription. Field training, the austere environment and a lack of time makes contact lenses hard to maintain and impractical whilst at the ARTC.

8. Tuberculosis (TB) is a highly contagious respiratory infection which if left untreated has severe health and fitness implications. TB is detected by a skin testing which is conducted as part of the medical induction. A positive skin tests result is followed up and treated.

FOUO
SENSITIVE: PERSONAL

ANNEX F TO
ARMY PRE-CONDITIONING PROGRAM JOINING INSTRUCTION
16 JANUARY 17

RECRUIT MARCH IN QUESTIONNAIRE

NOTE: The primary purpose of obtaining this information is to assist the Army in managing recruits in an appropriate, efficient and effective manner. Should any of these details change whilst you are at Kapooka, please advise your platoon staff immediately. The information placed within this questionnaire is subject to the Privacy Act (Commonwealth) 1988 and is handled in accordance with the Information Privacy Principles.

PERSONAL PARTICULARS

PMKeyS Number (if known): _____

Surname: _____

Given Names: _____

Gender: ☐ Male ☐ Female

Date of Birth: _____

Home Number: _____

Mobile phone Number: _____

Dependents:

Full name	Relationship	Age	Male/Female

Do you wear glasses: ☐ Yes ☐ No Reason (circle): reading only at all times long distance only

Do you have a will? : ☐ Yes ☐ No If so, ensure you bring a certified copy with you to 1 RTB

Religion: _____ Marital Status: _____

Categorisation (if known): ☐ MWOD ☐ MWD (U) ☐ Interdependent Relationship (applying) ☐ MWD

Hobbies: _____

Have you played team sports? ☐ Yes ☐ No Sports: _____

Frequency of participation in Sport (average per week)? ☐ Less than once ☐ 1-2 times ☐ 3 or more times

Home Address: _____

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FOUO
SENSITIVE: PERSONAL

FOUO
SENSITIVE: PERSONAL
F-2

Suburb: _____ State: _____ Post Code: _____

Home Phone Number: () _____ Personal email address: _____

Nationality: _____ My upbringing was primarily a.... ☐ City Upbringing ☐ Country Upbringing

Do you speak any language other than English? ☐ Yes ☐ No If yes, what? _____

What region of the world were you born in?

☐ Australia ☐ New Zealand ☐ UK ☐ European ☐ Asia ☐ Middle East ☐ Other

Are you of Australian Aboriginal/Torres Strait Islander descent? ☐ Yes ☐ No

Have you had any previous state/federal/local government experience? ☐ Yes ☐ No

If yes, what type of experience? _____

TRAINING

What Corps have you enlisted into? _____ Was this your first preference? ☐ Yes ☐ No

If no, what was your preferred Corps? _____

Are you participating in the Army GAP year program? ☐ Yes ☐ No

Where did you enlist? _____

Are you qualified in any trade? ☐ Yes ☐ No If yes, which trade? _____

Why did you join the Army? (*Place numbers 1 – 3 against your top three reasons with 1 being your strongest reason for joining*)

☐ To serve Australia

☐ Pressure from my parents

☐ Attracted by advertising

☐ To travel the world

☐ Always wanted to join

☐ Needed a job

☐ Adventure

☐ Job security

☐ To get my life in order

☐ To learn a trade

☐ Benefits

☐ Other _____

☐ Career prospects

☐ To get fit

☐ Money

☐ Make new friends

How long have you wanted to join the Army? ☐ Just Recently ☐ Last few years ☐ Long Term interest

Did you have positive view of the Army at a young age? ☐ Yes ☐ No

What are you career goals? _____

FOUO
SENSITIVE: PERSONAL
F-3

SOCIAL MEDIA

What social media accounts do you have?

☐ Twitter ☐ Facebook ☐ Google+ ☐ Myspace ☐ Other ☐ None (I do not have one)

PREVIOUS MILITARY SERVICE

Have you ever had any previous military service?

☐ No ☐ Army ☐ Army Cadet ☐ Navy ☐ Navy Cadet ☐ RAAF ☐ RAAF Cadet

What rank did you reach and what was the total period of service?

Rank: _____ From: _____ To: _____

Why did you leave? _____

EDUCATION

What year did you last attend high school? (e.g. 2005) _____

What is the highest level of school you completed? (e.g. year 12) _____

What qualification did you achieve? (e.g. HSC, VCE) _____

Have you undertaken any tertiary study? (Study since leaving secondary school) ☐ Yes ☐ No

If yes, what course did you do? _____

Have you *completed* a University Qualification? ☐ Yes ☐ No

Have you *completed* a TAFE Qualification? ☐ Yes ☐ No

MEDICAL

Do you have any known allergies? _____

If yes, what is the expected severity of your reaction? _____

What is your height? _____ cm

What is your weight? _____ kg

MILITARY CONVICTIONS

Do you have any previous **military** convictions? ☐ Yes ☐ No

If yes, what convictions? _____

When were you convicted? _____

What were you awarded for the convictions? (E.g. 3 days ROPs) _____

FOUO
SENSITIVE: PERSONAL
F-4

FAMILY

Does your family have any health concerns? _____

What are your sibling's names? _____

What is your father's occupation? _____

What is your mother's occupation? _____

What is your partner/spouse's employment status?

- ☐ N/A – I do not have a partner/spouse ☐ Full-time ☐ Part-time ☐ Casual
☐ Un-employed ☐ Full-time student ☐ Full-time home-duties

What is your family/spouse's attitude toward your decision to join the Army?

- ☐ Very Supportive ☐ Supportive ☐ Indifferent ☐ Opposed

What is your friend's attitude toward your decision to join the Army?

- ☐ Very Supportive ☐ Supportive ☐ Indifferent ☐ Opposed

Are there any other languages other than English spoken at home? ☐ Yes ☐ No

If yes, what languages are spoken at home? _____

PRIMARY NOK

(This person is the person who is contacted in case of emergency)

Gender: ☐ Male ☐ Female

Relationship to you: _____

Full Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Home Ph: _____ Work Ph: _____ Mobile Ph: _____

ADDITIONAL NOK

(This person is the person who is contacted in case of emergency if primary NOK is unavailable)

Gender: ☐ Male ☐ Female

Relationship to you: _____

Full Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

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FOUO
SENSITIVE: PERSONAL

FOUO
SENSITIVE: PERSONAL
F-5

Home Ph: _____ Work Ph: _____ Mobile Ph: _____

FAMILY IN THE SERVICES

Do you have any relatives who have had any previous service in the ADF? ☐ Yes ☐ No

Full Name: _____

Relationship to you: _____ Rank: _____

Service: ☐ Army ☐ Navy ☐ RAAF Postnominals: (e.g. OAM) _____

Are they currently serving? ☐ Yes ☐ No

Full Name: _____

Relationship to you: _____ Rank: _____

Service: ☐ Army ☐ Navy ☐ RAAF Postnominals: (e.g. OAM) _____

Are they currently serving? ☐ Yes ☐ No

Are you a Wagga Wagga Resident? ☐ Yes ☐ No

(Reservist's only) Did you enlist straight to an ARMY RESERVE unit (DTU)? ☐ Yes ☐ No

If yes, which unit did you enlist to? _____

RECRUITING

How long has it been since you first visited Recruiting?

- ☐ Less than 1 month ☐ 1 month ☐ 2 months ☐ 3 months ☐ 4 months
☐ 5 months ☐ 6 months ☐ more than 6 months

If more than six months why has the process been delayed?

- ☐ Age/Maturity ☐ Education/work commitments ☐ Recruiting process/testing
☐ Medical tests ☐ No positions ☐ Other

Do you have any personal concerns (e.g. young children, sick relatives)? _____

FOUO
SENSITIVE: PERSONAL
F-6

FINANCIAL COMMITMENTS

NOTE: The net minimum rate of pay that recruits are paid whilst training at ARTC is \$86.40(ARA)/\$75.15(ARES) per day.¹

Financial Institution	Type of Loan	Approx. Date Commenced	Duration

Do you have any financial commitments? ☐ Yes (enter details below) ☐ No

Do you have any concerns in repaying these debts whilst in training or have any other financial concerns that could affect your time at Kapooka? ☐ Yes ☐ No

If yes, would you like further guidance in managing these debts? ☐ Yes ☐ No

EMPLOYMENT HISTORY

Enter your previous employment below:

NOTE: Full-time (FT), Part-time (PT), Casual (CS), Un-employed (UN), Full-time student (ST), Full-time home-duties (HD)

Employment Type (see note above)	Job Description	Date From	Date To	Main Activity in last 6 months (tick one)
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> CS <input type="checkbox"/> UN <input type="checkbox"/> ST <input type="checkbox"/> HD				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> CS <input type="checkbox"/> UN <input type="checkbox"/> ST <input type="checkbox"/> HD				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> CS <input type="checkbox"/> UN <input type="checkbox"/> ST <input type="checkbox"/> HD				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> CS <input type="checkbox"/> UN <input type="checkbox"/> ST <input type="checkbox"/> HD				<input type="checkbox"/> Yes <input type="checkbox"/> No