



**RMC-D/OUT/2014/R17834677**

**ROYAL MILITARY COLLEGE OF AUSTRALIA, GENERAL SERVICE OFFICER  
ENTRY – JULY 2014**

**General**

1. Congratulations on being selected for entry to the Royal Military College of Australia, and the start of your career in the Australian Army. The officer training for which you have been selected is conducted at the Royal Military College – Duntroon (RMC-D), located in Canberra.

**Purpose**

2. The purpose of this instruction is to assist you with preparation for entry into RMC-D. You should read this instruction carefully, as there are a number of things you need to complete before arrival. You will find a map of RMC-D in enclosure 1 that will help to familiarise yourself with the layout of the College.

**Sequence of events**

3. Attached in Annex A is a sequence of events to assist you in planning your arrival. Within this annex, there is a separate section for direct entry, in-service members and ADFA cadets, so ensure you refer to the correct section. Annex A also details the events that will occur after your arrival at the College. In brief, on arrival you will be escorted through a series of administrative checks before being accommodated in the barracks for your induction training.

**Points of contact**

4. For successful direct entry candidates, your local Defence Force Recruiting Centre (DFRC) is your primary point of contact for any queries regarding your entry to RMC-D. In-service members and ADFA cadets should seek advice from your chain of command. The Selection Board Coordinator should only be contacted in the event that you are unable to contact your DFRC or unit. All useful contact information has been provided to you in Annex B.

5. You should provide your family and/or nominated Next of Kin (NOK) and primary emergency contact with a copy of Annex B. This will allow them to contact staff in the event of an emergency.

6. Mobile telephones will be withdrawn once you have contacted your family and acknowledged your safe arrival at RMC-D. You should expect access to your phone to be limited for the first six weeks of training. Telephone contact will be available in case of emergencies or serious personal issues.

7. Other additional and useful information can be accessed at RMC-D internet website which is at [www.defence.gov.au/army/rmc](http://www.defence.gov.au/army/rmc).

## Supporting documentation

8. To assist with the processing of all members prior to their arrival, you are required to complete the Personal Details and Housing Needs form in Annex C. This form is to be emailed or faxed to the Chief Clerk, WO2 Janine Orgill.

9. There is a substantial amount of personal administration that you must complete on arrival at RMC-D, a list of these documents are in Annex D. Failure to arrive with the listed items can lead to long delays in organising your military administration.

10. It is strongly recommended that you plan your financial affairs to ensure that all accounts, policies, loan payments, bills and so on, that are due for payment during your first eight weeks of training, are provided for in advance. You should note that your first pay day will not occur before **31 Jul 14**. You should double check the account details and tax file number that you provide, as errors will delay payment into your nominated accounts.

## Prior to arriving at RMC-D

11. **Member without Dependants.** Detailed in Annex E is additional information applicable to members without dependants (single cadets).

12. In the Australian Defence Force (ADF) an interdependent partner is defined as a person who, regardless of gender, is living in a common household with the member in a bona fide, domestic, interdependent partnership, although not legally married to the member. Information regarding recognition of an interdependent partnership is available through your DFRC. To summarise policy, cadets seeking recognition of an interdependent partnership must satisfy a **minimum period of 90 consecutive days of mutual cohabitation** with the partner you seek to have recognised. This is to be supported by four separate documents reflecting a 90 day period of mutual interdependency. Cadets seeking recognition of an interdependent partnership **must** complete this paperwork as soon as you have signed your letter of offer and submit your application through your respective DFRC as soon as possible. It should be noted that living in either parents' house does not constitute cohabitation.

13. **Seeking recognition of an interdependent partnership.** The ADF has different criteria to general law in regard to interdependent partnerships. **Even if you feel that you are in a De Facto relationship now, you must meet the specific criteria set by Defence to be eligible for any entitlements afforded to cadets in recognised partnerships.** The required criteria, is outlined in Annex F.

14. **Married/ADF recognised interdependent partnership (De Facto) cadets.** Married and recognised partnership cadets are entitled to a service residence within the Canberra region, if available. It is recommended that you consider requesting allocation of a Service Residence located on the Duntroon Garrison.

15. Detailed in Annex G is additional information applicable to married/ADF recognised Interdependent Partnership (De Facto) cadets. Information for cadets wishing to come to RMC-D without your partner/family is detailed in Annex E.

16. **Chaplaincy support to families.** Married and interdependent partnership cadets may receive a visit from a RMC-D chaplain (or other ADF Chaplain) in the months prior to commencement of training. The visiting chaplain will seek permission to meet with you in your current home location and with your family, to discuss the impact of officer training on family life. This will also give your family a chance to ask questions and to connect with a familiar face on arrival at Duntroon. It is highly recommended that your partner and

any adolescent children be present for this visit. A chaplain will be in touch soon after your acceptance to arrange a mutually convenient time.

17. **In-Service applicants (Full time or part time serving members of the ADF).** Detailed in Annex H is additional information applicable to In-Service members.

18. **ADFA Cadets.** Cadets who are arriving from ADFA are to follow the procedures detailed in Annex H.

19. **International cadets.** Detailed in Annex I is additional information applicable to International cadets.

20. **Private motor vehicles.** Following ICT, registered and mechanically sound private motor vehicles or motorcycles can be kept and used while you are at RMC-D. Please note that single cadets are not permitted to drive their vehicles to RMC-D prior to ICT. Uncovered parking facilities are available, however no responsibility is accepted for private motor vehicles or motorcycles parked in the Duntroon Garrison.

21. **Arrival.** All married and interdependent partnership cadets are required to report to the Military Instruction (MI) Block, RMC-D at 0900 h, Tue 1 Jul 14 for an orientation day as detailed in Annex A. A map of RMC-D can be found at <http://www.army.gov.au/Army-life/Army-careers/RMCD/Joining-RMCD/FAC/FTGSO> as enclosure 1. Partners are requested to attend for the entirety of this orientation and children are welcome. Dress for Defence members is to be neat casual. If you are unable to attend on this day, please contact WO2 Brett Te Wheoro on 0408 608 032.

22. As detailed in Annex A, all other III Class Cadets are to arrive between 1200 h and 1700 h, Tue 08 Jul 14, at Building A26 on Finlay Road. You will be met at your point of arrival by a RMC-D staff member and escorted to a designated meeting point at RMC-D.

23. In accordance with Annex A, ADFA Cadets are to return from leave no later than 1700 h, Tue 8 Jul 14, when Company Drill Sergeants will conduct a roll call.

#### **Prior to arrival**

24. **Change of address.** As you will be changing your address, you are reminded to notify any agencies that should be aware of your move. Areas that may need particular attention include the following:

- a. insurance policies
- b. car registration
- c. business dealings
- d. bank accounts
- e. state licensing department
- f. Australian Electoral Commission
- g. mail redirection through Australia Post and

- h. notification of your training to friends and acquaintances.
25. Ensure that your family/friends are aware of the correct address to send mail or parcels, your address for the first six months of your training will be:

Staff Cadet (Initials, Last Name)  
 III Class  
 Corps of Staff Cadets  
 Royal Military College - Duntroon  
 PO BOX 7915  
 CANBERRA BC ACT 2610

26. During induction training and ICT you will be able to send and receive mail. All packages that you receive **will be opened in front of staff** and any contraband will be confiscated and returned to sender at your expense.

27. **Pre-entry training.** You should note that a high level of physical fitness will greatly assist you during training. Cadets will be required to complete an Initial Fitness Assessment (IFA) within the first week. You will all be familiar with this, as it is the same activity you conducted at the gymnasium during your Army Officer Selection Board (AOSB). **Failure to meet the required standard is likely to result in removal from training; therefore, your fitness prior to your arrival is of the utmost importance.** You should follow the Bridging Period Conditioning Program and Guide which can be found at <http://www.army.gov.au/Army-life/Army-careers/RMCD/Joining-RMCD/FAC/FTGSO> as enclosure 2 and 3. This will assist you to develop the **minimum** fitness standard required from cadets at the commencement of training. In-service cadets are reminded that it is a condition of the Offer of Appointment to maintain Army Individual Readiness Notice (AIRN) compliancy, which includes the Basic Fitness Assessment.

#### **Civilian clothing and personal items.**

28. It is recommended that cadets wear comfortable shoes as you will be undertaking significant amount of walking on arrival. You are to bring civilian clothing and personal items in accordance with Annex J and K. You should bring appropriate warm and cold weather clothing as you will be here for both summer and winter.

29. **Contraband.** Upon arrival you will receive a brief, outlining different types of contraband. Following the brief you are required to hand in any items identified as such. These items will either be held and returned at a later date or confiscated if considered illegal e.g. weapons. The following items are designated contraband:

- a. pornographic material of any kind (including People/Picture type magazines)
- b. alcohol, whether medicinal or otherwise
- c. knives
- d. weapons of any description
- e. illicit drugs of any kind and
- f. over the counter medicines, including aspirin, ibuprofen and panadeine, as well as any self help remedies such as deep heat and vitamins.

30. **Prescription medications.** You are only to bring prescription medications; all other non-prescribed medications (eg. Panadol) will be confiscated on march-in. These are available on request as approved by the Medical Officer. The prescription medications will be checked and annotated by a Medical Officer on your arrival for your continued use. **You are to bring documentary evidence of your vaccination history** and be prepared to discuss these records with the medical staff at RMC-D. In-Service applicants are to ensure your medical status is current and any restrictions clearly endorsed.

31. **Illicit drugs and alcohol.** All cadets are reminded that the Army maintains a policy of zero tolerance to illicit drugs. In line with that policy, all members of the Army are subject to random and targeted drug and alcohol testing.

32. **Sports clothing.** You will be issued with basic physical training clothing, including one pair of sports shoes; however, you will be required to wear your personal sporting clothing for the first two days and it must not be of a revealing nature (ie sleeveless shirts and singlets). Bicycle shorts, compression pants/shorts or similar, if worn, are to be worn under shorts. You are permitted to wear purpose-designed conventional running shoes (in very good repair and clean). It is strongly recommended that you have your running shoes professionally fitted by a suitable sports store. **Several pairs of professionally fitted sports bras are recommended for women** as indicated in Annex K. For In-Service members and ADFA cadets no unit or sub-unit PT T-Shirts are to be worn.

33. **Personal toiletries.** You are to bring personal toiletry items to RMC-D with you. This is to include sufficient shaving equipment for males and personal sanitary items for females to last for the first nine weeks of training, as there will be limited access to shops and facilities.

34. **Stationery.** Ensure you bring a quantity of pens, paper, envelopes, stamps and notebooks for lessons and letter writing to family and friends. Ensure friends and family are aware of what they can and cannot send you and what is classed as contraband.

### **Grooming standards**

35. **Female hair.** When in uniform, female cadets with long hair will be required to wear your hair in a bun, covered with a bun net. If you have long hair, you are to bring neutral coloured hair combs, hair elastics, bobby pins and hair/bun nets. Scrunchies and other accessories are not to be worn with uniform. Short hair for female cadets is not to fall below the collar of the uniform. Female hair is also to be of uniform natural colour (no streaks, foils or two-tone hair) and of an even cut.

36. **Male hair.** Male cadets are required to have your hair cut in a short back and sides style (no less than a number two comb), with a tapered neckline. Squareback necklines are not acceptable. Hair is to be of a uniform natural colour throughout. There is a barber at Duntroon, and you will be required to undertake an initial hair cut to military standard on arrival at a cost of \$15.00 to you.

37. **Jewellery.** Jewellery is not to be worn by personnel in uniform with the exception of wrist watches, medic alert bracelets, engagement, wedding, eternity and signet rings and earrings for females. Note that earrings, rings and watches must be removed for all PT lessons. A waterproof, black, inexpensive digital watch that displays 24h time is advised, particularly for field exercises. Bright 'fashion' watches are not to be worn.

38. **Body piercing.** Members are not permitted to wear any form of body piercing whilst on duty or whilst on Defence establishments, when off duty. The exception is for servicewomen who, when on duty, may wear a single stud not greater than 5 mm in diameter in the lobe of each ear; and when off duty, on a Defence establishment, may wear one earring in the lobe of each ear.

### **Accommodation**

39. Accommodation during the initial induction training period (approx 10 days) will be in a single room in a barracks block. The following six weeks will be at Camp Blake within the Majura Training Area (MTA). Camp Blake consists of a number of communal living blocks and facilities and you can expect to live in accommodation with at least seven other people; males and females being accommodated separately.

40. Following Lanyard Parade you will return to a single room. Your room will be small but comfortable, which includes a single bed, desk, chair and sufficient cupboard space for your military equipment and a reasonable quantity of civilian clothing. There are limited box rooms for the storage of items such as bicycles and suitcases.

41. You are able to bring electronic devices; however, you will not be able to access these whilst at Camp Blake. Staff will be able to assist with any internet or communication requirements in cases of emergency only.

42. Although married cadets are permitted to live with their families after the completion of Lanyard Parade, you are to maintain a room within RMC-D. Married cadets will not be permitted to see family during ICT other than in exceptional circumstances when authorised by CO RMC-D.

### **Pay**

43. Electronic payments will be made directly to your nominated account once your details are reported on the ADF Pay computer system. Once electronic payments are commenced, you will receive a computerised pay slip that will detail your pay entitlements and deductions.

44. You should note that your first pay day will not occur before **31 Jul 14**.

45. It is recommended you bring up to \$200.00 in cash with you to cover incidental expenditure over the induction training and ICT period.

46. **Salary rates.** The rate of salary you receive during training is largely dependent on your individual circumstances. As a general guide, gross annual salary falls into several categories:

- a. **Cadets pay rate.** Cadets will receive \$40,109 per annum for the first six months and then increase to \$45,456 per annum for the final 12 months.
- b. **Non-reduction pay (NRP).** In-Service cadets (Full Time Members) and members of the General Reserve on Continuous Full Time Service (CFTS) prior to appointment as SCDT will be entitled to NRP. The member is entitled to continue to receive the rate of salary payable immediately before being appointed as a SCDT. Your entitlement is based on the contents of the offer made by DOCM-A.

c. **Cadets with recognised dependants.** Cadets with recognised dependants may be entitled to Trainee's Dependant Allowance (TDA). TDA applies where a trainee is receiving a trainee rate of salary and has a recognised dependant whose income is less than \$16,830.00 per annum. Cadets will need to apply for TDA on arrival at RMC-D. In order to complete this application, your spouses annual wage summary will need to be provided by your spouse's employer or Centrelink/Family Services.

47. **Accommodation charges.** Married and recognised interdependent partnerships cadets will be required to pay service residence deductions or you may receive a rental allowance dependent upon your circumstances. Further detail can be provided by DHA.

48. Single cadets will be required to pay for accommodation and meals whilst training. This is an obligatory deduction that is payable on a fortnightly basis through your salary payments. Fortnightly charges payable are approximately:

- a. Living in accommodation \$85.64;
- b. Living in utilities \$21.80; and
- c. Living in meals \$148.90.

49. Married and recognised interdependent partnership cadets may be eligible to occupy of service residence on base depending on availability. If unavailable, rental allowance will be given which will contribute to the cost of a private rental. Those candidates who are married or in a recognised interdependent partnership and wish to occupy a service residence are to indicate this on the Entrant's Personal Details and Housing Needs (Annex C) and forward it to the Chief Clerk, WO2 Janine Orgill, as soon as possible. Email and fax details are listed on the annex. Due to the small number of service residence available, each application will be looked at in detail and applications will be matched to housing availability. This process will not be finalised until three weeks prior to your arrival and DHA will notify you of the outcome.

50. Married and recognised interdependent partnership cadets will not be liable for living in accommodation charges even though you will be required to maintain a room during your training. Married and recognised interdependent partnership cadets will be required to pay rent for their service residence. This is an obligatory deduction that is payable on a fortnightly basis through your salary payments. Charges payable are approximately:

- a. Housing contribution \$492.46; and
- b. Water contribution \$15.00.

51. **Banking.** All major Australian banks, and some overseas banks, have branches in Canberra. You will not be able to access the Canberra based banks in person until the completion of ICT. You should attempt to have internet and telephone banking set up prior to arrival.

52. Banking facilities available on Duntroon Garrison are:

- a. the Defence Bank;
- b. the Australian Defence Credit Union (ADCU); and

c. an ATM is located outside Defence Bank.

53. If you chose to open an account with a financial institution on base, you will be required to complete a '100 point check'. Requirements for this check can be found in Annex L.

54. **Superannuation.** Once you have been appointed, you will be required to contribute fortnightly to the Military Superannuation and Benefit Scheme (MSBS). Your contributions will be automatically deducted from your pay each fortnight. Your superannuation will be deducted at the rate of 5% of your pay; however, you may opt to pay up to 10% if you choose.

55. MSBS is a government funded superannuation scheme. As such you will not be eligible to claim contributions to another superannuation fund as a tax deduction while you are in the Army. More information can be obtained from the website at [www.comsuper.gov.au](http://www.comsuper.gov.au).

### **Cadet administration**

56. **Laundry and cleaning.** Whilst washing powder is provided, you may wish to bring some of this with you, particularly if you are sensitive to certain cleaning products. All cadets are to bring a good quality iron (steam irons are recommended), as well as 20 coat hangers. It is advised that you include a small quantity of pants hangers.

57. Cadets travelling by air are **not** to bring ironing boards with them. There will be an opportunity to purchase one soon after arrival. In-Service applicants are permitted to bring ironing boards if transported in their personal vehicle.

58. **Medical and dental care.** The Army provides medical and dental care for all serving personnel, and you will not require private medical cover once you have been appointed.

59. The ADF Family Health Program is a new program being introduced to Defence from 01 January 2014 which is designed to assist families in meeting the gap when being treated by a General Practitioner. This program **does not** replace private health insurance for family members. Application forms and further details will be provided at the Married with Dependents day.

60. International cadets are to have organised your private health insurance prior to arriving.

61. **Pastoral care.** Christian church services are held in the Chapel of St Paul, Duntroon each weekend and often while training in the field. Information on these services will be made available to you on your arrival. The RMC-D Chaplains are available at all times for consultation regardless of religious affiliation or the absence thereof. There are Protestant, Catholic and Anglican Padres available. All Chaplains can facilitate other faith requirements. Chaplains are also available to support families of cadets. Cadets and families should be proactive in seeking both pastoral care from Chaplains and the support of your chain of command when welfare issues arise. You will be notified of your class Padre on arrival.

### **Leave**

62. **Leave is a privilege and not a right.** Leave can be revoked for disciplinary or training purposes. **Cadets will not receive any leave until the completion of the Lanyard Parade after initial cadet training.** During the weekend of Lanyard Parade cadets may be



permitted to spend the weekend with family within the local leave area if a leave application is approved. After this date, married cadets are granted leave when not required for duty. Single cadets in III Class are generally granted leave as follows:

- a. Fridays: from 1730 hours to 2359 hours
- b. Saturdays: after sport to 2359 hours and
- c. Sundays: from 0800 hours to 2100 hours.

63. **Study leave break.** There is a study leave break scheduled for **4-12 Oct 14** (subject to change at late notice) and approximately four weeks Christmas leave will be granted every year. Single cadets are entitled to free travel to the location of your nominated family for leave travel, on three occasions per year.

64. **Intending marriage and marriage after graduation.** If you are engaged to be married, or become engaged prior to entering RMC-D, it is strongly recommended that you delay marriage until after your graduation. The intensity of the course will make it very difficult for you to focus on the preparation necessary and the the ability to appropriately celebrate and enjoy this significant life event. If you do choose to marry while at RMC-D, you will **not** be entitled to a full removal of your partner to Canberra.

### **Minors**

65. ADF members that are under the age of 18 years are classified as minors and as such additional legal and moral obligations apply. Minors are expected to meet the same behavioural standards as adult colleagues in either operational or training units. They are also subject to the same conditions of service and employment policies as their adult colleagues, including Defence Force Discipline act (DFDA) and administrative sanctions.

66. On arrival at RMC-D all trainees are to be made aware of their responsibilities in relation to complying with relevant Commonwealth and State legislation. In addition, minors are to be made aware that they are forbidden to:

- a. purchase and consume alcohol on Defence property
- b. purchase tobacco products on Defence property
- c. participate in any activities that involve gambling
- d. obtain a tattoo or body piercing or
- e. purchase or have in their possession adult classified material.

67. All trainees are to be made aware that neither they nor any other Defence personnel are to purchase or facilitate access to alcohol, tobacco products or adult classified materials for minors whether or not on Defence land.

68. **Leave for minors.** Written parental consent is required for minors for any off-duty overnight stays away from the Duntroon Garrison. The responsibility for seeking parental consent remains with the minor's immediate chain of command. Without approval, minors are not to proceed on local leave when parental consent has not been gained. As a minimum, parental consent must be sought to approve:

- a. identification of locations and details of the people the minor is permitted to stay with;
- b. travel arrangements to and from the leave address;
- c. date and time of departure from and return to base; and
- d. emergency contact numbers.

69. All minors are to personally sign in and out with the RMC-D Duty Officer prior to proceeding on local leave. No person is authorised or permitted to sign out or in on behalf of a minor.

### **Personal Code of Conduct and Discipline**

70. **Code of conduct.** While at RMC-D, you will be expected to comply with a code of conduct. The Trainees Code of Conduct can be found in Annex M.

71. **Unacceptable Behaviour (UB).** All cadets should be aware that all allegations of UB are formally investigated. In the first instance, a Quick Assessment Officer will be appointed to conduct a Quick Assessment (QA). All allegations will be reported to the Commanding Officer of RMC-D immediately and the QA will be completed within 24 hours. If the QA finds that there is substance to the allegation, further action will be taken. Cadets are to be aware that false claims are taken very seriously and discipline action will be taken if an accusation is found to be vexatious.

72. **Complaints.** Should cadets at any time, believe they have been treated unfairly by either military or civilian staff they are to raise the matter **immediately** to their supervisor.

73. **Academic conduct.** RMC-D has a clear policy concerning the actions of cadets who act dishonestly or improperly in connection to their academic work. Dishonest or improper conduct includes the misuse or plagiarism of work of another person, copying (whole or part) the work or data of another persons, or presenting substantial extracts from books, articles, thesis, computer software or lecture notes without due acknowledgement. In short, academic misconduct may result in disciplinary action being taken and may result in a cadet being removed from the module.

74. **Social media.** Under no circumstances are photographs or comments relating to RMC-D to be posted on any social media website such as Facebook or Twitter. This includes 'status updates', 'locations' or activities being conducted either during training or while on leave.

75. **Discipline.** As a cadet of RMC-D, you will be subject to the Defence Force

Disciplinary Act (DFDA). You will be briefed on your arrival regarding the extent and responsibilities that come with being a service member.

## Curriculum

76. Army is a Registered Training Organisation (RTO) and is governed by the Vocational, Education and Training Quality Framework and the Standards for National VET Regulations for RTOs. The course you are about to undertake awards a Diploma in Military Leadership on successful completion. To attain the diploma you will be subjected to competency based training and assessment.

77. **Training and assessment.** Training is conducted through a variety of methodologies including face to face instruction, self paced and the use of simulation technology. Assessments include knowledge based and practical activities where you will be observed as an individual as part of a team and a leader commanding the team.

78. **Initial Cadet Training (ICT).** ICT is conducted at RMC-D and at Majura Training Area, which is located approximately 15 kilometres from RMC-D.

79. **Supporting mechanisms.** To assist in your development through training you will have access to counsellors, instructors and assessors to provide feedback and guidance on your performance. RMC-D has a wide range of resources and management strategies available to assist in your progression and self-development.

80. **Appeals process.** At the commencement of the course you will receive a brief on the assessment strategies used at RMC-D and guidance on the appeals process. The appeals process provides you an opportunity to seek additional information on the outcome of assessments.

81. **Access to training records.** Throughout your time at RMC-D you can expect many and varying records to be maintained on your performance and results. There will be occasions during the course that some of your records can be accessed by yourself, normally under supervision.

82. **Removal from course at own request.** Resignations will not usually be accepted or processed before the completion of ICT. This is to ensure that you have had sufficient time to overcome the initial stress of adjusting to the training environment, have settled into the course and College life, and have been provided with enough knowledge of the Army and officer training to make an informed decision about your future.

83. You are reminded that:

- a. When you were appointed, you voluntarily enlisted into the Army and signed a statutory obligation to that effect.
- b. You may be permitted to terminate that statutory obligation provided you can satisfy the Chief of Army, through your chain of command, that circumstances exist which justify the acceptance of your request.
- c. You will be required to pay for your own removal (vehicle and furniture) from RMC-D if you are removed from training at own request. Married and de facto cadets should pay particular attention to this requirement as your removal could be very costly.

- d. You may incur a financial debt if electing a voluntary discharge.

### **Adjusting to military life**

84. **Separation from loved ones.** For many, the transition from civilian to military life or from unit lifestyle to a training environment can be difficult. It is important that you and you loved ones fully recognise and acknowledge this change. There will be lengthy periods without contact and you will miss your family, friends and partners; however, this is completely normal for all cadets.

85. While you will be entitled to some short periods of leave, most of your weekends will be filled with training and other activities. This will make travel on a regular basis difficult for you and can be costly for your partner. If you are considering coming to RMC-D unaccompanied, we ask that you thoroughly discuss this decision with your partner and consider all of your options. If you wish to talk to a member at RMC-D about your situation, please request to do so through your DFRC or parent unit.

### **Lanyard Parade**

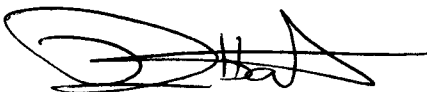
86. Lanyard Parade signifies completion of ICT and induction into the Corps of Staff Cadets (CSC). Applicant's friends and family will be invited to attend the Lanyard Parade at RMC-D. Formal invitations to your family and friends will be sent approximately four weeks prior to the Parade. Local leave may be granted after the Parade and will be advised as part of the invitation. Your Lanyard Parade is scheduled for **Sat 23 Aug 14**.

### **Conclusion**

87. The Royal Military College - Duntroon is Australia's premier leadership institution and demands high standards from its trainees. You need to be prepared for a rigorous and demanding 18 months of Army Officer training. Arriving fit, healthy, with your personal administration in order, and in a determined frame of mind, will provide you with the opportunity to commence training with the minimum of stress and inconvenience. Remember, your ability to organise your administration and your fitness is a direct reflection on you. It is important to set high standards for yourself even prior to your arrival at the College.

88. Congratulations again on your selection to attend RMC-D. If you have any queries regarding information contained in this instruction, please contact the relevant point of contacts contained in Annex B.

89. I look forward to seeing you in training.



**D HUXLEY**  
Colonel  
Director Military Art  
Royal Military College of Australia

13 May 2014

**Annexes:**

- A. Sequence of Events – Direct Entry Candidates/In-Service Members
- B. Points of Contact
- C. Entrant's Personal Details and Housing Needs
- D. Personal documentation required
- E. Information for Single or Unaccompanied Cadets
- F. Information for Cadets Seeking Recognition of Interdependent Partnership or Married with Dependent (Unaccompanied)
- G. Information for Married and Interdependent Partnership Cadets
- H. Information for In-service Members
- I. Information for Overseas Cadets
- J. Civilian Clothing Standards/Requirements
- K. What to Bring
- L. '100 Point Check' for opening bank accounts
- M. Trainees' Code of Conduct

**Enclosures:**

- 1. RMC-A Area Map
- 2. Bridging Period Conditioning Program
- 3. Bridging Period Conditioning Program - Guide

SEQUENCE OF EVENTS  
DIRECT ENTRY CANDIDATES

SER	DATE	OCCURRENCE	REMARKS
01	Mar- May 14	Receive Letter of Offer from DFR and commence Bridging Period and Conditioning Program. Ask DFR for clarification with any concerns regarding your offer.	The Bridging Period Conditioning Program is to help you reach the <b>minimum</b> fitness standard required at RMC-D.
02	ASAP	<b>Married/Interdependent Partnership</b> members are to:  - email or fax Annex C to <a href="mailto:janine.orgill@defence.gov.au">janine.orgill@defence.gov.au</a> or 02 6265 9857 to request service residence on base.  - contact Toll Canberra to organise your removal. (Ensure that your DFRC is aware of this).	Ensure your email includes your family composition. Clearly state to your DFRC if and when your partner/family will be accompanying you to RMC-D. This should be done ASAP and any changes should be notified immediately. You should request delivery of your household and personal effects no later than <b>Friday 4 Jul 14</b> .
03	ASAP	All members are to submit the Entrant's Personal Details and Housing Needs form at Annex C via email or fax.	Email to <a href="mailto:janine.orgill@defence.gov.au">janine.orgill@defence.gov.au</a> or fax to 02 6265 9857
04	Mar- May 14	Single members to contact DFRC to arrange travel.	Contact your DFRC if you have any concerns.
05	Tue 1 Jul 14	Married and defacto entrants and families are required to be at the Military Instruction (MI) Block at 0900 h to receive an induction brief.	POC: WO2 Brett Te Wheoro – 0408 608 032. Children of all ages very welcome.
06	Tue 8 Jul 14	All single and unaccompanied entrants arrive at RMC-D between 1200 h – 1700 h.  <b>Travel is arranged by your DFRC. You are not to organise your own travel or drive yourself to RMC-D.</b>	You will be met by RMC-D staff in accordance with your travel arrangements. If you have any concerns about your travel you are to contact your DFRC. <b>Do not leave this until the last minute as this may prevent you from commencing training at RMC-D.</b>
07	Sat 23 Aug 14	<b>Lanyard Parade</b>	Weekend leave will be granted at the conclusion of Lanyard Parade. This is within the local leave area and is subject to change.

**SEQUENCE OF EVENTS  
IN SERVICE MEMBERS**

SER	DATE	OCCURRENCE	REMARKS
01	Mar- May 14	Receive Letter of Offer via chain of command. Contact your unit for clarification on any concerns.	Commence Bridging Period Conditioning Program. This is to reach the <b>minimum</b> fitness standard required at RMC-A.
02	ASAP	<p><b>Single F/T ARA</b> members are to contact TOLL to organise travel and removals from your current unit to RMC-A.</p> <p><b>ARES members are to organise travel through your unit and removals through TOLL.</b></p>	<p>Cost codes for travel are available on your signal for Appointment as an Officer to ARA.</p> <p>Your signal is your authority to commence with your removal.</p>
03	ASAP	All members to submit personal particulars form at Annex C via email or fax.	
04	Mar- May 14	<p>Married/Interdependent Partnership members to:</p> <ul style="list-style-type: none"> <li>- email <a href="mailto:cherisa.bellis@defence.gov.au">cherisa.bellis@defence.gov.au</a> to request service residence on base.</li> <li>- contact Defence Housing Authority (DHA) to organise your removal.</li> </ul>	<p>Ensure you include your family composition in your email. Ensure that the AOSB Cell is aware of your MWD status.</p> <p>You will be contacted by RMC-D Padre to organise a pre-appointment visit.</p> <p>You should request delivery of your household and personal effects no later than <b>Friday 4 Jul 14</b></p>
05	Tue 1 Jul 14	Married and defacto entrants and families are required to be at the Military Instruction (MI) Block at 0900 h to receive an induction brief	<p>POC: WO2 Brett Te Wheoro – 0408 608 032.</p> <p>Children of all ages very welcome.</p>
06	Tue 8 Jul 14	All single and unaccompanied Ex Serving entrants are requested to arrive at RMC-D Drill Wing between 1200 h and 1700 h. Ensure the Drill Wing is aware of your arrival time and flight details. You will be met at the airport by RMC-D staff in accordance with these times.	Those travelling by <b>own means</b> are to report to Drill Wing at the CSC Parade ground. You will then be directed where to park your personal vehicle.
07	Sat 23 Aug 14	<b>Lanyard Parade</b>	Weekend leave will be granted at the conclusion of Lanyard Parade. This is within the local leave area and is subject to change.

**POINTS OF CONTACT  
ROYAL MILITARY COLLEGE - DUNTROON**

**Point of Contact at RMC-D**

WO2 Brett Te Wheoro  
Drill Wing Sergeant Major  
(02) 6265 9211/0408 608 032

**for all administrative queries including housing**

WO2 Janine Orgill  
Chief Clerk  
(02) 6265 9361  
Janine.orgill@defence.gov.au

**Coordinating Chaplain**

Padre Maumau Monu  
(02) 6265 9570/0427 227 872

**Primary Point of Contact after 8 Jul 14**

2IC Third Class  
(02) 6265 9307/0439 438 233

**Defence Housing Authority (DHA)**

Level 5  
Transact House  
470 Northbourne Ave  
DICKSON ACT 2602  
Free Call – 139 342

**Defence Community Organisation (DCO)**

1st Floor  
8 Thesiger Court  
DEAKIN ACT 2600  
(02) 6265 8777



**ENTRANT'S PERSONAL DETAILS AND HOUSING NEEDS**

Please complete and either email to [janine.orgill@defence.gov.au](mailto:janine.orgill@defence.gov.au) or fax to Chief Clerk on (02) 6265 9857.

<b>Personal Details</b> (To be completed in CAPITAL Letters)	
<b>Surname:</b>	
<b>Given Names:</b>	
<b>Date of Birth:</b>	
<b>Gender:</b> Male/Female*	<b>Marital Status:</b> Single/Married/Defacto*
<b>Contact Details</b> (Current Address)	
<b>Street:</b>	
<b>Suburb:</b>	
<b>State:</b>	<b>Post Code:</b>
<b>Ph:</b>	<b>Mobile:</b>
<b>Email Address:</b>	
<b>Educational Qualifications</b>	
<b>Professional/Tertiary Qualifications:</b> (Full title of qualification)	
<b>Date:</b>	
<b>Avenue of Entry:</b> Civilian/ADFA/In-Service*	
<b>Recruiting Centre:</b>	
<b>Service History</b> If you are serving or have previous military service)	
<b>Service:</b> ARA/ARES/RAAF/RAN/FOREIGN*	
<b>ID Number:</b>	
<b>Rank/Corps:</b>	
<b>Unit:</b>	
<b>Period of Service:</b>	
<b>Preferred Company:</b> Alamein/Gallipoli/Kapyong/Kokoda/Long Tan *	
<b>Reason:</b>	
<b>Married and Recognised Defacto Entrants Only</b>	
<b>Have you lodged your application for a removal with Toll? YES/NO *</b> If yes, date lodged:	
<b>Will spouse be accompanying you to RMC? YES/NO *</b> If yes, date of arrival:	
<b>Spouses Name:</b>	
<b>Spouses Contact No:</b>	
<b>Would you like to apply to live on base: YES/NO *</b>	
<b>Number of Dependants:</b>	



**PERSONAL DOCUMENTATION REQUIRED**

1. You should bring all personal documentation with you to RMC-D. You will be required to present the following documents during week one:
  - a. New Employee Particulars – Australian Defence Force (AD125)
  - b. Movement documentation (the PY18 and PY82 provided by your recruiting unit)
  - c. Any civilian or military driver's licences held
  - d. Full Birth certificate (original) not extract (plus a certified true copy)
  - e. Passport, if you have one (plus a certified true copy)
  - f. Vaccination Certificates and an International Health Certificate, if you have one
  - g. Original Naturalisation Certificate, if applicable (plus a certified true copy)
  - h. Certificates of secondary and tertiary qualifications, showing subjects undertaken
  - i. Tax file number
  - j. Details of the bank account that you wish your pay to be electronically credited to, including, BSB and account number, account name, bank name and branch
  - k. Original Marriage Certificate (if applicable) (plus a certified true copy)
  - l. Details of emergency contacts and alternative emergency contacts.
2. In addition to these documents, In-Service entrants are to bring to the RMC-D:
  - a. Record of Service (including PM Keys Extract - Record of Service Print)
  - b. Medical record (PM4)
  - c. Dental record (F DENT 1 and F DENT 2)
  - d. Q Record (SQ64)
  - e. SVA
  - f. Leave Record and
  - g. Competency logbooks.

**INFORMATION FOR SINGLE OR UNACCOMPANIED  
CIVILIAN CANDIDATES****Background**

1. It is a requirement that you live in the Cadets lines for the entirety of your posting to RMC-D.
2. These are the conditions of living at RMC-D **after** ICT. All initial travel for single or unaccompanied, civilian members is organised through your DFRC.

**Living at RMC-D**

3. You will be allocated a single room within a barracks building at RMC-D. Your room will be small but comfortable. It includes a single bed, desk, chair and sufficient cupboard space for your military equipment and a reasonable quantity of civilian clothing. There are limited additional storage rooms for the storage of items such as bicycles and suitcases. You are not permitted to store these types of items in your rooms. Single members are not allowed pets whilst at the College.

**Removals**

4. You are entitled to a removal of your belongings and your car. You will receive your belongings and car approximately two weeks after the completion of ICT.
5. **Removal of your belongings.** You are entitled to ONE of the following options to relocate your belongings:
  - a. A removal from your home address to your room at RMC-D. Remember your room at RMC-D is small and you do not have room for any large items such as a double bed, television, couch or refrigerator.
  - b. A removal after graduation from your home address or place of storage, to your new posting locality, as well as a removal from your room at RMC-D to your new posting location.
  - c. A removal from your home address having a portion of your belongings delivered to your room at RMC-D and a portion of your belongings delivered to storage. The storage is paid for by Defence, your belongings will remain in storage for the duration of your time at RMC-D.
  - d. A removal from your home address to a storage location. (This is the common option for entrants who own a significant amount of belongings).
6. If you are single and currently own several possessions, they will need to be stored at your own cost until your removal can be effected (approx. two weeks prior to the end of ICT). If you choose to move them into storage at your home address and then choose option c, ensure the person effecting your removal is aware of which items you would like to come to your room at RMC-D and which items you would like to move into storage.

7. To assist with your choice in regards to your personal effects a Toll Transitions Inventory is attached as Appendix 1 to this Annex. Fill this out in as much detail as possible and bring with you to induction training.

8. **Removal of your vehicle.** You are entitled to one of the following options to relocate your car:

- a. A removal of your car from your home address to RMC-D or
- b. Return to your home address on your first leave break (using a free travel to your Next of kin) to collect your car and drive it back to RMC-D. There are restrictions on the distance a cadet can drive during the leave break and although dealt with on a case by case basis, it is unlikely to be approved if you live further than 300km from RMC-D.

9. Toll Transitions will assist you with the required documentation.

10. Civilian members are **not** permitted to drive your vehicle to RMC-D at the commencement of training.

#### **Free travel**

11. The Commanding Officer of RMC-D can approve free travel for single cadets to return to their NOK address up to three times per year. The details of free travel will be explained to you after ICT. Free travel only applies to members who's NOK resides within Australia.

#### **Conclusion**

12. The process for removals will be explained in detail during your first week of induction training. If you experience difficulty completing any of the Toll Transitions Inventory forms, complete them in as much detail as you can and bring the incomplete forms with you.

**INFORMATION FOR CANDIDATES SEEKING RECOGNITION OF  
INTERDEPENDENT PARTNERSHIP OR MARRIED WITH DEPENDENT  
(UNACCOMPANIED)**

1. It is important that civilian candidates inform your DFRC of your relationship status at the commencement of your application for entry into the ADF. Any changes to this status should be passed on to your DFRC as soon as possible. If civilian candidates or in-service members wish to have a relationship recognised prior to entry into RMC-D, they must ensure that the correct process is completed.

**Single entrants seeking Recognition of an Interdependent Partnership.**

2. The ADF has different criteria to general law in regard to Interdependent Partnerships. Interdependent partner is defined as a person who, regardless of gender, is living in a common household with the member in a bona fide, domestic, interdependent partnership, although not legally married to the member. Detailed information regarding Recognition of an Interdependent Partnership is available through your DFRC or at DI(G) PERS 53-1 – *Recognition of Interdependent Partnerships*.

3. To summarise policy, entrants seeking Recognition of an Interdependent Relationship must satisfy a minimum period of 90 consecutive days of mutual cohabitation with the partner they seek to have recognised. This is to be supported by four (4) separate documents reflecting a 90 day period of mutual interdependency. Candidates seeking Recognition of an Interdependent Partnership **must** complete this paperwork (PE357) as soon as they have signed your Letter of Offer and submit your application through your respective DFRC as soon as possible. In-service members should submit all paperwork through your current unit.

**Documentary Evidence for Recognition of Interdependent Partnership**

4. Your application for Recognition **must** be supported by four separate items of documentation from the following list. Failure to be able to provide these proofs may result in your partnership not being recognised.

- a. Evidence of a will or life assurance policy which nominates your partner as principal beneficiary, or co-beneficiary with children
- b. If your partner was, before beginning to live with you, in receipt of a Commonwealth pension or benefit from which they may be excluded by law, evidence that your partner has notified the relevant agency
- c. Evidence that you have enrolled your partner in a health insurance scheme, or arranged to pay the Medicare levy because of his or her changed domestic status
- d. You have named your partner as a person to be notified for Service purposes
- e. Statutory declarations from next of kin or close relatives stating that they have regarded you and your partner as interdependent partners for a minimum period of 90 days, and giving any other information that they may consider appropriate

- f. If your partner has no independent income, evidence of regular financial support by you for a minimum period of 90 days
  - g. Evidence that you as a couple regularly operate, a joint account
  - h. If you and your partner live in rented accommodation, either evidence that both names appear on the lease, or a statement from the landlord or agent declaring that he or she rented the premises at your address to a couple (rather than two singles or one person). If the accommodation is leased through the Defence Housing Authority, evidence that you have applied for an additional person to reside with you, and the subsequent approval. These documents must show a commencement date of a minimum period of 90 days prior to the application
  - i. Documents to show that you and your partner have purchased or are purchasing as joint owners, valuable property
  - j. Evidence of a recognised partnership from other Government agencies
  - k. One partner has changed his or her name by deed poll, or informally calls himself or herself by the name of the other partner (as shown by any documents which refer to him or her as Mr or Mrs "X"). A copy of a birth certificate of any children of the union
  - l. Evidence of any financial arrangements for sums in excess of \$1000 which you and your partner may have agreed between you (eg personal loan, payment of one or other's debts, guarantor of loan)
  - m. Evidence that you or your partner has given the other partner access to their personal bank account(s) for bill paying purposes or power of attorney during any separation lived with me since
  - n. Evidence of either one household bill in joint names, or two separate household bills, one in each partner's name.
5. If the application is approved, it is the applicants responsibility to submit an application to Live In or Live Out (AA157) or an application to be categorised as a Member with Dependents (Unaccompanied) (MWD(U)). You should request this from your DFRC or parent unit.

#### **Applying for Categorisation as Member with Dependent (Unaccompanied)**

6. To be categorised as MWD(U), an application (AD291) must be submitted to RMC-D for approval. Civilian candidates should gain assistance with this through your DRFC. It is important to note that a relationship must first be officially recognised (as per the above procedure) before an application for MWD(U) status can be approved.
7. Candidates who are married or in recognised partnerships and do not wish to be accompanied during your training at RMC-D (be it for the entire 18 months or for a shorter period), must ensure that this application is submitted as soon as possible. Serving members should seek assistance from your unit. Civilian candidates should complete the process through your DFRC.

8. It is important that Civilian candidates inform your DFRC of your intentions for categorisation as soon as possible to ensure that you and your partner/family face as little disruption as possible. This is also important so that you can place all of your focus on your training when at RMC-D.



## INFORMATION FOR MARRIED AND DEFACTO CANDIDATES

### Background

1. The Army classifies members into two categories, Member Without Dependents (single) or Member With Dependents (married and Army Recognised Interdependent Partnerships.) Army Recognised Interdependent Partnership members receive the same entitlements as married members. If you are currently living in a civilian De Facto relationship and wish for your partner to accompany you to RMC-D as a recognised Partner, you will need to apply for recognition through your local Defence Force Recruiting Centre immediately, as this can be a lengthy process and must be completed **well before** arriving at RMC-D.

2. For ease of reading, the phrase married member used in the following document will pertain to candidates that are Army recognised De Facto as well as married members.

### Living with your family at RMC-D

3. You have the option to relocate your family to RMC-D or complete RMC-D unaccompanied, with your family remaining in their home location.

4. During Induction Training and ICT, married members are required to live in barracks and will not be granted leave until completion of the Lanyard Parade. Following ICT, married members will live at home; however, you will be required to work from approximately 0615 h until 1730 h weekdays, occasionally as late as 2130 h. You will also be required to work most Saturday mornings and will spend approximately one quarter of your time deployed in the field, away from RMC-D.

5. Service residents are predominately three bedroom townhouses with limited or no backyard. Large dogs are **not** suitable for the environment at Duntroon.

### Entitlements and allowances

6. You are entitled to a full removal at Commonwealth expense for your family, furniture, effects and vehicles. This removal is from your current residence to your new residence in Canberra.

7. You are entitled to allowances for your travel and removal to Canberra. These will be processed as a part of your removal. The allowances are:

- a. **Disturbance Allowance.** This is an amount paid to compensate you for the monetary inconvenience of moving. This allowance is paid prior to your move.
- b. **Travelling Allowance.** This is a set amount paid to compensate you and your family for the accommodation, meals and travel costs incurred while travelling to RMC-D. This allowance is paid prior to your move.
- c. **Temporary Accommodation Allowance.** This allowance is paid prior to your move.

## **The relocation process**

8. **You need to contact Toll Canberra** (see contact details in Annex B) who will provide you all relevant information associated with your relocation requirements. This needs to be done well before your, march in date. All permanent housing requirements need to be referred to DHA Canberra.

## **Arrival**

9. Married members relocating your family to RMC-D arrive in Canberra one week prior to single entrants to ensure sufficient time to effect your removal. RMC-D will conduct a family induction day on **Tuesday 1 Jul 14** for all members and their families (including children). The day will commence at the Military Instruction Block at **0900 h**. The Military Instruction Block (Building Number A56) is located at the intersection of Bruce and Lavarack Roads. The map at enclosure one will assist you in finding this location. The aim of this day is to provide you with information on life in Defence and at Duntroon.

10. You are to report to **Drill Wing at 1400 h on Tuesday 8 Jul 14**, in order to commence Induction Training and ICT with your class. After that time, you will **not** be granted leave to see your family until the completion of ICT.

## **Spouse employment**

11. There are a number of services available for assisting spouses with gaining employment within the Canberra area. Defence Community Organisation runs the Partner Employment Assistance Program (SWAPP SELECT). Another tool that can be useful for a partner looking for employment is the APS Gazette, which is an up-to-date document displaying available Australian Public Service positions. The contact details for DCO are included in Annex B of this document.

## **Unaccompanied Member**

12. If your family is unable to move with you initially, you should ensure that the removal is organised during a period of block leave, which occurs mid term and at the end of each term. You will have little time to support your spouses with a removal during programmed training. Term and leave dates will be provided on your arrival. You will need to be recognised by the Army as a Member with Dependents Unaccompanied (MWD(U)) which will ensure you qualify for the correct entitlements. You will need to do this through your local DFRC or if you are an in-service member, through your parent/administering unit. If you are coming to RMC-D as an unaccompanied member there is no requirement for you to march in early and you will arrive as per the single members. For further information on MWD(U) categorisation go to Annex E.

## **Contact Numbers**

13. If you have any questions regarding your removal Contact Toll Canberra and for housing please contact DHA in the first instance. Contact numbers are listed in Annex B.

## INFORMATION FOR IN-SERVICE MEMBERS

### Regular RAN, ARA, RAAF members and Army Reserve

1. If you are currently serving in the Regular Navy, Army or Air Force, or Army Reserve you are to return **all** unit equipment, clothing and initial issues to your unit Q Store before marching out of your unit. During week one you will be issued with all equipment required under the RMC-A block scale.
2. In line with the Trainee Leave policy of Jan 04, it is beneficial that you clear all leave credits prior to marching in to RMC-D. **During mandatory leave periods, you will only receive Trainee Leave after your leave has been utilised and you have a zero leave balance.** You are to ensure that a leave audit is conducted by your unit's orderly room prior to your arrival, at RMC-D.
3. **Recognition of Current Competencies (RCC).** The General Service Full Time First Appointment Course (GSO FT FAC) is the foundation course for all officers in the Army. Some cadets who are currently serving in the Army may find they are required to undertake training they have previously completed. Notwithstanding, the cultivating of character attributes, teamwork and leadership development, means it is essential for all cadets to complete the entire curriculum. For this reason, applications for RCC from candidates are not likely to be approved.
4. **Non Reduction Pay (NRP).** Full Time Members and members of the Army Reserve on Continuous Full Time Service (CFTS) will be entitled to NRP. The member is entitled to continue to receive the rate of salary payable immediately before being appointed as a SCDT. Your entitlement is based on the contents of the offer made by DOCM-A.

### Removals Process

5. Your appointment signal/authority issued by DOCM-A is your authority to commence the removals process. Seek advice from your Chief Clerk or equivalent if you have queries.
6. If you are married or in an Army recognised interdependent partnership you should refer to Annex G. Single members should refer to Annex E.
7. As per a normal removal you have the option for travel by own means and are able to drive to RMC-D.

### General Reserve

8. DOCM-A will detail the transfer administration required by you. Please note the lead times that may be required to finalise your administration. **In particular, you need to ensure you complete your Transfer Medical Board prior to arriving at RMC-D. If you have not completed the correct transfer administration your opportunity to commence training may be jeopardised.** Additional requirements for ARES members are outlined in your Letter of Offer.

9. **Army Reserve applicants.** It is the responsibility of your parent unit to assist you with all necessary administration prior to your appointment. This includes your travel to RMC-D. All removals are to be organised through Toll Transitions.

**INFORMATION FOR INTERNATIONAL CADETS****Climate**

1. International cadets are warned that Canberra has a colder climate than that which you may have been used to. This is particularly so during the period May to October. You are therefore, advised to bring a good supply of warm clothing.

**Banking, allowances and pay**

2. Defence Co-operation Program (DCP) cadets attend DITC prior to RMC. DITC will pay all allowances that the cadets are entitled, which included a clothing and establishment allowance. DCP cadets open an Australian Bank Account whilst at DITC and prior to attendance at RMC-D. Non-DCP cadets will receive the normal salary and allowances from their parent Defence Force.

3. Cadets that fall under the Fee For Service countries ie NZL, are advised to bring up to \$AUD 200.00 with you to RMC-D to cover incidental costs during ICT. During week one you will have the opportunity to open a bank account to which your pay and allowance can be electronically deposited

4. Each fortnight, a Cadet Allowance of \$AUD 30.00 per day will be paid to DCP cadets to supplement their income due to the relatively higher cost of living in Australia. You will be advised of your other entitlements during ICT.

**Uniforms**

5. While at RMC-D you will wear your National Disruptive Pattern Combat Uniform (DPCU) equivalent uniform in place of the Australian DPCUs. When required for duty, ceremonial activities or when deploying on exercise, you will be required to wear the same dress as the Australian cadets. The Australian uniforms will be issued to you on arrival with shoulder patches which will clearly identify your parent nation.

6. You should bring your National formal dress uniform with you, including any military decorations or medals that you are entitled to wear. You will wear your National dress uniform at graduation.

**Leave**

7. In accordance with the RMC-D training calendar you will be able to take leave approximately every three months. If you choose to remain in Australia, accommodation outside Canberra will be organised for you in consultation with your chain of command. Whilst on leave outside the Canberra posting locality, DCP cadets are entitled to a subsistence allowance consisting of \$AUD 46.75 per day. DCP cadets will have their travel expenses paid for by RMC-D for travel home during the Christmas leave period. Leave subsistence allowance will not be paid if you depart Australia.

**Defence Staff**

8. Staff from your Embassy/High Commission will contact you on your arrival in Australia.

## CIVILIAN CLOTHING STANDARDS/REQUIREMENTS

### General

1. Upon your return to RMC-D, civilian clothing is worn during the evenings for study, to sporting functions and when not on duty. Your quality of dress when not on duty is to be of a high standard. The standard of clothing required by RMC-D is detailed in the following paragraphs.

2. Although you will be issued bathers, both males and females are required to bring a pair to the College. Whilst black or navy blue are preferred, there is no need to spend a large sum of money on this item. Any swimwear that you already own (provided it is not inappropriate) will be sufficient.

### Dress standards

3. Following ICT, personnel are required to wear suitable attire to the Mess for dinner. Your choice of clothing should be guided by the dress standards listed in the Tables below.

4. You should note that until the granting of your first period of leave you will generally wear uniform or issued clothing. You will only require civilian clothing for dress in the Mess. You should bring no more clothing with you than stated below. You can arrange for the rest of your clothing to be sent in your removal.

**Table 1. Female Clothing Standards**

Serial	Occasion	Dress	Remarks
1	Dinner in the Mess	Suit, skirt and blouse, or dress.	Stockings to be worn, conservative style, mini-skirts not acceptable.
2	Breakfast and lunch in the Mess	Skirt and blouse, slacks and jumper.	Stockings to be worn. This is minimum standard, jumpsuits and overalls are not permitted in the Mess.
3	Barracks	As per Serial 2, including tracksuits and sports wear.	Once issued, uniform is generally worn in Barracks.
4	Ablutions	Minimum of dressing gown.	Clothing must be worn to and from the bathrooms. Thongs must be used when showering. No bare feet at any times.
5	ICT	Tracksuit.	Required until you receive your initial issues.
6	Leave	Neat casual.	Old jeans and T-shirts are not acceptable.

**NB: Females are asked to bring appropriate sports bras with them. It is advised that you get these professionally fitted.**

**Table 2. Male Clothing Standards**

<b>Serial</b>	<b>Occasion</b>	<b>Dress</b>	<b>Remarks</b>
1	Dinner in the Mess	Suit or sports coat, slacks and tie.	Conservative style.
2	Breakfast and lunch in the Mess	Slacks and open neck shirt, or slacks and jumper.	This is the minimum standard.
3	Barracks	As per Serial 2, including sports attire.	Once issued, uniform is generally worn in Barracks.
4	Ablutions	Minimum of dressing gown.	Clothing must be worn to and from the bathrooms. Thongs must be used when showering. No bare feet at any times.
5	ICT	Tracksuit.	Required until you receive your initial issues.
6	Leave	Neat casual.	Old jeans and Tshirts are not acceptable.



## WHAT TO BRING

## General

1. Below is a list of essential items that you will need to bring with you to RMC. It is not advised that you spend large sums of money on these items as some will have minimal use however are necessary for you to have prior to receiving your issued kit. You should ensure that you pack in accordance with the dress standards explained in Annex J.

ITEM	QUANTITY
Suit or slacks and sports coat (business attire)*	2
Long sleeve dress shirt*	2
Tie	1
Belt	1
Footwear to compliment business attire (flats)*	1
Socks/Stockings	3+
Casual outfit	1
Sports shorts	2
Sports shirt	2
Sports shoes	1
Sports cap	1
Sports socks	4+
Tracksuit (warm)	1
Bathers	1
Underwear (appropriate)	4+
Sports bras (females – well fitted)	3+
Black thermal tops	2
Sleeping attire (appropriate)	2
Dressing gown	1
Thongs (for shower)	1
Toiletries (Females inc. sanitary items, pantyliners)	Sufficient for 10 weeks
Towel	1
Hair elastics/bobby pins/hair nets (neutral)	Sufficient
Digital watch (black, 24hr display, waterproof)	1
Iron (good quality)	1
Coat hangers (inc. trouser hangers)	20
Mobile phone and charger	1
Sandpaper (Various grades)	Sufficient
Cash	\$200

**NB: \* female equivalent**

2. The following list of items **are not compulsory**; however, they may assist you throughout ICT. Again, you should not spend large sums of money on these items.

ITEM	QUANTITY
Hankerchiefs	3+
Microfibre cloth	1

Occy straps (black or army green. No bright colours)	4
Tent pegs (lightweight)	6
Zip lock bags (various sizes)	Sufficient
Stationery	See note
Clear contact	1 x roll
Travel coffee mug (no handle)	1

NB: General stationery will be provided; however, you may wish to bring a small quantity of your own. You may wish to bring stamps, pacer pencils and a pencil case.

**ACCOUNT OPENING VERIFICATION OF SIGNATORIES  
100 POINT CHECK**

**NOTE:** Special provisions apply to children, recent arrivals to Australia, isolated area Aboriginals and Torres Strait Islanders, public authorities and public companies and non-residents.

Serial	Documents	Points
1	Establish applicant's name from one of the following: - Birth Certificate - Passport - Citizenship Certificate	70
2	The applicant is a known member of DEFENCEBANK of at least 12 months standing	40
3	A written reference bearing the signature of the applicant from: - Another financial body where the applicant has been a member for 12 months - An acceptable referee (refer CTRA Guidelines No. 3) who has known the applicant for 12 months or more	40
4	The applicant's name may be verified from the following documents with a photograph or signature that can be matched to the applicants: - A drivers licence - ID Card – Public Service employee - ID Card – Tertiary Educational Institution	40
5	The applicant's name and address, may be verified by: - Document held by DEFENCEBANK giving security over the signatory's property - A mortgage or other instrument of security	35
6	The applicant's name and address, may be verified by: - A current employer, or an employer within the last 12 months - A rating authority (eg. Land rates) - The Credit Reference Association of Australia (subject to the Privacy Act 1988) - Land Titles Officer records	35
7	The applicant's name, address and telephone number may be verified from the telephone directory and by then contacting the applicant on that telephone number	25
8	The applicant's name may be verified from any of the following: (more than one may be used but only from any one institution): - Medicare Card - Financial Institution Debit Card - Bankcard - Diner Card - American Express Card - Visa Card - Master Card - Library Card - Sporting Club Membership Card - Hobby Club Membership Card	25

	<ul style="list-style-type: none"> <li>- Pension Card</li> <li>- Ambulance Card</li> <li>- Blood Bank/Organ Donor Card</li> <li>- Store credit Card</li> <li>- Defence Service Homes Card</li> <li>- Motel Membership Card</li> <li>- Shooters Licence</li> <li>- Telecard</li> <li>- Car Rental Card</li> <li>- Telecom Payment Card</li> <li>- Marriage Certificate</li> </ul>	
9	<p>The applicant's name may be verified from:</p> <ul style="list-style-type: none"> <li>- The electoral role</li> <li>- An acceptable referee (refer to CTRA Guidelines No. 4)</li> <li>- The owner, landlord or managing agent of rented premises in which the applicant lives or carries on a business</li> <li>- The records of a public utility ie. Gass, Electricity, Telephone accounts</li> <li>- The records of another financial body where the applicant has been a customer for at least 12 months ie. Bank Statement</li> <li>- A public record maintained under law, other than Land Titles eg. Court Summons, Child Maintenance Order</li> </ul>	25
10	<p>The applicant's name and date of birth may be verified from:</p> <ul style="list-style-type: none"> <li>- The records of an educational institution attended by the applicant during the last 10 years eg. School/ Report Certificates</li> <li>- The records of a professional or trade association where the applicant is a member eg. Union Card</li> </ul>	25

## TRAINEES' CODE OF CONDUCT

### Introduction

1. This code of conduct is applicable to all trainees at all Army training establishments (TEs). Trainees need to consider the manner in which they conduct themselves during training and while they are living at the TE. In addition, trainees are to be aware of and apply the good soldiering principles as detailed in 'Army Rules for a Fair Go', which is located at [army.fairgo@defence.gov.au](mailto:army.fairgo@defence.gov.au).
2. The trainees' code of conduct expects trainees to practice and aspire to the following characteristics and objectives:
  - a. Army ethos
  - b. maturity and responsibility
  - c. be prepared for disappointment
  - d. honesty and integrity
  - e. loyalty to the chain of command
  - f. mental strength
  - g. individual responsibility and
  - h. maintain a sense of humour.
3. The characteristics listed above are expanded below to provide direction for TEs to design their own trainees' code of conduct.
  - a. **Army ethos.** The oath to serve your country did not include a contract to always enjoy the normal luxuries and comforts of our society. On the contrary it implies loyalty, hardship, sacrifice and dedication to duty regardless of your rank.
  - b. **Maturity and responsibility.** Some circumstances are out of your control and that of your staff; do not take it personally. There is a system in place to deal with most situations; however, even then it will take time before things are resolved. Maturity is having the moral fortitude to stand up and accept responsibility when you are wrong and acknowledge the best outcome is to accept constructive criticism and the occasional need for retraining, learn from the experience and move on.
  - c. **Be prepared for disappointment.** Not every aspect of training is exciting. At some stage in your career you may fail a component of a course and be required to be retrained and retested. As Army must ensure its members have the right capabilities and skills to do the job, there is a possibility you may be found not suitable for a corps/role/task. Remain positive and use sound judgment rather than emotions to make important decisions.

- d. **Honesty and integrity.** Having integrity shows you have what it takes to do the right thing. It gives you a sense of worth and gains the respect of your peers. A soldier with integrity will always look out for his or her mates and their behaviour will always be of the highest standard.
- e. **Loyalty to the chain of command.** You must have respect for the rank system whether you like the person or not. It is the rank system that ensures that we have a well-disciplined organisation that is respected throughout the world for the professional qualities displayed by its soldiers. You will one day be in a position of command and will expect to be treated accordingly.
- f. **Mental strength.** During training expect to be taken out of your comfort zone. You must realise that you need mental strength to utilise your physical strength. It will keep you going even when your body is telling you it cannot. The mind is far stronger than the body thinks it is. In the long run you can achieve great things that you ordinarily would not expect to by working through adversity.
- g. **Individuals' responsibility.** Realise that your actions as an individual will have an impact on your fellow soldiers as well. Think before you act and consider the potential consequences for the rest of your mates. Far more respect is gained from being a team player than going it alone. Have the courage to use the chain of command to raise incidents of unacceptable behaviour by fellow trainees, instructors or staff.
- h. **Maintain a sense of humour.** Things will not always go your way, and it is easy to become frustrated. Do not take frustrations out on others and try to use humour as a means of coping with the situation. If you maintain a sense of humour, you will be seen as somebody in control, reliable under pressure and able to cope with any demand that the Army may make.

### **Conclusion**

- 4. TEs should base their trainees' code of conduct on the above characteristics and give due consideration to the trainees' experience and the nature of their training