



AUSTRALIAN ARMY ARMY RECRUIT TRAINING CENTRE RECRUIT TRAINING WING KAPOOKA NSW 2661

In reply please quote:
ARTC/OUT/2009/
1 RTB/OUT/2009/

JOINING INSTRUCTION FOR THE AUSTRALIAN ARMY'S RESERVE RECRUIT TRAINING COURSE

Purpose

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

Location of Army Recruit Training

2. ARTC 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 two degrees to 40 degrees.

Outline

3. The Reserve Recruit Training Course is 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 when you enlist, you have voluntarily signed a contract to serve in the Australian Army. Once enlisted, you will be subject to military discipline. On arrival at ARTC, staff members from the 1st Recruit Training Battalion will meet you and brief you on the requirements of military discipline.

Recruit Training

4. Recruit training is the same for male and female entrants. During the four-week Reserve Recruit Training Course you will be required to take part in physical training, weapon handling and shooting, first aid, drill and field craft. The majority of your time will be spent in barracks receiving theory and practical instruction. You will learn how to wear your uniform correctly, and maintain your personal equipment and room to the standard required by the Army.

5. The training is deliberately challenging and has been designed to prepare you to be a soldier in today's Army. The training is intense, with limited time for personal administration. Recruits gain

a sense of achievement, purpose and confidence during basic training, and on completion of the course feel justifiably proud of what they have achieved.

6. To mark the completion of the Reserve Recruit Training Course, you will take part in a ceremonial parade. Visitors are invited to view this parade which takes place at 10.00 am on the last Saturday of the course. Shortly after commencing your Recruit Course, your nominated family will receive an information package outlining details of your march out parade; included in this package will be an accommodation guide to assist in planning their visit. A luncheon is held for you and your family after the march-out parade. Soldiers who successfully complete the course will return home on the day following the march-out parade or, provided it has been requested on your Student Booking Request, you may return home with your family after the parade and luncheon.

Travel Arrangements (Movements)

7. Once you have been paneled on a course at ARTC your unit will need to complete and forward a Student Booking Request (SBR) to the Integrated Travel Solutions (ITS) who will arrange for your movements to and from ARTC. It is important that you remain involved in this process as, in accordance with Defence policy, you will not be able to make changes to your movements after you commence training. **CO/CI 1 RTB does not have authority to amend any movements unless there are unforeseen special compassionate and/or operational requirements.**

8. If you indicate on your original SBR that you will be travelling with your family and the SBR after completing training you will be able to do so provided it is accompanied by approval from your unit Commanding Officer. **Once your SBR has been processed by ITS, no changes will be made to your travel arrangements unless there are unforeseen special compassionate and/or operational requirements.** If you indicate a requirement for movements to be arranged for you after completing training you will be required to undertake travel in accordance with the arrangements made by ITS.

9. You should be in possession of your movement details, both to and from ARTC, prior to your arrival. Furthermore you should bring a copy of your movement details with you to ARTC. You will receive a movements brief from staff in the first week of training which will confirm your return movement details. Any discrepancies need to be brought to the attention of staff at that time for rectification. If you have questions regarding this matter prior to arriving at ARTC you should direct them to your unit Chief Clerk.

10. It is also 2 DIV and/or host reserve units responsibility to ensure all potential trainees' movements are checked and IAW the Army Recruit Movement Plan detailed in ATI 1-10 Trainee Movements for Approved Forces Command Courses. Any enquiries can be made to ITS on 1800 333 362

Pre-enlistment Medical Board

11. Before commencing training at ARTC you need to be medically and physically fit. 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. All Reserve members are to complete an Attestation Medical Board within the 14 days before commencing training at ARTC. ***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)

12. You must bring your Army Medical Documents (PM4–Unit Medical Record) with you when you meet the transport to take you to ARTC. The Induction Coordinator will ask for **Pre-Enlistment Physical Conditioning / Pre-enlistment Fitness Assessment** these documents before you depart for ARTC and if the documents cannot be located you will not travel to ARTC. It is strongly advised that you bring this paragraph to the attention of your Recruiting Officer and Medical staff.

13. Physical preparation prior to commencing training at ARTC cannot be over emphasised. A pre-enlistment conditioning program for you to follow is at annex A.

14. You are required to pass the recruit pre-enlistment fitness assessment (PFA) within the eight week period prior to your arrival at ARTC. The PFA is a fitness assessment consisting of push-ups, sit-ups and a shuttle run. Should you fail the PFA assessment you will not be enlisted. Your recruiting centre will provide you with a brochure detailing PFA requirements. Further details on the PFA are at annex A.

15. You will again undertake the PFA on day one of the Reserve Recruit training Course at ARTC. The assessment does not differ from the PFA you completed prior to enlistment. Failure to pass the PFA will prevent you from commencing training and you may be discharged from the Australian Army.

16. The PFA is the minimum standard of fitness that you are required to achieve at the start of your training at ARTC. During your training, you will participate in more physically demanding activities including obstacle courses.

Checklists

17. You will find checklists of items to be brought with you to ARTC at annex B. It is important that you bring all items on the list.

Food and Accommodation

18. 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.

19. 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 ARTC will be removed.

Progress and Assessment

20. Throughout your time at ARTC you will be continually assessed in the skills, knowledge and attitude required for service in the Army.

21. 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 their training. If you are unable to successfully fulfil all of the requirements of the Reserve Recruit Training Course you may be discharged from the Australian Defence Force (ADF), or returned to your unit until such time you can return to Kapooka to resume the training course.

Medical

22. The Australian Army will provide full medical cover during your training except for pre-existing conditions that were not declared at recruiting. Medication is available when required and prescribed by ARTC's medical officer. If you are currently taking prescribed medication, you should bring this with you to ARTC and the medical officer will decide if further prescription is necessary.

23. If you wear prescription glasses you are recommended to bring two pairs of glasses as well as a copy of the prescription.

Married Trainees

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

25. The Australian Army recognises bona fide inter-dependant relationships. If you consider that you reside in an inter-dependant relationship speak to your local Recruiting Unit and ensure you are given an 'inter-dependant relationship package' that includes an application and details for completion. You are required to bring the completed package to ARTC. If you are parading at a unit you should ensure that you are correctly categorised prior to commencing training. If this proves impossible for your unit then must bring a complete package, with all copies required as per annex B. If not, ARTC will be unable to correctly enter your categorisation, which will cause you financial detriment.

Single Trainees with Dependants

26. Single trainees who have dependants may be eligible for additional allowances. These trainees must bring a copy of dependants Birth Certificate to ARTC.

Defence Community Organisation (DCO)

27. 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 well-being of Army personnel, their families and communities. These services are provided by professional, qualified and experienced staff that are located conveniently with defence establishments throughout Australia. Additional information regarding DCO can be obtained at www.dco.dod.gov.au.

28. 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: (02) 6933 8200 (Kapooka Duty Officer)

Leave

29. Short duration local leave 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.

Visitors

30. You are not normally permitted visitors as this conflicts with training requirements. Visitors are invited to attend the Reserve Recruit Training Course March-Out Parade.

Postal Address

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

Recruit (Initials and Surname)

_____ Pl, _____ Coy

1st Recruit Training Battalion

ARTC

Blamey Barracks

MILPO KAPOOKA, NSW, 2661

Note: The details of your platoon (Pl) and company (Coy) will be advised to you on arrival at ARTC.

32. 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. Valuables will be secured and returned on march-out. 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; and
- e. prescription or other medication (this can be prescribed to you by Medical Officers at Kapooka).

33. 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 and Photographic Equipment

34. Telephone facilities are available within ARTC and personal *emergency* phone calls can be phoned through to the ARTC Duty Officer on (02) 6933 8472. 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 or telephone will be very limited.

35. Personal mobile telephones are permitted to be used at limited times during training. As a general rule, you will be permitted to use your mobile phone each evening either before or after the evening meal and on Sundays between 8.00 and 10.30 am. However, there will be occasions where the daily program will not permit the use of mobile phones.

36. You should note that the Defence and Crimes Acts prohibit unauthorised persons from photographing Defence establishments. Therefore, the use of photographic equipment (this includes using the photographic function of mobile phones) is prohibited at ARTC. If your mobile phone has a camera function, you are not permitted to use that camera function whilst at ARTC. Disciplinary action may be taken against those members who use the camera function of their mobile phones at ARTC.

Pay

37. On the second day after your arrival at ARTC, you will receive a pay advance of \$100.00; however, it is recommended that you bring a small amount of money (\$20) with you to purchase ancillary items that you may require. This pay advance is to purchase items necessary for personal administration. Subsequent pay will be placed into your nominated bank account. Trainees should ascertain the current Net Rate of pay from their 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

38. 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 severe financial detriment.

39. The major banking and finance facilities at ARTC are the Australian Defence Credit Union (ADCU) and the Defence Force Credit Union Ltd (Defcredit). There is a Rediteller Automatic Teller Machine provided by ADCU 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 ARTC.

40. 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 ARTC has EFTPOS facility with a cash limit of \$30. There will be an opportunity to open an ADCU or Defcredit account upon arrival at ARTC. Both institutions offer informative websites that can provide you with further information prior to your arrival - www.adcu.com.au and www.defcredit.com.au. If you do not have a bank account you will require two forms of

identification and your Tax File Number.

41. There are limited opportunities to pay bills and conduct personal administration throughout training and therefore it is strongly advised that you pre-arrange your payments prior to attending ARTC.

Hair Cuts

42. Provision is made at Kapooka for haircuts within 24 hours of arrival. Males will have their hair cut with a number-two comb, and tapered at the back and sides. Males with particular religious requirements may seek approval for an exception. The cost of a haircut is \$6.00.

Female's 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.

Vaccinations

43. Trainees will receive vaccinations against Meningitis, Diphtheria/Tetanus/Whooping cough (combined vaccination) and Measles/Mumps/Rubella (combined vaccination).

44. In order to prevent complications with repeating a full dose of some of these vaccinations, you are to bring with you to ARTC any available vaccination certificates or other documentation that identifies that you have previously received vaccinations. This documentation is to be included in your PM4–Unit Medical Record.

45. All members of the Australian Army require these vaccinations in order to gain protection from infectious diseases and become be medically fit for deployment. If you refuse to receive these vaccinations, you will be discharged from the Australian Army.

Clothing and Equipment

46. **Military clothing.** Military clothing will be supplied to you shortly after your arrival at ARTC. 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'.

47. **Military Identification Cards.** Due to time constraints within the RRTC Training Program you will not be issued a Military Identification Card while at ARTC. You should liaise with you unit to arrange to have one issued to you prior to arriving at ARTC or, if this is not possible, as soon as possible after your complete your training.

48. **Military equipment and clothing return clearance.** If you have been parading at your unit and have been issued with any form of military equipment or clothing you need to ensure that you undergo a 100% Q clearance, minus your issued combat boots and Military Identification Card, from your current unit prior to arriving at ARTC. You are not to bring any issued military equipment, except your issued combat boots and Military Identification Card, with you to ARTC and you are to arrive at ARTC with only your issued combat boots and Military Identification Card listed in your Q Record. You will be issued with all necessary military equipment upon your arrival at ARTC. Your unit RQMS/SQMS will be able to assist you with the necessary clearance.

49. **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 minimum) and a sports shirt with collar (no explicit motifs) for males, and a similarly appropriate standard for females. It is highly advisable to bring a good quality pair of shoes that are specifically designed for running. As space is restricted, you are to bring only one suitcase with you.

50. The above dress standards also apply on your enlistment day.

Facilities

51. You will have limited opportunity to use the recreational facilities available 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 ARTC Regimental Trust Fund. Frontline is 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. Commonwealth Savings Bank agency (through Post Office), an ADCU branch, a Defcredit branch, and a Rediteller ATM.
- c. The Post Office, suitable for the payment of bills and purchasing of items such as mobile phones, gifts and military equipment.
- d. Barber.
- e. 'Soldiers' Shop' for military memorabilia.

Private Vehicles

52. You are not to bring your private vehicle to ARTC.

Use of military vehicles

53. All personnel who are tasked to operate a Defence owned or short/long term rental vehicle are to conform to DRTIs, KMA and 1 RTB Standing Orders.

54. The following restrictions apply:

- a. Military vehicles are for military purposes only.
- b. **Road Laws.** All members are to be conversant with NSW State Road Laws.
- c. **Speed.** All members are to comply with All State, Territory and Commonwealth speed limits they are also to comply with DRTIs and the KMA Standing Orders;
- d. **Reversing.** Drivers are to use a guide, when available, when reversing a military vehicle. If a guide is not available, the driver is to dismount and inspect the area around the vehicle prior to reversing.

- e. **Parking.** All vehicles, both military and civilian, are to be parked within the KMA IAW the KMA Standing Orders.
- f. **Rental vehicle.** Rental vehicles when hired by Defence are considered as Defence Vehicles. Therefore, members that drive a rental vehicle car for the purpose of their duties are to comply with this policy and DRTIs.

55. Drivers of Defence vehicles:

- a. are not to consume alcohol whilst operating a Defence vehicle;
- b. are to maintain a zero blood alcohol reading if operating a Defence vehicle;
- c. are not to operate a vehicle if they are considered to be under the influence of alcohol or drugs; and
- d. are not to enter a licensed premises whilst on duty except in the performance of duty or to obtain meals.

Recognition of Current Competency (RCC)

56. Recognition of Current Competency is the process used to determine if you possess some or all of the competencies attained during your stay at ARTC. You may have attained these competencies through previous service in the Australian or a foreign Defence Force or by receiving training from an accredited civilian organization. If eligible you will be assessed after initial processing and issuing of personnel equipment, usually during week one or two of the Reserve Recruit Training Course. On successful completion of this training you may be placed in a later stage of training or moved direct to your unit.

Religious Observance

57. 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. Non-Christian faiths are also respected and arrangements will be made where appropriate and practicable.

Minors (Members under the age of 18 years)

58. If you are under the age of 18 years you are considered a minor and therefore, you will not purchase or consume any alcohol, either on or off base. Those of you over 18 years will not purchase or supply alcohol to those people.

59. If you are under the age of 18 years you will not purchase or consume any tobacco products, either on or off base. Those of you over 18 years will not purchase or supply tobacco to those people. In addition minors are not to:

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

Conclusion

60. The Reserve Recruit Training Course has been designed to challenge you, and derive your best efforts. You are encouraged to embark on your new career physically and mentally well prepared, and with a determination to succeed.

Original signed

S.C PALMER

Lieutenant Colonel

Commanding Officer/Chief Instructor

1st Recruit Training Battalion

09 November 2009

Annexes:

- A. Enlistment Physical Conditioning Program and Pre-Fitness Assessment
- B. Clothing, Equipment and Documentation

PRE-ENLISTMENT CONDITIONING GUIDE AND FITNESS ASSESSMENT

General Information

1. It has been found in the past that applicants have over, or 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 ARTC fit and ready for training.

Over Training

2. Over training happens when not enough rest and adequate progression is followed when training. The typical over training scenario is "I've got to get fit so I'll go for a 10 km run". Two days later you wonder why you have sore shins or lack of energy. Some signs and symptoms of over training are tiredness or trouble sleeping; irritability; decrease in performance; slow to recover from exercise; and 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	Swim 100m	Walk Hills 40-50 min	Rest	Rest
WEEK 3	Walk 30- 40 min Push-up Sit-up 3 x sets 90% max	Swim 200m	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	Swim 300m	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	Swim 400m	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 on day three of training.

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

	MALE	FEMALE
PUSH-UP	15	8
SIT-UP	45	45
SHUTTLE RUN	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

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 bodies ability to withstand the dynamics associated with the recruit training program.

**ANNEX B TO
RESERVE RECRUIT TRAINING JOINING INSTRUCTION
09 NOV 09**

CLOTHING, EQUIPMENT AND DOCUMENTATION

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

Clothing and Equipment Required		Tick Items as You Pack
Underwear		
Sports Bra (females only) (limited qty, 3 are issued on arrival)		
Shirts (must have collar, be in good repair, with no explicit motifs)		
Trousers / slacks (denim dress jeans in good repair are acceptable)		
Skirt and Blouse (females only) (must be in good repair with no explicit motifs)		
Jumper		
Jacket (optional depending on season)		
Pajamas / Nightwear (required for first two nights only, issued pajamas to be worn after issue)		
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		
Iron cleaner		
Polishing cloths		
Stamped envelopes		
Telstra Smart Phone Card or mobile Phone (Telstra Homelink, Homeaway and Telecard also acceptable)		
'Sports strap' (for personnel who wear glasses)		
Running shoes		
Prescription glasses x 2 (also bring a copy of the prescription)		
Hair pins/combs and hair nets (must be similar colour as your hair) (females only)		
Military Identification Card (if issued)		
Documentation Required	Tick Items as You Pack	
Medical Documentation (PM4 – Unit Medical Record)		'Inter-dependant relationship Pack' if applicable
Bank account number		Copy of Marriage Certificate
BSB number		Copy of dependants Birth Certificate
Tax File Number		Copy of lease agreement (Rental Assistance)
		Copy of current rental receipts (Rental Assistance)

Note:

1. Only the minimum amount of civilian clothes should be brought, as most of your time will be spent in issued military uniforms.
2. **As storage space is very limited, all the above items are to be packed in one suitcase.**