



**IMPORTANT  
INFORMATION FOR  
FULL TIME  
GENERAL ENTRY  
AND  
OFFICER ENTRY  
CANDIDATES**

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## **THE FOLLOWING INFORMATION IS APPLICABLE TO ALL CANDIDATES (OFFICER OR GENERAL ENTRY)**

This article provides you with some practical advice that will assist you through the selection process. If you are seriously thinking about a career with the Australian Defence Force, then read on.

**Motivation** is a major point which will be evaluated in detail by each of the interviewers during the recruitment process. You must be well prepared and learn everything you can about the roles and responsibilities of the position you are applying for. As a candidate, expect the interviewer to ask questions aimed at satisfying themselves on these issues.

### **Ask yourself the following:**

- Do I really want to be a soldier, sailor, airman / airwoman or officer?
- Why do I want to be a soldier, sailor, airman / airwoman or officer?
- Do I have the right academic qualifications and personal traits to be become a soldier, sailor, airman/ airwoman or officer?
- Do I know the role and can I cope with the responsibilities?
- Do I know the training process?
- How much do I know about military life in general?
- How will my lifestyle be affected by joining the Defence Force?
- Do I understand the enlistment/appointment conditions of service?
- What does my family or partner think about my application?
- Can I offer unrestricted service? (see page 3 for more information)

**Detailed preparation** is necessary and you must learn as much as you can about the Defence Force and the particular service and position you are applying for. **To be more competitive**, each candidate should attempt to speak with a current serving Defence member in the same service and position where you are seeking a position. The educational standard required is the minimum acceptable. Importantly, do not forget your application is considered in competition with others on a national basis. Good academic results are not the only factor considered when selecting applicants for entry.

### **Know the following:**

- The training required to qualify in your job, including initial military training (IMT) and initial employment training (IET)
- The role and job description in detail and in your own words.
- The base locations relevant to your job and the basic types of equipment you will be using.
- Understand why you want the role and that particular service.
- The role of an officer and have an understanding of what leadership is (officer applicants only).

### **What will make you more competitive:**

- Motivation and attitude for study
- Research your subject
- Ambition and career knowledge
- Performance at your interview
- Enthusiasm

## **Information Required for the Defence Interview at your Assessment Session**

As part of the selection process you will be required to undertake an interview with a Defence Interviewer. You should know the answers to the following:

- Where and how long is your initial military training (IMT) training?
- What will you learn at basic/ officer training and what will the training environment be like?
- Where and how long is your initial employment training (IET)?
- What type of equipment might you use?
- How long will you enlist/appoint for?
- Where are the military bases that you may be posted to after training?
- What Corp (Army), Mustering/ Specialisation (Air Force), or Category (Navy) will you belong to?
- What are the main functions of the role you are applying for? How is the combat role related to this?
- What are the potential operating environments for your job role?
- What are the employment conditions for this job role – positive and negative.
- What are the pay entitlements for initial military training (IMT) / initial employment training (IET) and once fully qualified?
- What is the ADF policy on non-medical use of drugs?
- What will Service life be like?
- What is the Pre Enlistment Fitness Assessment?

Please Note: The above questions are only a guide. It is the minimum standard of knowledge we expect you to have. It is in your best interest to study as much relevant information as possible to prepare for the interview. There are a number of useful web sites contained throughout this document that will assist you in accessing this information.

### **Speaking with your Defence Interviewer**

This vital component of your Assessment Session is the opportunity you are given to demonstrate why you want to join the ADF and what you know about the job(s) you have applied for. The Defence Interviewer is a serving member of the ADF from any of the three services. They will determine your suitability - not only for the job(s) you have applied for but also whether you can cope with the demanding requirements of ADF service. The interview is confidential and there is no set time limit. However, most interviews take between 30 - 45 minutes.

At the end of the interview, your Defence Interviewer will either recommend you for the job(s) you have applied for or provide advice and suggestions on areas you need to address to improve your competitiveness. The best advice to candidates is to be honest and be yourself. If you get nervous, don't worry. There's no harm in telling your Defence Interviewer that you are nervous.

The questions the Defence Interviewer will ask are varied and are in no particular order. Don't be concerned if you cannot answer all the questions, however the more prepared you are the more confident you will be. The Defence Interviewer does not expect you to know everything word for word, particularly from the DefenceJobs website. Instead, concentrate on being able to express yourself in your own words. You are not being assessed on how well you can recite information.

Please Note: Some specialist General Entry jobs may be also be required to appear before a Selection Board e.g. Crew attendant, Security Police and Airborne Electronics Analyst. Refer to the Additional Requirements section of your job listing on the DefenceJobs website ([www.defencejobs.gov.au](http://www.defencejobs.gov.au)) for more information. The section below regarding Officer Selection Boards can also be used as a guide.

## **THE FOLLOWING INFORMATION IS APPLICABLE TO OFFICER ENTRY CANDIDATES ONLY**

### **Additional areas examined in the Defence Interview:**

**Your ability to lead others and communicate effectively**, both orally and in writing is an important part of being an Officer. Success on military courses and promotion examinations, as well as an Officer's day-to-day performance, depends greatly on strong communication skills. Accordingly, your Interviewer will note carefully your conversational skills, the use of a wide vocabulary, correct sentence structure and grammar. Additionally, they will assess your understanding of leadership concepts and your experience and potential for leadership positions as an officer. This may include an assessment of:

- Leadership positions you may have held
- School appointments
- Leadership camps
- Public speaking
- Community involvement
- Team sports participation
- General knowledge and understanding of current ADF operations (read national newspapers; read Defence newspapers)
- Self confidence
- Maturity

### **The Officer Selection Board (OSB)**

If you intend to apply for entry as an Officer or for the Australian Defence Force Academy and successfully pass the YOU and Assessment sessions you will be required to appear before an Officer Selection Board (OSB). The OSB consists of a series of activities designed to test aspects such as leadership skills, teamwork and individual abilities as well as a range of challenging problem-solving exercises designed to test your competitiveness for available vacancies.

The OSB usually consists of a number of activities including:

- Oral presentation (RAAF candidates only)
- Outdoor Activity and Fitness Assessment (GSO ADFA/RMC/ARES Army only)
- Formal interviews (all positions and Services for up to one hour)
- Attend Pilot Selection Agency (PSA) for all avenues of entry Pilots / Observers.

The formal interviews will be conducted before a panel of Officers usually including:

- President (Military Person)
- Specialist Officer (Military Person)
- Psychologist

The OSB will offer you the opportunity to make a favourable impression upon the Board. Board members will make allowances for applicants who are nervous and will do their best to put them at ease however they will expect you to overcome and control nervousness and present yourself in the most favourable light.

The following are points for you to consider to improve your presentation:

- Pay careful attention to dress and grooming. First impressions are important.
- Be quietly confident and sell yourself. Answer all questions fully and completely. Think before you speak.
- Listen carefully; be alert and responsive at all times.

**To help you prepare for the OSB**, you may have the option to attend an OSB Information Session. Your attendance is not a requirement of the recruiting process but is recommended to assist in your progress. There are many questions you must ask yourself before applying for an appointment as an Officer. You must be absolutely sure that you really want to be an Officer in the Defence Force and know the reasons why. Careful preparation is essential to ensure a sound presentation at interviews and OSB. There are some websites listed below which will be helpful with your preparation.

### **Useful Websites for Officer Entry Preparation**

DefenceJobs	<a href="http://www.defencejobs.gov.au">www.defencejobs.gov.au</a>
Navy	<a href="http://www.navy.gov.au">www.navy.gov.au</a>
RAAF	<a href="http://www.raaf.gov.au">www.raaf.gov.au</a>
Army	<a href="http://www.army.gov.au">www.army.gov.au</a>
Royal Military College	<a href="http://www.defencejobs.gov.au/rmc">www.defencejobs.gov.au/rmc</a>
Australian Defence Force Academy	<a href="http://www.defence.gov.au/adfa">www.defence.gov.au/adfa</a>
ADF Pilot Selection Agency	<a href="http://www.raaf.gov.au/psa">www.raaf.gov.au/psa</a>
ADF Reserves	<a href="http://www.defence.gov.au/reserves">www.defence.gov.au/reserves</a>
ADF Operations Link	<a href="http://www.defence.gov.au">www.defence.gov.au</a>
Seaman Officers	<a href="http://www.navy.gov.au/Publication:Warfare_Officers_Career_Handbook">www.navy.gov.au/Publication:Warfare_Officers_Career_Handbook</a>
Air Force Officers	<a href="http://airpower.airforce.gov.au/Publications/Details/402/Command-andControl-in-the-Royal-Australian-Air-Force.aspx">http://airpower.airforce.gov.au/Publications/Details/402/Command-andControl-in-the-Royal-Australian-Air-Force.aspx</a> (you can download a pdf version of the booklet for free)

## **THE FOLLOWING INFORMATION IS APPLICABLE TO GENERAL ENTRY CANDIDATES ONLY**

### **Recruit Training Establishments**

#### **Army Basic Training - Kapooka**

The Army Recruit Training Course is conducted at the Army Recruit Training Centre (ARTC). ARTC is located at Kapooka, approximately 12 km from Wagga Wagga NSW. The course is physically challenging and mentally demanding with a duration of 80 days. You will be required to work hard for up to seven days per week with little time for recreation. The working day is lengthy starting at 6:00 am and finishing at 10:00 pm.

The training is essentially the same for both genders. You will be required to partake in physical training sessions on most days and achieve set standards by assessment. Other training includes: weapon handling, first aid, drill, navigation, communication using a radio, field craft, administration, dress and bearing, military lifestyle and discipline.

Physical training is a vital requirement of military training. A qualified instructor will instruct you. Fitness will cover the following areas; Pre Enlistment Fitness Assessment, Swim Test, endurance training, strength training, pool activities, small team games, High Wire Confidence Course, Obstacle courses, endurance marching over increasing distances and bayonet training. The final fitness test is "THE CHALLENGE", a combination of endurance marching, obstacle courses, shooting and other activities. This test not only assesses fitness but also determination, teamwork mateship and confidence.

You will also be instructed in the handling and firing of the F88 Steyr and the F89 Minimi. This includes the stripping, assembling, cleaning, and firing of the rifle and machine gun. Safety is very important in this phase of training. Drill is also taught and is a part of everyday life in the Army, whether it is for a morning parade or a ceremonial duty. Field craft includes camouflage movement in the field and reaction drills. It also involves learning to live in the field and eat ration pack food, signalling etc.

You will be accommodated in a three-story brick building (Barracks) and share a room with three other recruits. The rooms contain a bed, wardrobe and a chair for each recruit. Each floor can accommodate up to 50 recruits

and this is known as a platoon. Within the platoon are groups of 10 recruits. This is known as a section. Each section has a Corporal in charge of it. Each platoon has a Sergeant and a Lieutenant as well. Platoons can be of mixed gender, however, male and female recruits will not share the same room. You will be instructed on maintaining the barracks and your room. Inspections are conducted on a regular basis.

The Army provides all your nutritional requirements. You will not need to take foodstuffs, drinks or supplements with you. You will eat in the Other Ranks (OR's) Mess. You will not normally be permitted visitors while conducting training. However, friends and relatives are encouraged to come to the March out Parade.

Some of the administration that will be conducted while at Kapooka includes: induction briefs, X-Rays, a blood test, issue of equipment and clothing, pay and allowances, maintaining barracks, dental check ups and inoculations. You will also receive instruction on maintaining equipment and clothing, drugs policy, unit and standing orders, the Defence Force Discipline Act, Occupational Health and safety, Harassment awareness, Corps in the Army, leave and removal entitlements.

The aim of the training at ARTC is to obtain the basic requirements of a soldier and prepare you for your job training. It will also inspire other soldierly skills such as: the will to win, dedication, duty, honour, courage and mateship.

### **Navy Basic Training - HMAS Cerberus**

The Recruit School (RS), in HMAS CERBERUS, is situated on Western Port Bay, Victoria, about 70 kilometres south east of Melbourne. The school has its own Administration Building, Accommodation Blocks and Classrooms. On arrival you will be issued with tracksuit, bedding, towels and allocated accommodation.

Your first four days in HMAS CERBERUS will be mainly taken up with medical and dental check-ups, issue of initial kit, haircuts, completion of documentation, parade training and fitness training.

The next ten weeks covers the Recruit Course, which is designed to give you sufficient knowledge and skills on which to base your service career. The course includes both classroom and practical activities. Most subjects are individually tested. Examinations are set to ensure Recruits are sufficiently prepared to undertake further specialist training at category schools. Private study areas are available in the school and a Duty Instructor is available for assistance during non-instructional hours.

Recruits who successfully complete the course participate in a Graduation Parade, which is normally held on Friday of the last week of training. Recruits will have the opportunity to invite family and friends to view the parade.

Although training days can differ the following routine gives an indication of a typical day at Recruit School:

0520	Call the hands	1700	Duty Watch muster, Recruit
0525	Recruit School fall in for roll call		School fall in for evening meal parade
0530 - 0600	Early Morning Activity (EMA) (not for Duty Watch)	1710	Recruit school March to Dinner
0550	Duty Watch out pipes - fall in on Forecastle	1715 - 1745	Dinner
0555 - 0630	Duty Watch march to breakfast	1830	Cleaning Stations
		1900 - 2000	Duty Officer's Rounds (Inspection)
0600 - 0620	EMA hands clean into dress of the day	2230	Lights Out
0620 - 0645	EMA hands fall in by classes		
0625 - 0645	EMA hands to breakfast		
0630	Duty Watch out pipes - muster		
0635 - 0715	Duty Watch to cleaning stations		
0645 - 0715	EMA hands to cleaning stations		
0730	Recruits attend Morning Parade or Instruction		
1115	Lunch		
1220	Fall in for 'Both Watches' (muster)		
1230	Instruction		
1630	Secure from Instruction, clean into night clothing		

## **RAAF Basic Training – RAAF Base Wagga**

1 Recruit Training Unit (1RTU) is located at RAAF Base Wagga, located at Wagga Wagga in South Western NSW. The aims of the recruit course are to:

- a. Provide an orderly transition from civilian to Service life;
- b. Equip recruits with the basic military knowledge, skills and physical fitness to perform their future roles in the RAAF; and
- c. Develop the values, attitudes and personal qualities required of RAAF members.

The length of the course is ten weeks and two days, not including travelling time to or from RAAF Wagga. However, your time at 1RTU may be extended if you are back coursed due to injury or training failure. You should therefore avoid making serious personal and financial commitments in anticipation of definitely graduating after ten weeks and two days.

For the first week you will undertake a preliminary fitness assessment, initial briefings and post-enlistment induction activities. On arrival at Wagga your enlistment intake will be divided into course groups of approximately 30 recruits, and each course will be allocated a serial number and two Non-Commissioned Officers (NCOs). If recruit numbers are insufficient, the intake may comprise a single course. Your Course NCOs will be responsible for most of the instruction and supervision of your course, and will also be available to assist with any problems that you or your course-mates may have; whether related to training, administration, or personal matters.

The content of the recruit course is the same for all enlistees; irrespective of their age, gender, experience or intended employment mustering. The course covers common aspects of military knowledge, skills and attitudes that are necessary for all airmen and airwomen to operate effectively in the Air Force.

The Recruit course is designed to be a total learning experience, which will dominate your life for the time that you are at Wagga. You will undertake active outdoor training in practical skills such as drill; weapon handling and firing, airfield defence, fire fighting, abseiling and fitness; as well as formal classroom lessons on RAAF knowledge, military law, personal administration, interpersonal skills and first aid. You will also be required to maintain your personal behaviour, appearance, belongings and accommodation to high military standards at all times. All aspects of the training are assessed by practical and/or written examinations and personal assessments, and you must pass every area of the course to a satisfactory standard in order to graduate. Although the standards required are high, they are well within the reach of all enlistees.

If you need to undergo training for your specific mustering it will be conducted at another training school after you successfully complete recruit training. All necessary information on your mustering training will be provided by your Recruiting Centre. If you have any pre-enlistment questions about your mustering training, including dates, course length and content, you should ensure that they have been answered by your Recruiting Centre before you come to 1RTU.

## Useful Websites for General Entry Preparation

**[www.defence.gov.au](http://www.defence.gov.au)**

**[www.defencejobs.gov.au](http://www.defencejobs.gov.au)**

Go to the Additional Information page for:

1. Important Requirements of ADF service (Essential Reading)
2. Joining Instructions
3. Conditions and Benefits of Service
4. Frequently Asked Questions

**[www.navy.gov.au](http://www.navy.gov.au)**

Go to the Additional Information page for:

1. Navy Today
2. Commanders
3. Navy Recruit School
4. Navy in Brief
5. Equipment
6. Establishments
7. Fleet Activity

**[www.army.gov.au](http://www.army.gov.au)**

Go to the Additional Information page for:

1. What's On
2. Meet the Chief of Army
3. Organisation
4. Units of the Army
5. Army Recruit Training Centre (ARTC)
6. Traditions

**[www.raaf.gov.au](http://www.raaf.gov.au)**

Go to the Additional Information page for:

1. About Us
2. Structure
3. Organisation/ Bases
4. Aircraft
5. History
6. News

**[www.defence.gov.au/army/artc](http://www.defence.gov.au/army/artc) - Army Recruit Training**

## **IMPORTANT REQUIREMENTS OF ADF SERVICE – POLICIES AND CONDITIONS**

The topics listed below are Defence conditions of service and policy matters that you should read and become familiar with. You will be given an opportunity by your DFR Case Manager to discuss any aspect of these topics with a military Careers Counsellor. You will be expected to have read and formed a basic understanding of these matters by your Assessment Session.

### **Operational Service**

As the primary role of the ADF is the defence of Australia and its interests, all personnel face the possibility of deploying to, or near, war zones should major hostilities occur. While the degree of exposure to combat situations would depend on a number of factors, in many situations, a member of the ADF will be called upon to engage in direct action against enemy forces. Additionally, in peacetime, elements of the ADF may be required to deploy to unstable areas where the risk of violence is high. In these cases, personnel may be required to engage in offensive or defensive action for the protection of themselves and others.

ADF personnel may also be required to participate in other forms of operational activities where a degree of personal risk still exists. Such duties could include major exercises, search and rescue missions and natural disaster relief.

The only possible exception to this requirement is in reference to minors and Reserves (refer to Age Restriction below).

### **Sea Service**

All Navy personnel serve at sea as required. Also some roles such as Marine Specialist and Cargo Specialist from the Army may require you to go to sea.

### **Defence Force Discipline Act**

ADF personnel are subject to military law, with its own judicial arrangements (Courts) and punishments, in addition to normal civilian law. Defence personnel are legally bound to follow all lawful commands which may be given at any time and which could involve considerable risk to life. Such orders could require personnel to live, work and fight anywhere in Australia or overseas at short notice.

What is military discipline law?

*The Defence Force Discipline Act 1982 (DFDA)* establishes a legal system for the maintenance and enforcement of service discipline. Military discipline law concerns offences that are uniquely military, as well as other civil offences that occur in a military environment both in Australia and overseas. Offences are usually prosecuted within the military discipline system, with punishments ranging from fines to imprisonment with some unique military punishments such as reduction in rank. Criminal offences or other illegal conduct may be referred to civilian prosecuting authorities or civilian police.

How does the military discipline system apply to you?

Discipline is critical to maintaining command and operational effectiveness. The ADF military discipline system provides a legal system that is tailored to the requirements of service in the ADF and the requirements of a disciplined force while protecting the rights of individuals to ensure an ordered, fair, and just workplace. As a member of the ADF you are entitled to legal advice through the ADF Legal Service.

## **Military Discipline System**

The Discipline Officer Scheme is the lowest level of disciplinary action available under the Defence Force Discipline Act (DFDA). It enables commanders to deal with minor disciplinary offences in a simple, quick and fair manner.

Summary Authority Trials are the next level of disciplinary action under the DFDA. It enables commanding officers and officers appointed as superior summary authorities to deal with more serious disciplinary offences.

Defence Force Magistrate and Courts Martial proceedings are the highest level of disciplinary action under the DFDA.

The DFDA provides for the automatic review of summary authority proceedings by a 'reviewing authority'. An ADF member convicted of a service offence may, depending upon the circumstances, have rights of appeal to the Defence Force Discipline Appeal Tribunal, the Federal Court or the High Court of Australia.

## **Unrestricted Service**

All new members of the ADF must be able to provide unrestricted service. This means they must be free to be moved or deployed across Australia and overseas if necessary. The implication from this is that a candidate cannot have any civil or criminal restriction placed on them that would limit their ability to provide unrestricted service. Any candidate subject to an order/sentence that impedes unrestricted service in the ADF cannot be processed until such restrictive circumstances cease. Types of such circumstances may include Community Service, Good Behaviour Bonds or Apprehended Violence Orders (AVOs).

## **Service Allowance**

ADF personnel may be required to work long hours, shift work and/or irregular hours. When they carry out such work, there are no penalty rates or overtime paid, but the Service Allowance is intended to compensate the majority of ADF members for the special demands and exigencies of Service life. This includes the requirement to be on call at all times and the need to work long and irregular hours, as required. While most commanders will endeavour to recompense overtime worked with leave (see page 6-7), there is no guarantee that this will occur as a matter of course.

## **Interdependent relationships and partner's employment**

If applicable, you may be able to apply for recognition of an interdependent relationship, which entitles you and your partner to benefits such as removals and subsidised housing. You should also be aware that service in the ADF can place strain on relationships and posting requirements may impact on your partner's employment. The ADF recognises same sex relationships. If you have concerns about the impact of service life on your relationship/family, you should discuss these with your Case Manager.

## **Military and Trade Skills**

Throughout their career, members of the ADF are required to acquire and maintain military skills as well as those trade skills and professional qualifications applicable to their employment. Military skills include competency with weapons, combat proficiencies and drill and ceremonial procedures.

## **Initial Minimum Period of Service (IMPS)**

All candidates are required to serve an initial minimum period of service dependent on their chosen avenue of entry.

## **Age Restriction**

The ADF observes a minimum voluntary recruitment age of 17 years. All minors (under 18 years of age) must have the written consent of their parents or their guardian to join the Services prior to enlistment or appointment. As evidence of proof of age, all persons wishing to join the ADF must present an original or certified copy of their full birth certificate to their Case Manager.

The ADF will take all feasible measures to ensure that minors do not participate in hostilities; however there might be times that this will not be possible.

## **Gender Restrictions**

Defence offers wide employment opportunities for both men and women, but currently does not employ women in direct combat roles. The following positions are currently not available to females:

- **Navy**  
Clearance Divers
- **Army**  
All Royal Australian Infantry Corps  
All Royal Australian Armoured Corps  
All Royal Australian Artillery Corps

Note: Female soldiers and officers may serve in the Royal Australian Artillery (RAA) Corps within Surveillance Aircraft Operator, Operator Weapon Locating Radar, Artillery - Air Defender or related RAA officer employments currently only within Surveillance, Targeting and Acquisition.

Full Time Combat Engineers (Combat Engineers are defined as those employed in Combat Engineer Regiments and does not include Construction Units, Engineer Design Units and Facilities Management Units, Geomatic Engineers and Illustrators).

- **Air Force**  
Ground Defence Officers  
Airfield Defence Guards  
Ground Defence Reserve Group

## **Postings and Deployments**

ADF posting policy reflects the need to fill current vacancies as well as the need to rotate personnel through operational, staff and training appointments to develop the skills and experience level of Defence Force members. Such rotations are not always possible within the same geographic area. Accordingly, ADF personnel, and their families, will normally experience a number of moves, between different localities, during their career. However the ADF will assist families significantly to mitigate any disruptions due to these rotations by providing removal leave, financial and accommodation assistance.

Deployments of ADF personnel within Australia and overseas occur on a regular basis in response to events such as peacekeeping missions, planned exercises and natural disasters. In many cases, members are required to move at short notice to areas providing only basic amenities. Such

deployments will result in separation of members from their families for the period concerned. During such deployments the Defence Community Organisation (DCO) provides family support.

### **Medical and Physical Fitness**

Medical fitness is a fundamental requirement for entry to, and retention in, the ADF, since all members may be called upon to perform operational service, often at short notice. To be able to fulfil these duties, personnel are required to undertake, to varying degrees, arduous training, both during initial military training (IMT) and initial employment training (IET) on an ongoing basis throughout their career. For such activities, the highest level of medical fitness is required. Those who cannot meet these standards may jeopardise the safety of others or unfairly cause their duties to be performed by others. Any injury or illness permanently affecting a member's fitness for duty may ultimately result in discharge from the ADF. To assist you maintain the best health, the ADF provides full free medical and dental assistance to ensure you stay healthy.

Equally, high standards of physical fitness are necessary for ADF members to effectively carry out operational tasks to which they have been assigned. All ADF personnel must be capable of achieving and maintaining a prescribed level of physical fitness as a function of operational preparedness. Personnel are required to undergo regular physical assessments to ensure they are maintaining the required level of physical fitness. Personnel who cannot meet these standards after remedial training will normally face discharge from the ADF.

Australian Defence Force personnel must maintain medical and dental fitness. After entry into the Australian Defence Force, all Service personnel are required to undergo regular dental treatment, inoculations, HIV and Hepatitis testing, re-vaccination and any urgent surgical treatment that may be required as determined by medical authorities.

### **HIV (AIDS) and other Viral Testing**

If you are successful in gaining entry to the Australian Defence Force, your offer of enlistment/appointment will be subject to being tested for HIV (the AIDS virus) and other viral infections including Hepatitis B and C before enlistment / appointment. If you have personal objections to HIV or Hepatitis testing, you have the right to withdraw your application at any time prior to being appointed or enlisted.

### **Dress and Grooming Standards**

Teamwork and esprit de corps are among the qualities essential to the proper functioning of any armed service. To foster these attributes and to allow for identification of its members the three Services set out various dress and grooming regulations. By wearing the uniform of their parent Service and by having the same general style of appearance, members of the ADF are given a sense of belonging and being part of an organisation with long standing and proud traditions. Additionally, well-groomed members of the ADF help to promote a sense of confidence and pride in the military among the Australian community.

Normally military dress and grooming regulations will reflect, in a general manner, community trends. However, not all fashions in clothing, accoutrements and appearance will be permissible for ADF personnel when on duty or in uniform. Equally, specific rules may be introduced for certain groups or in special areas to allow for operational, hygiene and safety requirements.

### **Body Embellishment restrictions**

The Australian Defence Force (ADF), have particular personal presentation requirements for serving members. This must be adhered to at all times including time of Enlistment. Throughout the recruiting process this subject will be discussed and you will be expected to inform DFR of any current body

embellishments at the present time. A body embellishment will include tattoos, branding, piercing, earlobe stretching, bead implantation and any other form of body modification.

Tattoos and / or brands are prohibited on certain regions of a candidate's body for those wishing to enter the Australian Defence Force:

- Navy candidates, the face includes the scalp, ears and neck
- Air Force candidates, the face (excluding the scalp, ears and neck)
- Army candidates, tattoos are prohibited on the face (which includes the scalp, ears and neck) and the hands

Apart from the face (and hands for Army candidates), tattoos and/or brands are permitted on other parts of the body, unless the tattoo or brand is considered offensive.

Candidates displaying offensive embellishments are also considered unsuitable for entry to the ADF. Any decision to take action in removing or correcting the body embellishment is your decision only and at your expense. This action will not guarantee entry into the Australian Defence Force and you will be subject to further assessment by DFR.

The ADF has additional requirements regarding other forms of body branding, piercing, earlobe stretching and bead implantation. Refer all enquiries to your Careers Counsellor or your local Defence Force Recruiting Centre for specific guidance.

### **Regulation of Lifestyle**

Because the community expects the members of its armed forces to be of the highest calibre, both physically and ethically, the ADF has in place a number of regulations which impact on the lifestyle of military personnel. These rules relate to areas such as the non-medical use of drugs, consumption of alcohol, unacceptable behaviour and indebtedness. Many of the practices banned by military regulations are sometimes permissible under civil law and in many cases seen by some in the community as an acceptable lifestyle.

### **Equity, Diversity and Unacceptable Behaviour**

The ADF supports and complies with the Federal government legislation and direction regarding the provision of a work environment that is healthy, safe and free from harassment and discrimination. The ADF is committed to the protection of individuals from discrimination, harassment, and unacceptable behaviour and unnecessary danger in the normal course of their duties. Additionally, there are circumstances when fraternisation between members may be contrary to the inherent requirements of ADF service. Any behaviour, which constitutes harassment, discrimination or unacceptable behaviour is not tolerated in the ADF. Incidents will normally warrant disciplinary and/or administrative action.

### **Police and Security Checks**

Candidates' police record and security background will be checked during the course of an application. The consent of the candidate is required. The police check is conducted in accordance with the Spent Convictions Legislation. Spent convictions will be considered for positions that require secret and higher security clearances. A security assessment conducted by ASIO will be obtained to determine your suitability for access to national security information and / or a secure area. Personal information provided by you in this application will be treated in strict confidence and will only be used for the purpose outlined in this paragraph.

## **Criminal Record Offence History**

A criminal record and/or an adverse assessment are two factors taken into account when assessing a person's suitability for entry into the Australian Defence Force. You are encouraged to discuss any aspects and or mitigating circumstances pertaining to a criminal record with your Defence Interviewer so that it may be taken into consideration prior to any final decision being made.

## **Pre-entry Medical Examination**

During the selection process your medical fitness will be assessed and you will be required to meet Australian Defence Force medical standards before an offer of appointment or enlistment will be made. Any offer is subject to you maintaining your medical fitness and passing a final medical examination on the day you are appointed or enlisted.

## **Drugs**

Drug or solvent misuse is not tolerated and attracts disciplinary action, including dismissal. Defence has a zero tolerance policy to any non-medical use of drugs. This includes abuse of prescription drugs.

## **Compulsory Drug Testing**

At certain times you may be required to provide a urine specimen as part of a Urinalysis Testing Program (UTP). A positive test result or refusal to provide a proper specimen may constitute grounds for dismissal.

## **Alcohol**

The ADF does not condone alcohol abuse and does not tolerate alcohol consumption practices that may impair a member's capacity to perform the work allocated to them. The ADF recognises society's attitudes to alcohol consumption and encourages its members to take a sensible and balanced view of the subject.

## **Performance Appraisal System**

The Australian Defence Force (ADF) uses performance management as the process to monitor and reward good performance and, where necessary, identify and resolve any work-related performance issues. Performance management plays an important role throughout a person's ADF career. Every one in the ADF, whether an officer/ sailor/ soldier/ airman/ airwoman, must have a performance agreement in place with their supervisor. No matter what a member's role is or where a member is located, all ADF members participate in the performance management process.

A member's job specific performance agreement will outline the member's goals and the results that can reasonably be expected during the reporting period. This is similar to the performance appraisal reporting system the Department uses for its civilian employees. At the end of the reporting period, the member's immediate supervisor will assess the member's performance against the goals set in the agreement. This is then reviewed by another, more senior supervisor. At the completion of this review, the cycle starts again.

Members' performance appraisal reports are used for a range of career management purposes. These include promotions and postings, and provide a permanent record of members' achievements throughout their ADF career. The ADF also has a duty to manage under performance and uses a range of administrative actions to manage any member whose conduct, performance or standards is found to be below satisfactory. These actions provide members with the opportunity to improve/correct their conduct, performance or standards in order to avoid the imposition of more severe penalties.

All ADF members are encouraged to take an active role in the management of their own performance. Members are involved in the identification of their performance goals at the beginning of the reporting period and are briefed on the content of their performance assessment at the end of the reporting period. A member can also make representation if they disagree with any of the assessments contained within a performance report.

### **Return of Service Obligation (ROSO)**

Avenues of entry offered by the Australian Defence Force, which involve a lengthy course of study or training, such as the Undergraduate Scheme or the Australian Defence Force Academy, attract a ROSO. A serving member who has completed or partially completed such a course will normally be required to serve for a stipulated period prior to being permitted to leave the Defence Force.

### **Training Failure**

If you unfortunately fail to complete any module of your initial training your ADF service may have to be terminated. In certain situations, you may however be offered alternative or remedial training.

### **Conclusion**

If for any reason you anticipate that it will be difficult for you to meet the required standards outlined above, you should discuss the issue with your DFR case manager.

## **CONDITIONS AND BENEFITS OF SERVICE (HOUSING, LEAVE ETC.)**

### **Leave Entitlements**

Annual leave amounting to 20 working days or four weeks is credited annually for 12 months of service. There are many other types of special purpose leave that may be granted in certain circumstances or used to compensate for arduous, special or prolonged duty. This includes trainee leave, Seagoing and Flying leave, Remote Locality and Field Service leave.

### **Long Service Leave**

Long Service Leave accrues at a rate of nine days per year of service and may be taken after 10 years of service. Employment with Government Departments and Authorities (Government sponsored) such as hospitals, councils etc, may also count for Long Service Leave Purposes, providing there is not more than 12 months break in continuity between that employment and your joining the ADF.

### **Annual Leave Free Travel**

A member serving in Australia, whose home location is not in the locality of his or her place of duty, is granted travel at ADF expense to and from the address of his or her home location within Australia, for the purpose of taking Annual Leave at that home location. In cases where the member's nominated family is permanently resident overseas, the travel entitlement is by entitled means to and from the international terminal in Australia nearest the member's locality of posting from which a flight departs to the overseas locality of the nominated family. Such free travel may be granted at the following frequencies:

- a. For members of the Navy serving in remote localities in Australia (including those serving in seagoing ships based in remote localities) - once in each leave year;
- b. For other members of the Navy - twice in each leave year;
- c. For members of the Army or Air Force posted to a seagoing ship which is not based in a remote locality - twice in each leave year; and
- d. For other members of the Army or Air Force - once in each leave year.
- e. For members with dependants, this provision only applies when they are posted for intermediate or long-term duty and proceed unaccompanied.

### **Leave Travel for Trainees**

A trainee may, subject to Service requirements and course structures, be granted free return travel to the address of the member's home location within Australia during term or semester breaks in the course, or on graduation, on up to three occasions in any period of twelve months' duration. Conditions apply.

### **Medical and Dental Treatment**

The ADF provides, free of cost to you, full medical and dental treatment as is required to keep or restore you, as far as possible, to normal health. Certain procedures, for example, cosmetic surgery are not normally provided at Defence expense.

## **Accommodation Assistance**

Married members, members in ADF recognised defacto relationships and certain single members with dependants (who have been recognised as dependants by the ADF), who are posted to localities where they do not own a suitable home, and in which they intend to maintain a family home, are entitled to accommodation assistance. This assistance may be either the provision of a Service Residence or payment of a Rental Allowance if no Service Residence is available and the member is required to obtain accommodation from the private rental market. To qualify for a Service Residence, the period of posting must normally be for at least 12 months. If you are posted for a period of less than 12 months, you may receive Rental Assistance or you may be allocated a Service Residence on a temporary basis if one is available.

All Service Residences are unfurnished. Some Service Residences are located on base, but most are located in the civilian community.

Living-in quarters are normally provided by the ADF to accommodate members without dependants, unaccompanied members and transient personnel, including members who are attached for short periods of duty or training away from their unit location. There is no compulsion to use living-in quarters, except in special circumstances, for example, when undertaking initial military training (IMT) and initial employment training (IET). There may be times when living-in accommodation is not available due to refurbishment activities or large personnel movements, resulting in members being required to find accommodation in the private rental market utilising the Rental Allowance (RA) Scheme.

## **Further Education for Serving Members**

The Defence Assisted Study Scheme (DASS) exists to encourage Service personnel to undertake educational and training courses which enhance their professional capability. DASS aims to give Service personnel the opportunity to participate in the general upward movement of educational levels and to increase their professional effectiveness.

Only members of the ADF on full-time service or on leave from that service (including leave without pay) are eligible for assistance through DASS.

Approval may be given for courses of study conducted or arranged by:

- a. Australian public education or vocational training institutions including public universities, institutes of technology, colleges of advanced education and secondary schools; or
- b. Any other institution approved on a case-by-case basis by the approving authority, but not private or overseas institutions when similar courses are reasonably available to the member through public institutions in Australia.

Financial assistance may include:

- a. Compulsory tuition fees,
- b. Other compulsory fees levied by the institution, and
- c. Higher Education Loan Program (Help) debts.

Defence aims to provide a high level of financial support for further education. Every effort will be made to maintain reimbursement rates at 75% or higher and up to 100% of approved costs may be reimbursed. However members can not anticipate any specific level of financial support which may vary depending on the availability of funding, the number of applications submitted across the ADF,

and relevance of the subject matter to be studied in relation to the member's current or future position. The reimbursement rates are varied to ensure DASS expenditure remains within the available budget and in some circumstances reimbursement rates could fall significantly below 75%. For all courses completed within a calendar year the same reimbursement rate will apply across all DASS levels.

Members may be eligible for a maximum study release of 90 hours per semester. Residential segments are to be included in the 90 hours per semester, calculated at 7.5 hours per full day of release.

Up to three hours travelling time may be granted in any week for travel to or from approved study activities where the travel must occur in normal duty time.

## **Removals**

The word 'removal' is commonly used to mean the entitlement for you, your family and your belongings to be removed from one place to another at ADF expense. Generally a removal is a consequence of a posting.

The type of removal that is granted, i.e. furniture and effects or personal effects only, depends on how long you are likely to remain with your family in the new locality after the removal has been undertaken.

## **Posting Policy**

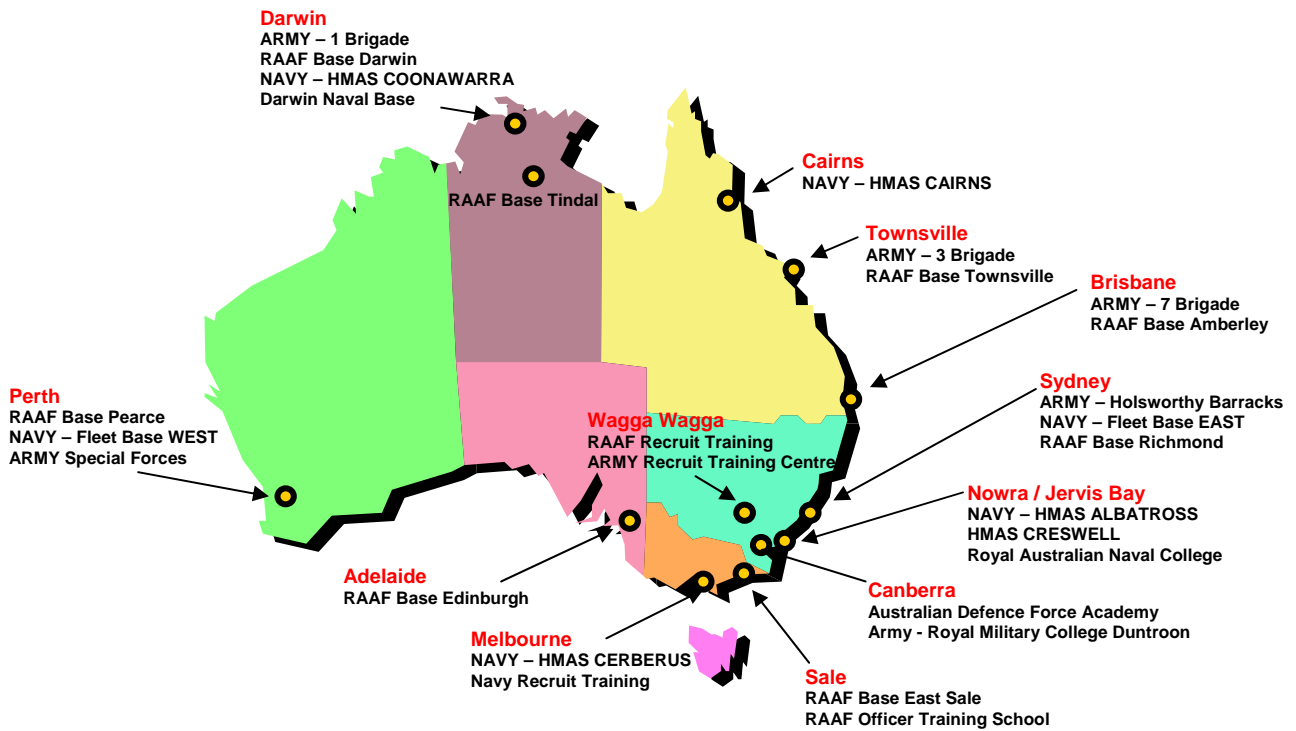
Posting Policy reflects the ADF's need, which is not only to fill vacancies but also to prepare for the future through career development. In this respect, the rotation of personnel through operational units and staff and training jobs is an essential requirement in the peacetime Defence Force. This policy is designed to provide personnel with the maximum exposure to operational and related Service environments, even if only in a training context, whilst ensuring that members are relieved before staleness or fatigue.

Factors taken into consideration when posting personnel include personal preferences, family welfare or compassionate circumstances. A member's preferences are recorded and reviewed at regular intervals and remain readily accessible to posting planners for consideration. However, personal preferences cannot be the overriding influence on selection. ADF personnel should be aware that on joining the ADF they might be required to move frequently throughout their careers. Although in many cases such moves are anticipated and an attraction to join in the first place, the degree of willingness to accept frequent moves can vary through a member's career depending on family circumstances.

It is in the interests of the ADF that postings be sufficiently long for personnel to develop an understanding of their jobs. This is necessary if we are to develop sound techniques, procedures, doctrines and organisation. Longer postings also contribute to job satisfaction, family welfare and domestic stability. The posting policy therefore aims at achieving lengthy postings, preferably of three years minimum duration. Postings may be of a lesser period in exceptional circumstances. Every effort is made to provide geographical stability for personnel who have children in the last two years of secondary school.



# MAJOR DEFENCE BASES



# F88 STEYR



This is the basic rifle used by all three services of the Australian Defence Force.