



DEFENCE FORCE **RECRUITING**

IMPORTANT INFORMATION FOR

RESERVE GENERAL ENTRY AND OFFICER ENTRY CANDIDATES

General RESERVES Information	3
The following information is applicable to ALL RESERVE CANDIDATES (Officer or General Entry)	4
Motivation	4
Ask yourself the following	4
Detailed preparation	4
Know the following	4
What will make you more competitive	4
Information Required for the Defence Interview at your Assessment Session	4
Speaking with your Defence Interviewer	5
The following information is applicable to RESERVE OFFICER ENTRY CANDIDATES ONLY	6
Additional areas examined in the Defence Interview:	6
Your ability to lead others and communicate effectively	6
The Officer Selection Board (OSB)	6
To help you prepare for the OSB	6
Useful Websites for Officer Entry Preparation	7
ARMY	7
General Service Officer First Appointment Course (GSO FAC)	7
Specialist Service Officer First Appointment Course (SSO FAC)	7
NAVY	8
RAAF	9
The following information is applicable to RESERVE GENERAL ENTRY CANDIDATES ONLY	9
Recruit Training Establishments	9
Army Basic Training - Kapooka	9
Navy Basic Training - HMAS Cerberus	10
RAAF Basic Training – RAAF Base Wagga	10
Useful Websites for General Entry Preparation	12
Important Requirements of ADF Service – Policies and Conditions	13
Operational Service	13
Sea Service	13
Defence Force Discipline Act	13
Military Discipline System	13
Military and Trade Skills	14
Age Restriction	14
Gender Restrictions	14
Medical and Physical Fitness	14
HIV (AIDS) and other Viral Testing	14
Dress and Grooming Standards	15
Body Embellishment restrictions	15
Regulation of Lifestyle	15
Equity, Diversity and Unacceptable Behaviour	15
Police and Security Checks	15
Criminal Record Offence History	16
Pre-entry Medical Examination	16
Drugs	16
Compulsory Drug Testing	16
Alcohol	16
Performance Appraisal System	16
Training Failure	16
Conclusion	17
Benefits of Service	17
Employer Support Payment (ESP) Scheme	17
Leave Policy	17
The Defence Reserves Support Council (DRSC)	17
Department of Defence Reserve and Employer Support Division - Office of Reserve Service Protection (ORSP)	17
Employer Engagement Program (EEP)	18
Fitness Standards Required for Entry into THE ADF RESERVE	19
Army	19
Air Force	19
Navy	19
Major Defence Bases	20
F88 STEYR	20
Other useful websites	12

GENERAL RESERVES INFORMATION

Defence Reservists make a commitment to train and serve in the defence and protection of Australia. The Australian Defence Force (ADF) is increasingly drawing on the skills and expertise of these part time military personnel to maintain the ADF's capability.

Reservists have provided **humanitarian relief** to communities in Pakistan, Thailand, Rwanda and Somalia. They served alongside their full-time counterparts to increase security and stability in Timor-Leste and Bougainville. They are currently deployed on operations in Afghanistan and the Solomon Islands.

Reservists fulfilled important **security roles** at the APEC Australia 2007 forum, the 2006 Commonwealth Games in Melbourne, the Sydney Olympic and Paralympics Games, the Commonwealth Heads of Government Meeting and the 2003 Rugby World Cup.

Reservists make a valuable **contribution to the community**, providing assistance in times of natural disasters such as floods, droughts and fires and in emergency rescue operations. More than 1300 Reservists were involved in Operation Victoria Fires Assist in early 2009. *Employer support gave Defence Reservists the ability assist their fellow Australians during this tragic bushfire disaster.*

You — The Reservist

Defence Reservists are not only committed to the defence and protection of Australia, but also in most cases, committed to a civilian career as well. The support of their employers and families, as well as the community, is vital.

It is therefore important to manage their Reserve commitment along with their civilian career obligations and aspirations. There should not be a conflict between your military and civilian careers, especially as the skills you gain as a Reservist benefit your civilian employment and your employer. Therefore, it is important that your employer supports you — the Reservist.

Why you need your employer's support

Having your employer's support as a Reservist is invaluable when managing your service obligations, such as requesting leave to attend training or an exercise, and especially if you are nominated for a period of continuous service training or deployment. Being open and honest about your commitments as a Reservist and telling your employer about the skills and training you receive as a result will help a great deal. Your employer will be more likely to support you if they recognise the extra skills and qualities you are gaining and how they can assist their business or organisation.

Further Information:

Reservists Handbook

Website: www.defencereserves.com and click on the link 'Support for Reservists'

THE FOLLOWING INFORMATION IS APPLICABLE TO ALL RESERVE 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 becoming a reservist 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 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?
- Do I understand that I will need to balance my current civilian employment or university studies, my family-life with my new commitments as a Defence Reservist?
- 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 recruit/officer training?
- What will you learn at basic recruit/officer training and what will the training environment be like?
- What type of equipment might you use?
- What unit will you be posted to?
- 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?

- As Army Reserve General Entry do you understand that you will be required to commit to 28 days continuous training?
- What are the pay entitlements for recruit/job training and once fully qualified?
- What is the ADF policy on non-medical use of drugs?
- What is your normal parade night and how will you get there?
- 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. See pages 12 and 21 of this document for a list of useful web sites where you will be able to access 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 Reserves, 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 to 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.

THE FOLLOWING INFORMATION IS APPLICABLE TO RESERVE 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, 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
- How you plan to balance your current civilian employment or studies with your new commitments as a Defence Reservist, particularly whilst undertaking training.

The Officer Selection Board (OSB)

At your Defence Interview 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 to undertake Officer training.

The OSB usually consists of a number of activities including:

- Oral presentation (RAAF candidates only)
- Outdoor Activity and Fitness Assessment (Army candidates only)
- Formal interviews (all positions and Services for up to one hour)

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. You need to understand that training to become an Army Officer in the Reserve is demanding and requires a high level of personal commitment, so ensure you view the information located at the Army and Royal Military College websites listed below. 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	www.defencejobs.gov.au
Navy	www.navy.gov.au
RAAF	www.raaf.gov.au
Army	www.army.gov.au
Royal Military College	www.defencejobs.gov.au/rmc
ADF Reserves	www.defence.gov.au/reserves
ADF Operations Link	www.defence.gov.au
Seaman Officers	www.navy.gov.au/Publication:Warfare_Officers_Career_Handbook
Air Force Officers	http://airpower.airforce.gov.au/Publications/Details/402/Command-andControl-in-the-Royal-Australian-Air-Force.aspx (you can download a pdf version of the booklet for free)

ARMY

General Service Officer First Appointment Course (GSO FAC)

The GSO FAC is designed to train Army Reserve Officers to command platoon size groups on peace and security operations.

Training is delivered by the Royal Military College (RMC) of Australia. RMC is an elite officer training college with an enviable international reputation. It has been in existence since 1911. Like West Point in the United States and the Royal Military Academy, Sandhurst in the United Kingdom, RMC is renowned for providing one of the best standards of leadership and management education in the world.

The GSO FAC will take approximately two years to complete, however, depending on individual availability, the course can be completed in a shorter timeframe. The course consists of an initial training block at the Army Recruit Training Centre, Kapooka, then residential and non-residential training at local University Regiments, followed by the final training block at RMC Duntroon. The five residential training blocks are presently conducted at different locations around Australia, consolidated by training in your home unit and self paced learning package. However, in late 2011, there are plans to centralise the above University Regiment training in Sydney.

For further information on the GSO FAC is available at www.army.gov.au/rmc.

The Yearly Training Schedule

The training is challenging and requires a high degree of personal commitment by cadets to be successful. You will need to balance the GSO FAC training around your civilian employment commitments or university studies and your family life. However, the training blocks are scheduled around the key university breaks in summer and mid year. University Regiments and RMC provide assistance and support to cadets. This period of continuous training also helps develop a strong peer group for future service, much like the Full Time course.

Specialist Service Officer First Appointment Course (SSO FAC)

The Specialist Service Officer First Appointment Course (SSO FAC) aims to prepare Specialist Service Officers (SSO) to perform their specialist role with the Army Reserve.

During your first posting you will be required to complete the SSO FAC either within your local region or at RMC-D. The SSO FAC aims to prepare SSOs to perform their specialist role within the Army Reserve.

This course serves as an introduction to the Army, providing a fundamental knowledge of:

- Leadership
- Command and control
- Unit and personnel administration
- Basic military skills, and

- The ideals of officer behaviour and attitudes necessary for future employment.

Currently the SSO FAC is scheduled as a two week course for selected Army Reserve SSOs.

Conclusion

In order to become a competent, credible officer who is capable of effectively leading soldiers, you will need to become proficient in all the competencies taught during training. Only then will you be prepared for the responsibility of command. The responsibility of leadership combined with the dangers inherent on the modern battlefield requires officers of the Australian Army to uphold a unique set of core values.

NAVY

Officer Entry Navy Reserve

Officer entry to the General Reserve is open to civilians with or without previous service in the ADF. Those with previous service in a component of the ADF, or the Defence Force of another country, will be processed in a similar manner to civilian applicants but may be offered a rank and seniority up to Lieutenant Commander on promotion, consistent with the last substantive rank held.

Navy Reserve Entry officer Course (REOC)

All new Reserve entry Officers will undertake REOC. This course is conducted at the Royal Australian Naval College HMAS Creswell, Jervis Bay NSW. Training is divided into various phases and Reserve Officers have up to four years to complete them. The phases consist of:

- **Induction to the Royal Australian Navy (RAN) and Initial Officer Training (Residential) – IOT(R)**

Initial administration and appointment into the Naval Reserve (NR), including issue of kit, basic instruction, drill and issue of Navy ID card; a 15 day residential course at Royal Australian Navy College (RANC) at HMAS CRESWELL, covering subjects such as:

- Leadership and Management
- Drill
- Swim Testing
- Equity and Diversity
- Pistol Course
- Security

- **Initial Officer Training (Flexible) – IOT(F)**

Completion of 8 modules via flexible learning (distance learning) packages. Modules are:

- RAN History
- Officer of the Day
- Maritime Doctrine
- Divisional Officer
- RAN and Ship Organisation
- Defence Force Discipline Act
- Contemporary Naval Warfare
- Defence Writing

- **Pre-requisites for Sea Training**

The completion of three courses:

- Survival at Sea – 2 Days
- Combat Survival – 5 Days
- First Aid – 3 Days

These courses may be conducted at HMAS CRESWELL, HMAS CERBERUS or HMAS STIRLING and are required before proceeding to sea.

- **Sea Training Deployment (Short)**

A two week training deployment on a RAN ship at sea.

Officers joining RAN must successfully complete each phase within the following time frames:

- a. Induction to RAN and IOT(R) within 12 months of appointment.
- b. IOT(F) within 12 months of completing IOT(R) or 1.5 years after joining; and
- c. Per-requisites for Sea and Sea Deployment (Short) within 4 years of joining.

These time frames are considered to be maximum periods. Extensions may be approved for officers prevented from progressing their training for medical or employment reasons. Documentary evidence must accompany applications for extensions to these time frames. Other special circumstances for extensions will be considered on a case-by-case basis. However the maximum time frame to complete the REOC requirements is six years from date of appointment as an officer in the NR.

The purpose of this course is to develop the ability to lead and manage subordinates within RAN. It introduces students to the Naval Organisation, Drill, Customs and Discipline, and the professional standards required of a Naval Officer.

RAAF

RAAF Reserve Induction Training

Direct Entry officers who enter the RAAF Active Reserve are required to complete Initial Officer Course (IOC).

The Initial Officer's Course for Reserve officers can be completed in either full-time or modularised versions. The full-time course requires the reservist to undergo a 16 week course at Officers' Training School located at RAAF East Sale (ESL) in Victoria. Access to the full-time course is subject to vacancies and usually upon the granting of a full-time service employment contract termed, AFA 4J(3).

Most Reserve Officers/Officer Cadets undergo the part-time modular version that comprises five phases. The first and fourth phases of the course are delivered at the Reserve Squadrons and comprise the greater majority of the course. The second, third and fifth phases are by attendance at Officers' Training School. The attendance phases are of two-week, one week and two-week duration respectively. There is some flexibility in the sequence of undertaking some of these phases. However, regardless of the elected mode of training, a Reserve officer/officer cadet should complete their IOC within two years of entering the Reserve.

THE FOLLOWING INFORMATION IS APPLICABLE TO RESERVE 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 28 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, and 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 candidates 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 brief, X-Rays, 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.

For additional information on Army Recruit Training go to www.defence.gov.au/army/artc

Navy Basic Training - HMAS Cerberus

The Recruit School (RS) at 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.

Training for Naval Reserve (NR) Recruits comprises of three phases, as follows:

Phase 1: This training is residential, undertaken at the RAN Recruit School, located at HMAS CERBERUS, over 21 days (including weekends). NR Recruits will join general intake recruits for three weeks of training, which includes 'kitting up', swimming test, general induction (rites of passage), basic naval knowledge, parade training and weapons firing. You will undertake Phase 1 upon enlistment.

Phase 2: This is a distance learning task book containing 10 modules that can be completed by the member within a 12 month time frame. Progress and assistance is provided by the Naval Reserve Initial Entry Training Team, located at HMAS CRESWELL and CERBERUS.

Phase 3: This training is residential and focuses on sea skills over a 10 day period. It includes Combat Survivability Familiarisation (fire fighting and damage control), Survival at Sea and Sea Familiarisation Training (5 days on the vessel MV Seahorse Spirit). You are required to complete Phase 3 within 12 months from enlistment.

On completion of all three phases, recruits are promoted to SMN, which allows the member to progress to category / employment training.

Alternatively, if the Reserve member has the time available, they are able to join the permanent Navy counterparts and complete the Full Time 11 week Recruit Training Course.

For additional information on Navy Recruit Training go to www.navy.gov.au/recschool.

RAAF Basic Training – RAAF Base Wagga

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 Royal Australian Air Force; and
- c. Develop the values, attitudes and personal qualities required of RAAF members.

The length of the course is ten weeks and two days, either full-time or part-time versions not including travelling time to or from RAAF Wagga. Access to the full-time course is subject to vacancies and usually upon the granting of a full-time service employment contract termed AFA 4J(3). Most Reserve airmen/airwomen undergo the part-time version that comprises three modules. The first and third modules that comprise about 50 hours of instruction are delivered at the Reserve squadron. The second module is an attendance module of three weeks duration undertaken at 1RTU. The second and third module can be undertaken in any sequence. The first and third modules are based on open learning strategies and, therefore, can be commenced at any time. Usually, there are two opportunities each year to complete the second attendance module. Recruit training must be completed within two years. 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 initial briefings and post-enlistment induction activities with your entire intake (i.e. everyone who enlisted into the RAAF on the same day as you). 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, and 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, 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.

For additional information go to:

<http://www.airforce.gov.au/1rtu/index.aspx>

Useful Websites for General Entry Preparation

www.defence.gov.au

www.defencejobs.gov.au

Go to the Recruitment Centre page for:

1. Support and Downloads – Documents and Brochures - Miscellaneous
2. Support and Downloads – Joining Instructions
3. Frequently Asked Questions

www.navy.gov.au

1. Organisation
2. People - Leaders
3. People - Navy Recruit School
4. The Fleet – Ships, Location
5. The Fleet - Equipment

www.army.gov.au

1. Chief of Army
2. Structure –Organisation
3. Structure – Army Units
4. Recruiting - Army Recruit Training Centre (ARTC)
5. Identity - Traditions

www.raaf.gov.au

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

www.defence.gov.au/army/artc - Army Recruit Training

OTHER USEFUL WEBSITES

www.airforce.gov.au/1rtu - RAAF Recruit Training Unit

www.defence.gov.au/army/artc - Army Recruit Training

www.navy.gov.au/recschool - RAN Recruit Training School

www.defencereserves.com - Defence Reserves Support Council

www.defence.gov.au/army/rmc - Royal Military College Duntroon

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 (refer to Age Restriction below) or Reserve members whose operational service is normally voluntary. Your attention is drawn to the Enhancement of Reserve and Modernisation Act 2001.

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.

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.

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.

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

Medical and Physical Fitness

Medical fitness is a fundamental requirement for entry to, and retention in, the ADF. As such, the ADF has a duty of care not to recruit people with an increased risk of injury/illness or exacerbating an existing injury/illness. All members may be called upon to perform operational service, often at short notice, in remote geographical areas and under extreme environmental conditions. Therefore access to any specific medical care and/or dietary requirements may be limited. To be able to fulfil these duties, personnel are required to undertake, to varying degrees, arduous training, both during initial entry courses and 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.

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, inoculation, 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 will be subject to being tested for HIV (the AIDS virus) and other viral infections including Hepatitis B and C before enlistment. 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 sexual 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 sexual 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 sexual 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. The ADF has a program of random blood alcohol level testing.

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.

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.

BENEFITS OF SERVICE

Employer Support Payment (ESP) Scheme

ESP Scheme provides financial assistance to eligible employers to help offset the cost of releasing employees for most categories of Australian Defence Force service. ESP is paid at a set weekly rate regardless of the employee's salary and there are no restrictions on the way employers can use the money. The weekly rate is equivalent to the average weekly full-time adult ordinary time earnings.

Leave Policy

A. Public Sector Leave Guidelines - The Australian Government Employment Bargaining Framework (for more information visit www.deewr.gov.au/workplacerelements and following the link to Policies, then Australian Government Employment) requires the incorporation of leave policies and employment practices in enterprise agreements and other workplace arrangements that support the release of Defence Reservists for peacetime training and deployment (Bargaining Framework, Part 4.2).

B. Private Sector Leave Guidelines - These guidelines have been developed, in consultation with peak bodies, for all private sector employers. Federal, State, Territory and Local Governments and their instrumentalities are covered under separate policies.

The business environment is complex and multi-faceted. A single solution will not suit all circumstances. Accepting this, the aim of these guidelines is to provide a model of supportive arrangements and practices that is of general application.

The guidelines developed by the Defence Reserves Support Council (DRSC), provide clear direction to employers, Reservists and the Defence Force in relation to Reservists employed in the private sector. Employers are strongly encouraged to adopt the guidelines as a best-practice model for supportive workplace arrangements and practices.

The Defence Reserves Support Council (DRSC)

DRSC comprises representatives from peak employer groups, industry bodies and unions including the Australian Chamber of Commerce and Industry, the Australian Industry Group, the Council of Small Business Organisations of Australia and the Australian Council of Trade Unions. The tertiary sector, women's and youth groups and indigenous organisations are also represented on the Council. Council members are volunteers and include representatives from industry, small business, trade unions, youth and other interested community groups.

The DRSC aims to enhance the availability of the Reserve component of the ADF by promoting the benefits of employing members of the Reserve. The DRSC also aims to establish a flexible partnership with the community and employers so they are encouraged to support those in the Reserve.

Members of the DRSC can explain the rights and responsibilities of both employers and Reservists, in particular the details contained in the **Defence Reserve Service (Protection) Act 2001**. The Act makes it mandatory for employees to be released for Defence service and for the training necessary to prepare for that service. It also makes it unlawful for an employer to discriminate against, disadvantage or dismiss an employee for undertaking Defence service.

Department of Defence Reserve and Employer Support Division - Office of Reserve Service Protection (ORSP)

The Office of Reserve Service Protection (ORSP) has been established under the provisions of the Defence Reserve Service (Protection) Regulations 2001 (the Regulations).

ORSP has been established to provide advice and assistance to reservists, their units, and employers, in dealing with the provisions of the Defence Reserve Service (Protection) Act 2001 (the Act).

The Act sets out the entitlements and prohibitions that apply in relation to people who are rendering, who have rendered, or who may render, Defence service as members of the Reserve.

ORSP is also able to provide advice to employers regarding their obligations under the Act. Reservists, or their units, may bring to the attention of ORSP cases of potential or perceived discrimination and/or disadvantage in their civilian employment, educational status, and partnership or practice rights as a result of their Reserve

service.

If the issue cannot be resolved informally, or at the unit level, ORSP becomes responsible for receiving, investigating and managing the resolution of formal complaints made by Reservists under the Act.

Employer Engagement Program (EEP)

The EEP co-ordinated by the Directorate of Employer and Industry Engagement, provides employers with a better understanding of Defence and the work Reservists perform in the Navy, Army and Air Force. The opportunities offered through the program to employers include two activities 'Boss Lift' and 'Exercise Executive Stretch'.

Boss lift enables employers of Reservists to learn first-hand about what the Australian Defence Force (ADF) does on exercises and operations. Further, employers involved in Boss Lift gain a valuable insight into the benefits Reserve training brings back to the civilian workplace. There is also opportunity for employers to see their employees working as Reservists.

Exercise Executive Stretch (EES) is aimed at senior, middle and line management to show and involve them in the types of invaluable skills such as leadership, team, communication and decision making that can be gained through participation in the Reserve. It is hoped that employers will be encouraged to support their employees who are in the Reserve following their participation in this activity.

The benefit to the ADF is the opportunity to provide members of the business community with first-hand experience of the ADF training philosophy and of the training methods used by the ADF. Ideally, it is hoped that employers will, as a consequence, understand that their employee's involvement in the Reserve will benefit their business. Additionally, employers will be more inclined to encourage participation by the employees in Reserve activities, including the release of Reservists for periods of continuous training or deployment.

Further Information for Reservists and their Employers

Defence Reserve Support

Tollfree: 1800 803 485

Website: www.defencereserves.com

FITNESS STANDARDS REQUIRED FOR ENTRY INTO THE ADF RESERVE

The aim of the Pre-Enlistment/Appointment 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.

Army

Male Requirement:	Push-Up: 15	Sit-Up: 45	Shuttle Run: 7.5
Female Requirement:	Push-Up: 8	Sit-Up: 45	Shuttle Run: 7.5

The following exercises are performed to a cadence: Sit-Ups (3 seconds); Shuttle Run (Progressive).
Push ups are graded on the maximum conducted within 2 minutes.

Note: Some positions require a higher PFA standard, such as the Special Forces Direct Recruiting Scheme candidates, which must be performed to the following standard:

Shuttle Run: 10.1 Push-Ups 30 Sit-ups 60

Air Force

Male Requirement:	55 years of age or under:	Push-Ups: 10	Sit-Up: 20	Shuttle Run: 6.5
	Over the age of 55 years:	Push-Ups: 5	Sit-Up: 20	Shuttle Run: 6.5
Female Requirement	55 years of age or under:	Push-Ups: 4	Sit-Up: 20	Shuttle Run: 6.5
	Over the age of 55 years:	Push-Ups: 3	Sit-Up: 20	Shuttle Run: 6.5

All exercises are performed to a cadence: Push-Ups (2 seconds); Sit-Ups (3 seconds); Shuttle Run (Progressive)

Note: Some positions require a higher PFA standard, such as Air Defence Guard, Ground Defence Reserve Group and Ground Defence Officer, which must be performed to the following standard:

Shuttle Run: 7.5 Push ups: 15 Sit-ups: 45

Navy

Male Requirement:	Push-Ups: 15	Sit-Up: 20	Shuttle Run: 6.1
Female Requirement:	Push-Ups: 6	Sit-Up: 20	Shuttle Run: 6.1

All exercises are performed to a cadence: Push-Ups (2 seconds); Sit-Ups (3 seconds); Shuttle Run (Progressive)

Note: Some positions require a higher PFA standard, including Permanent Navy Clearance Diver and Navy Reserve Diver, that must be performed to the following standard:

Shuttle Run: 10.1 Push ups: 30 Sit-Ups: 25 Chin-Ups: 6

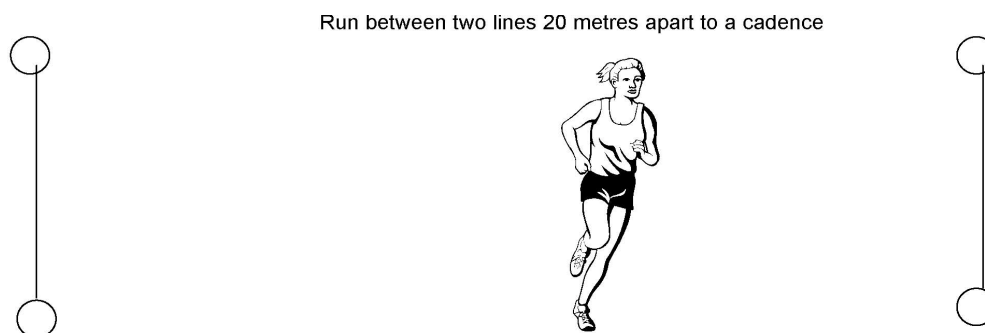
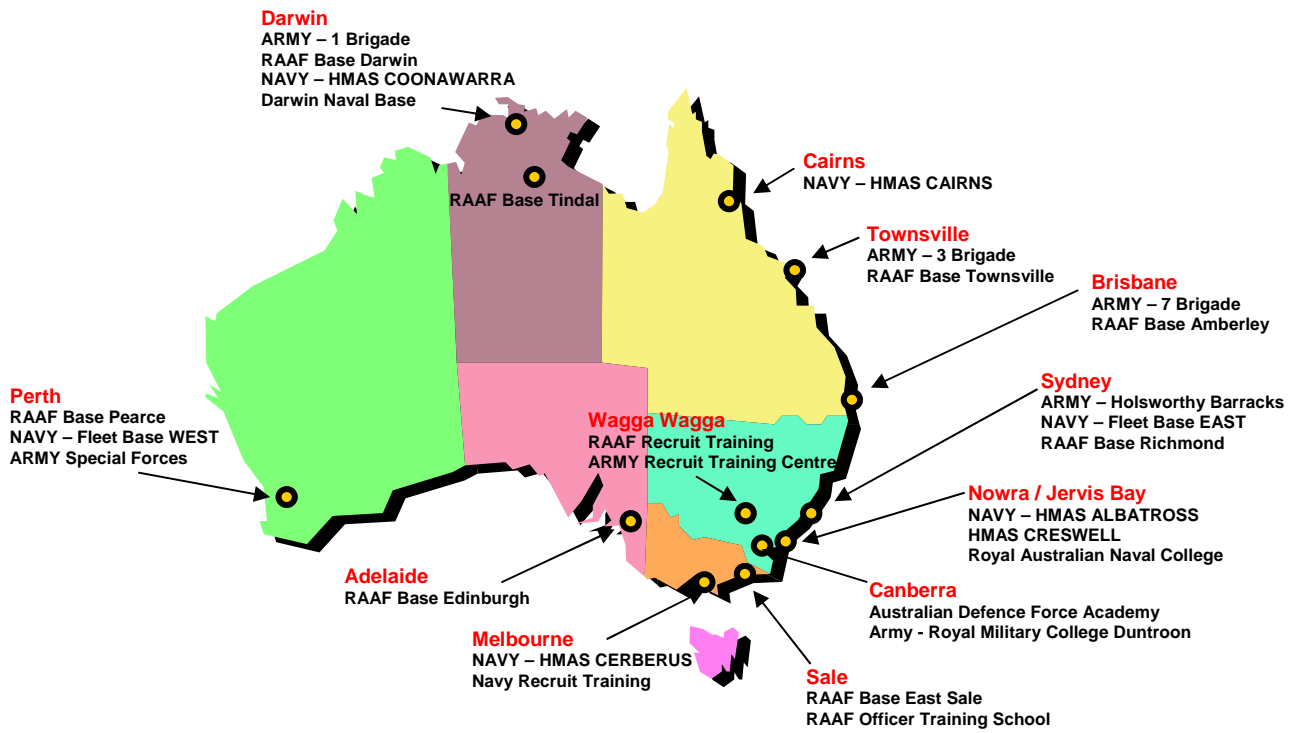


Figure 1: Shuttle Run

Note: All cadences are available on www.defencejobs.gov.au

MAJOR DEFENCE BASES



F88 STEYR



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