



DEPARTMENT OF DEFENCE AUSTRALIAN DEFENCE FORCE ACADEMY

NORTHCOTT DRIVE CANBERRA ACT 2600

ADFA/OUT/2011/
2011/1007757/1

JOINING INSTRUCTION

AUSTRALIAN DEFENCE FORCE ACADEMY (ADFA) - JANUARY 2012 INTAKE MIDSHIPMEN AND OFFICER CADETS

General

1. Congratulations on your selection to undertake initial officer training at ADFA. You can look forward to an exciting, challenging and rewarding experience at ADFA, in a supportive environment where you will have the opportunity, and be encouraged to excel.
2. A map of ADFA is attached at annex A. You will need to refer to this map to identify key locations while reading this instruction. To avoid confusion, ADFA includes the University College, provided by the University of New South Wales (UNSW).

Aim

3. The aim of this instruction is to assist you with your preparation for entry into ADFA.

Letter to parents or guardians

4. For those of you who are new to the Australian Defence Force (ADF), a letter to your parents or guardians is attached with this instruction. This is to welcome them as your family to the greater ADF family and give them some background about the experience that you will soon undertake.

Arrival at ADFA

5. The recruiting centres will arrange your transport to the Canberra region. If you travel by aircraft, you will be met at Canberra International Airport and transported to ADFA by ADFA staff. If you travel by bus, you will be dropped at ADFA and met by ADFA staff.

Year One Familiarisation Training (YOFT) 27 January - 25 February 2012

6. This period is known as YOFT and is intended to provide midshipmen and officer cadets the basic military and interpersonal skills essential for their Service careers and for living and working at ADFA. It is a reasonably intense training period with very little personal time. Midshipmen and officer cadets are expected to work long hours and should be prepared to make a rapid transition from being a civilian, to becoming a member of the ADF.

7. As a part of this transition your lessons will include drill (marching), physical training, barracks (accommodation) and uniform maintenance, first aid, weapons training, introductory field training and adventure training (e.g. abseiling and kayaking).

Life Skills

8. Your arrival at ADFA may be the first occasion you have lived away from home. The transition to Academy life will be much easier if you come equipped with a number of life skills. You will be required to do your own washing and ironing. You will also be required to keep your room clean and take part in cleaning of common bathroom and laundry facilities that you will share with others, as well as the cleaning of the passageways and other common areas in your accommodation building. None of these activities will be particularly onerous, however, they will be much easier for you if you arrive at ADFA with some understanding of the basics - how to do your laundry, and how to use an iron and vacuum cleaner.

Private Vehicles

9. Unless you are a current serving member of the ADF, do not drive your motor vehicle to ADFA, as you will not require it during your first six weeks. If you own a motor vehicle, you may apply to have it brought to ADFA at public expense at a later date. However, you must provide proof that you owned that vehicle at the time of joining the ADF.

Dress

10. On arrival at ADFA you should be dressed in neat attire. The following are the minimum dress standards expected:

- a. **Males.** A tie (coat optional), long sleeved collared shirt, tailored trousers and leather shoes.
- b. **Females.** A short sleeved blouse and slacks or skirt of no shorter than knee length, where free movement (for marching) is appropriate. Females are to wear practical low heeled leather shoes. There is a considerable amount of walking involved on induction day and even the lowest heels tire the feet and are a hazard on the paving around ADFA.
- c. You are also reminded to bring sleepwear appropriate for a mixed gender environment.

Haircuts, Jewellery and Make-up

11. You are required to arrive at ADFA with neat, clean and tidy hair, of a single and natural colour. Females are required to put their hair up in a braid or bun, or to have their hair cut so that it does not touch the bottom of a buttoned shirt collar. To assist in grooming, females should bring plain bobby pins, comb clips and bun nets, similar in colour to their hair. Scrunchies and other accessories are not to be worn in uniform. You will need at least four weeks of hair supplies for the YOFT period.

12. Males are required to have their hair cut in a short, back and sides, with no unusual length on the top (college cut). The male haircut is to be tapered towards the neckline and is not to cover the ears or touch or overhang the shirt collar. The neck is to be clean shaven. All personnel who do not meet these

standards will be given a haircut upon arrival at personal cost. All males' faces are to be clean shaven on arrival. Examples of appropriate haircuts for males and females are attached at annex B.

13. Body piercing is forbidden, however, females may wear one set of discreet pierced earrings. Female makeup (if worn) should be discreet and in good taste. Further information regarding haircuts or the wearing of jewellery and make-up while in uniform will be provided following your arrival at ADFA.

Personal Effects

14. You are to bring with you adequate supplies of civilian clothing, underwear, hosiery, socks, sleepwear and toiletries. Females should bring enough sanitary and depilatory products to last four weeks. You will be required to wear appropriate civilian clothing for the first week, whilst you are fitted for uniforms. Other items you should bring are listed at annex C. Do not bring any bicycles or other large equipment (eg, golf clubs, large stereo equipment, snowboards etc) with you in the first six weeks. You will be entitled to a removal at public expense from your home location to ADFA following the completion of your initial training. This will provide the opportunity for larger items to be brought to ADFA. For further information visit the ADFA website www.unsw.adfa.edu.au

Inoculations

15. Midshipmen and officer cadets will receive a series of inoculations at ADFA, so it is advisable to bring proof of any previous inoculations with you. It is strongly recommended that you bring all vaccination records with you to provide to medical staff during orientation. This includes childhood schedules as well as overseas vaccination cards. If you do not bring records, you will be required to receive the full course of military vaccines. Please also ascertain whether you have had chickenpox as a child prior to arrival. If you have proof of your blood group, a copy of this would be welcomed. All these records will be returned to you during the first six weeks.

Personal Computers

16. Do not arrive at ADFA with a personal computer or laptop. If you do choose to bring a laptop it will be taken off you, and securely stored for the duration of initial training. Computers will not be required until the start of tertiary study in early March. ADFA will make arrangements for you to purchase equipment at a competitive cost, if required. Each room has provision for a computer to be connected to the University Network and Internet. There will be no access to the Internet in the first six weeks of training due to the intensity of the YOFT period; however, you may choose to have your computer delivered with your personal effects at the completion of initial training.

Accommodation

17. At ADFA, you will be provided with your own private and secure room. These rooms are comfortable with plenty of shelf and cupboard space. Four rooms are grouped in a corridor with a shared laundry (washing machine and dryer) and bathroom (toilet, shower, washbasin and mirror). You will be responsible for cleaning your room and sharing the cleaning of the common areas with your peers. Cleaning equipment is supplied. Accommodation rooms, bathrooms and laundries are inspected regularly for cleanliness and neatness by ADFA staff. Each accommodation block has three floors of 16 rooms with a central recreation room furnished with a television, DVD player, sound system, lounge

chairs, and a kitchenette with a microwave and refrigerator. The consumption and storage of alcohol in the accommodation blocks at any time is strictly prohibited.

18. You will be accommodated in a Tri-Service (i.e., Navy, Army and Air Force) and mixed gender environment at ADFA.

Visitors

19. Only in exceptional circumstances will midshipmen and officer cadets be permitted to receive visitors during programmed working hours or sports periods. For reasons of welfare and security, visitors are not permitted to enter the accommodation blocks without appropriate authorisation from respective Divisional Officers (DO), or the Academy Duty Officer (ADO) outside working hours. No visitors are permitted during the YOFT period.

Foster Family Scheme

20. This scheme recruits 'foster families' in the Canberra area who are willing to 'adopt' a midshipmen or officer cadet. The scheme is intended to assist first-year midshipmen and officer cadets to settle in to the Academy away from their normal family environment. First-year midshipmen and officer cadets may apply to be allocated a family during their first weeks at ADFA. The scheme is voluntary for Australian midshipmen and officer cadets and strongly encouraged for foreign cadets.

Academy Cadets Mess (ACM)

21. The ACM comprises food preparation areas, dining areas, recreation rooms, a bar, coffee lounge and dry cleaning services. Although the ACM bar is open for use by all ADFA midshipmen and officer cadets, the purchase or consumption of alcoholic beverages in the ACM by midshipmen and officer cadets, guests and other visitors less than 18 years of age is prohibited. You will not be permitted to consume alcohol during YOFT due to the intensity and tempo of training.

22. As a member of the ACM, you will be required to pay a monthly membership fee of \$20.00, which covers the day-to-day administration costs of the ACM. The minimum civilian dress requirements in the ACM are as follows:

Male civilian attire	Female civilian attire
Working Week (0615 hours Monday to 1700 hours Friday)	
<p>Tailored trousers with belt. (note 1) Summer: Collared shirt without slogans. (note 2) Winter: Collared shirt without slogans and tie. (note 2) Notes 1. Tailored is defined as trousers of conservative design, with belt loops. Three-quarter trousers or cargo trousers are not to be worn. 2. All shirts are to be tucked in at all times</p>	<p>Tailored trousers/slacks, skirt, dress, culottes (not to be more than 10cm above knee). Blouse with sleeves and collar (Top is not to be revealing). Body-tight tops are only to be worn under a jacket or jumper. Smart dress jumper/jacket (optional). Closed toe and heel shoes with stockings or socks (no stockings necessary in summer). Court shoes</p>

Male civilian attire	Female civilian attire
Weekend (1700 hours Friday until closure Sunday/Public Holidays)	
<p>Tailored walk shorts/neat pressed jeans or equivalent (with belt). (note 3) Polo-collared shirt minimum, tucked in. (note 4) Leather shoes (with socks), boat shoes (without socks). (note 5) Smart dress jumper/jacket optional.</p> <p>Notes</p> <p>3. Cargo shorts (shorts with external pockets) are not to be worn. 4. Polo shirts and football jerseys are not to have numbers on the back. 5. Skate shoes are not permitted.</p>	<p>Tailored shorts/neat pressed jeans or equivalent, skirt, dress, culottes (to be no more than 10cm above knee). Short sleeve blouse with collar minimum. Smart dress jumper/jacket (optional) Leather shoes (with socks), boat shoes, court shoes, leather sandals (all without socks, are optional). Top is not to be revealing. Body-tight tops are only to be worn under jacket or jumper. Females are not required to tuck in shirts that are tailored accordingly, however Polo shirts and rugby jerseys are to be tucked in.</p>

Getting Fit for ADFA

23. Sport and physical training play an important part in Service life. It is essential that you arrive at ADFA with a good base level of fitness, otherwise you will be at a greater risk of injury that could affect your ability to complete your military training. Before you arrive at ADFA, you are strongly encouraged to do some form of endurance training, such as taking long walks (40 - 60 minutes) and/ or bushwalking, getting used to being on your feet for extended periods and building up lower leg muscles. This kind of training should help prepare you for standing, running, walking, marching and drill movements. Good eating habits are also essential, especially eating breakfast. Fatigue can become a big factor during the first six weeks, therefore learning how to cope with the effects of fatigue would be beneficial.

24. The primary aim of physical training at ADFA is to educate you in the values of maintaining a healthy lifestyle. Additionally, physical training promotes teamwork and ensures that you develop and maintain the level of fitness that will enable you to pass your individual single-Service fitness test, which is an ADFA graduation requirement. Muscular strength, muscular endurance and cardio-respiratory endurance are the main components of the fitness tests. You will also undergo a swim test to establish individual swimming competency.

Sports at ADFA

25. ADFA offers a wide range of indoor and outdoor sporting facilities, including an outdoor climbing wall, and caters for a wide range of team and individual sports. Sports available at ADFA include:

<ul style="list-style-type: none"> • Athletics • Australian Rules Football (men & women) • Netball (ladies & mixed) 	<ul style="list-style-type: none"> • Basketball • Cricket (including indoor) • Hockey
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<ul style="list-style-type: none"> • Rowing • Triathlon • Volleyball • Cross-Country • Squash • Fencing • Sailing 	<ul style="list-style-type: none"> • Rugby Union (men & women) • Soccer • Touch Football • Water polo • Swimming • Tennis • Dragon Boating
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UNSW@ADFA Information for new undergraduate students

Accept Online - Student ID number and UNIPass password

26. Students when they 'accepted' their UNSW offer, were issued with a student identification number (e.g. z1234567) and generated a unique UNIPass password. Students **MUST** write these two items down and bring them to the "New Enrolment Session" (see paragraph 28 b). This information is **ESSENTIAL** in being able to access the web portal *myNSW* to complete their enrolment into courses and other class activities, such as tutorials and/or laboratory classes.

Information Sessions

27. The University of New South Wales at ADFA (UNSW@ADFA) will be conducting three information sessions before classes commence in 2012. These sessions are compulsory for all new undergraduate students. For Naval midshipmen and Air force officer cadets, you are to ensure that you enrol in the degree which was offered by your parent service. You cannot alter your degree without military approval.

28. There will be three separate information sessions conducted by UNSW@ADFA staff during YOFT. They are outlined as follows:

- a. A credit application session will be conducted on Tue 07 Feb 12. Information is provided below on what you must bring to this session. Once you have submitted your application, the relevant Undergraduate Coordinator will assess your application in preparation for enrolment.
- c. A new enrolment session will be conducted on Thur 16 Feb 12. During this session you will be welcomed into the UNSW@ADFA community, attend academic briefings, including presentations specific to your degree, have the opportunity to discuss your enrolment with UNSW@ADFA staff and complete your online enrolment in your courses and tutorials and/or laboratory classes. Engineering and Technology students will also be given a tour of laboratories and facilities. Students who have applied for credit can discuss with the relevant Undergraduate Coordinator the outcomes of their application and seek advice on enrolment.
- d. Language and Learning (ALL) Unit will also give a presentation on what support programs they offer students at ADFA.

Handbook and Course Selection

29. An electronic searchable copy of the ADFA Handbook is available at www.unsw.adfa.edu.au/student. A hardcopy of the 2012 ADFA Handbook will be available to you when you arrive at ADFA. It is important that you familiarise yourself with the contents of the Handbook before you arrive at ADFA, particularly the information relating to courses of study available in your degree. Further advice on course selection will be provided at the new enrolment session, along with the opportunity to speak with academic staff about your specific degree.

Credit for Previous University Study

30. Students who have completed previous university studies may wish to apply for credit toward their UNSW@ADFA degree. In such cases, it is critical that you bring an original or certified true copy of your academic transcript and full subject/ course outlines to ADFA. You must bring this information and a completed "Credit Application" form to the credit application session on Tue 07 Feb 12. Failure to do so may prevent you from completing your online enrolment. To download this form and to seek further information on credit for previous studies go to the UNSW@ADFA Student Gateway at www.unsw.adfa.edu.au/student/credit

Chief of the Defence Force (CDF) Parade - Saturday, 03 March 2012

31. During the week following YOFT, you will spend time preparing for the CDF Parade. This parade marks the completion of initial training for first-year midshipmen and officer cadets at ADFA. The current CDF is General D.J. Hurley, AC, DSC, who, if available, will review the CDF Parade on Sat, 03 Mar 12. Family members and friends are most welcome to attend this parade, and a separate letter of invitation will be sent out during YOFT to your nominated next of kin. Local area leave will be granted to allow midshipmen and officer cadets to visit with their families for part of this weekend. Further details about CDF Parade will be placed on the ADFA web page, closer to the event date.

Studying at ADFA

32. The academic year is divided into two sessions totalling 32 weeks. Breaks during the year provide opportunity for single service training, leave, academic field trips, military tours and excursions, adventurous training, study and examination preparation. The academic session will begin on 05 Mar 12. Please refer to the ADFA website on the Internet for further information.

33. At ADFA, you will undertake a two or three-year program of military training (dependant on your degree), designed to provide you with the skills, knowledge and attitudes necessary for your integration into Service life. Your military training at ADFA will involve:

- a. **Academy Military Education and Training.** Subjects studied during Academy Military Education and Training include leadership and management skills, drill and ceremonial, defence studies, weapon training, military law, mess customs and etiquette, an oral and written communications program, physical and recreational training, stress management, first aid and health, and alcohol and drug awareness.
- b. **Single Service Training.** Single Service Training occurs twice each year for all midshipmen and officer cadets. First-year midshipmen and officer cadets undertake Single Service Training during July and November/December. During Single Service Training, midshipmen and officer cadets are employed by their respective Services exposing them to

a single-service environment and providing an insight into single-service environments. Single Service Training is conducted at a variety of Navy, Army and Air Force training establishments and operational units/ships.

Daily Routine at ADFA

34. Daily routine during academic sessions (Mon - Fri) is as follows:
- a. Reveille (awaken) at 0600 h;
 - b. Roll call, breakfast and cleaning ablutions from 0600 to 0700 h;
 - c. Military training from 0700 h to 0800 h;
 - d. Academic and AMET periods are divided into nine 50-minute periods from 0800 h to 1830 h; and
 - e. Additional activity is regularly scheduled after 1700 h.
35. Throughout the year breakfast is available 0615 - 0800 h, lunch 1050 - 1345 h and dinner is served from 1800 - 1945 h.

Return of Service Obligation

36. Training at ADFA attracts a Return of Service Obligation. A serving member who has completed or partially completed training will normally be required to serve for a stipulated period prior to being permitted to leave the ADF. This period is normally one year for each completed year of training plus one additional year.

Resignations

37. Resignations are not permitted during the first five weeks at ADFA in order to allow midshipmen and officer cadets to experience at least an initial period of military training. This period will allow midshipmen and officers to make a well informed decision regarding resignation from ADFA.

Local Leave

38. Local area leave (known as short leave) at ADFA is managed via a tiered system. Under this system, midshipmen and officer cadets may take local leave in the Canberra area on approved days when not required for duty. This leave is restricted in First Year but increases as you progress year levels, and also for those who are able to demonstrate a high level of performance in their academic and military studies. There is no local leave from Monday through to Thursday for First Year midshipmen and officer cadets, during first session 2012. Your Divisional Staff may, however, grant additional leave on request. On weekends, midshipmen and officer cadets under the age of 18 may only stay out beyond midnight if they are staying at an address pre-approved by their parents. **Please be aware there will be no local leave approved during the conduct of YOFT.**

Recreational Leave

39. You will receive four-to-five weeks of leave during the Christmas and New-Year break and may be entitled to short leave during the Easter period. For single members, the Commonwealth provides two free travel trips per year to your nominated NOK address. The first opportunity for an extended period of leave occurs at Easter. Applications for Easter leave will be initiated on arrival at ADFA, depending on your academic commitments. You may have the opportunity to take leave in May. The Commonwealth will not reimburse any fares/travel expenses for leave that has been previously arranged by the member. You may wish to apply for Christmas leave utilising your second free travel entitlement.

Emergency Contact

40. ADFA has a 24 hour duty system which parents may utilise if there is an **urgent** requirement to contact a midshipman, officer cadet or staff member after hours. The Academy Duty Officer (ADO) number is (02) 6268 8111.

Personal Administration

41. Your postal address whilst at ADFA is:

Employee ID, rank (eg, midshipman or officer cadet), **initials, surname**
Division number and Squadron number (allocated once you get to ADFA)
Department of Defence
PO Box Number (allocated once you get to ADFA)
CANBERRA BC
ACT 2610

42. Change of address notifications should be made to:

- a. insurance companies,
- b. driver's licence issuing authorities,
- c. motor vehicle registration authorities,
- d. banks or building societies, and
- e. all similar agencies with which you have dealings.

Personal Documents

43. A list of personal documents that you **MUST** bring to ADFA is attached at annex C.

Personal Particulars

44. Please complete the personal particulars form attached at annex E and return to your local recruiting unit as soon as possible.

Pay

45. You will be paid each Thursday fortnight and your pay will be deposited directly into your nominated bank or credit union account. You are to arrive at ADFA with details of your bank/credit union account including BSB number. If you do not have an account, an opportunity will be made available during YOFT to open an account at either the Defence Force Credit Union (DEFCREDIT) or the Australian Defence Credit Union (ADCU). Both these credit unions are located at ADFA. All members of the Australian Defence Force pay tax; therefore you are required to **bring a Tax File Number (TFN) with you**. If you do not already have a TFN, you must obtain one before arrival at ADFA. Additionally all members contribute to the Military Superannuation Benefits Scheme (MSBS) and pay a charge for rations and quarters (R&Q). R&Q includes meals, accommodation and utilities. These amounts are deducted automatically from your fortnightly net pay.

Cash

46. You should bring sufficient cash with you for the purchase of essential items during the first few weeks until your first pay is received. An amount of \$200 is suggested (and is the maximum).

Support Services at ADFA

47. **Psychology and Counselling Service.** Defence provides qualified, dedicated counselling staff that you may approach for assistance.

48. **Medical and Dental Services.** Full medical services are provided by Duntroon Health Centre which is situated behind the ADFA Indoor Sports Centre and across General Bridges Drive. Midshipmen and officer cadets incur no cost for consultations, treatment, and prescription costs arising from illness or injury.

49. **Chaplains.** There are three Chaplains at ADFA, one from each Service. These Chaplains are the referral points for midshipmen and officer cadets of all denominations and religions. The Chaplains conduct sessions in character development for all midshipmen and officer cadets as part of their military training. The spiritual support and personal development of midshipmen and officer cadets and staff are the Chaplains' priorities. The Chaplains are available at all times to provide confidential pastoral and counselling ministry to midshipmen, officer cadets and staff.

50. Spiritual and personal development is encouraged through worship services at ADFA, and on Sunday by worship at the ANZAC Memorial Chapel of St Paul in nearby Duntroon. Several Sunday church services are scheduled for midshipmen and officer cadets wishing to attend during YOFT. Weekday services are also available in the smaller ADFA chapel following the completion of YOFT. Voluntary Bible studies and a Sunday evening fellowship are also conducted. Times and venues are advertised regularly.

Facilities at ADFA

51. The following facilities are available at ADFA:

Academy Library	Automatic Teller Machine
Hairdressing Salon	Post Boxes
Coffee shop	Taxi rank
Bookshop	Public Buses
Defence Force Credit Union	
Australian Defence Credit Union	

Telephones

52. Midshipmen and officer cadets do not have ready access to their mobile phone during the day, as they will not be able to be carried during training sessions in YOFT. When training permits you may be allowed a brief period each evening in order to access your mobile phone. You should ensure that you have sufficient credit or prepaid cards to cover a four week period. Access from outside ADFA is available via the switchboard on (02) 6268 8111. Ensure your families have the ADFA telephone number for contact in case of an emergency. Squadron staff also have the option of allowing use of their work phones should an urgent need arise.

ADFA Band

53. ADFA supports a Concert (Military) Band, including bagpipe, percussion and woodwind sections, under the administration and conduct of a member of the Australian Army Band Corps. The Band rehearses regularly and has occasional practice weekends. Membership of the Band is voluntary and midshipmen and officer cadets who wish to join are encouraged to bring any instruments they own with them. The Band performs for all ADFA parades and provides musical support for the ADFA stage production, concert evenings, presentation nights and church services.

Helpful Websites

54. More information about ADFA, UNSW and Canberra can be found at the following websites:

- a. www.unsw.adfa.edu.au
- b. www.defencejobs.defence.gov.au/recruit.htm
- c. www.defence.gov.au/adfa/

The military environment at ADFA

55. Information regarding the military environment at ADFA is attached at annex F and will assist you with your transition from the civilian to the military environment.

Conclusion

56. If you have any questions or concerns please contact the Defence Force Recruiting Centre where you applied for ADFA.

57. ADFA demands high standards from its midshipmen and officer cadets in every regard. Arriving fit, healthy and administratively well prepared will ensure the minimum amount of stress and inconvenience for you during the initial period of training.

58. Congratulations once again on your selection to the Australian Defence Force Academy and your appointment to the Australian Defence Force.

Original signed

P.G. PETERSEN

Colonel

Deputy Commandant

Australian Defence Force Academy

October 2011

Tel: (02) 6268 8500

Annexes:

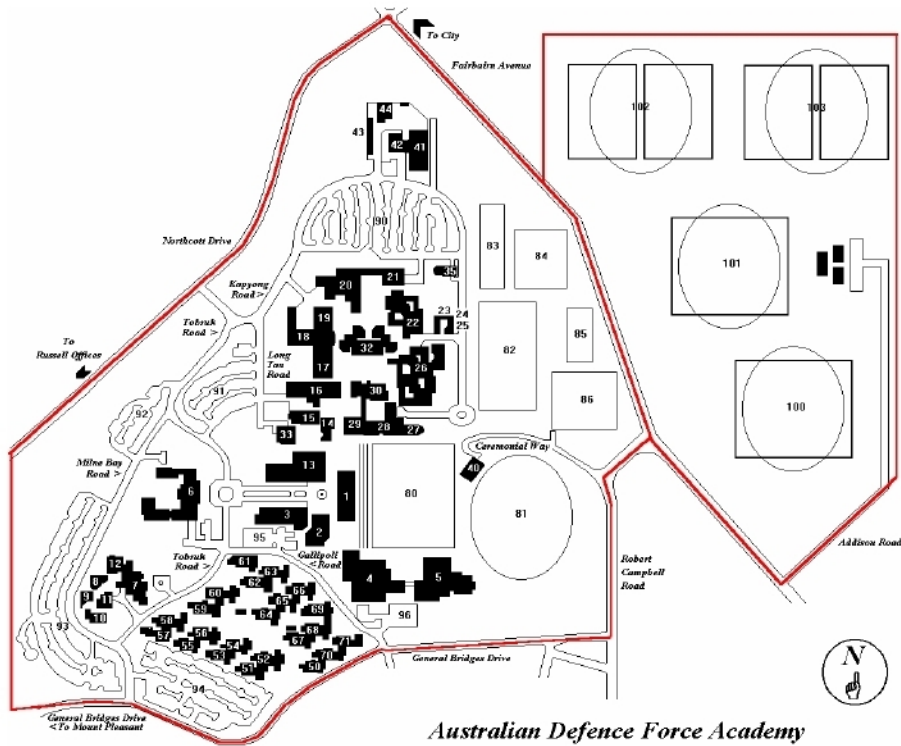
A. Map of ADFA

B. Example of appropriate haircuts

C. Personal Items and Documentation Check List to bring to ADFA

D. Personal Particulars Form

E. The Military Environment at the Australian Defence Force Academy



Australian Defence Force Academy

Military Facility

1	Administration	33	Academy Staff Club
2	Adams Hall	35	Technical Staff Wing
3	Military Building	36	Australian Defence Studies Centre
4	Academy Cadets Mess	40	Spectator Stand
5	Indoor Sports Centre	41	Main Q-Store/Document Production Centre
6	Officers Mess	42-43	Australian Federation

Guard

7	Senior NCOs Mess	44	Maintenance
7-11	Accommodation	50-71	Officer Cadet Accommodation
12	Junior Ranks Mess		

Academic Buildings

13	Library/Centre for Media Resources
13-15	Computer Science
16	Electrical Engineering
17	Aerospace & Mechanical Engineering
19	Engineering Support
20	Civil Engineering
21	Geography & Oceanography
22	Chemistry
22-25	Physics/Chemistry Stores
26	Physics
26-28	Humanities & Social Sciences
29	Mathematics & Statistics
	Lecture Theatre South
32	Lecture Theatre North

Outdoor Facilities

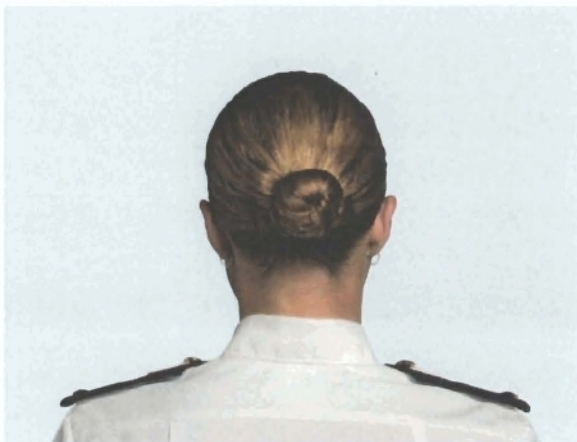
80	Main Parade Ground
81	Oval No 1
82	Oval No 2
83&85	Tennis Courts
84	Parade Ground 'B'
86	Parade Ground 'A'

Car Parks

90	Academic Car Park
91	Central Car Park
92	Officers Mess Car Park
93	Senior NCOs/Junior Ranks Car Park
94	Officer Cadets Car Park 30
95	Administration Car Park
96	Indoor Sports Centre Car Park

**ANNEX B TO
JOINING INSTRUCTION
OCT 2011**

EXAMPLE OF APPROPRIATE HAIRCUTS FOR ARRIVAL AT ADFA



Check list of items to bring to ADFA

Compulsory Documentation to bring:	YES	NO
Original copy of final secondary school examination results and/or proof of academic qualifications		
Original academic transcripts for any previous university studies (if applicable)		
Full course/subject outlines for any previous university studies (if applicable)		
Original birth certificate		
International Health Certificate (if held)		
Certificate of naturalisation (if applicable)		
Passport - if available (current or expired)		
Names and addresses of two next-of kin at different addresses (eg parents and grandparents or aunty/uncle)		
Medicare card (or details) if you have one		
Inoculation Records (records of any/all inoculations)		
Tax File Number		
Bank and/or credit union details (BSB, Account numbers) for deposit of your pay. (You may choose to set up an account with one of the two credit unions on campus, on arrival.)		
Proof of marital status (including defacto recognised), or status of any dependants.		

Compulsory items to bring to ADFA:	YES	NO
Good quality iron: equipped with a protective plate, spray and steam options - this item will not be available on arrival. It is an essential item for uniform maintenance.		

The following items will be available for purchase from ADFA during programmed hours. You will be required to pay for these items by cash at time of purchase, therefore ensure you are financially prepared should you decide not to bring these items with you.

Items to purchase at ADFA or to bring:	YES	NO
Polishing cloths		
Laundry marker pen		
Coat hangers plain, coat hangers with clips for pants (approx 10 of each)		
Envelopes and stamps		
Thongs (for use while showering)		
Ironing board - due to bulk and weight restrictions it is recommended that you purchase at ADFA. ADFA will ensure the ones provided will be at a reasonable cost and adequate for your needs.		

C-1

Items to bring:	YES	NO
Water spray bottle for ironing		
Swimwear - black in colour. NB Basic black swimwear will be issued at ADFA, however the female style does not incorporate a bra shelf, and males are issued with Speedo style swimwear. One piece swimmers for females, boy leg styles permitted. If preferred males may bring plain black shorts to swim in - not long board short styles.		
Swimming goggles and cap (optional).		
Sports bra for females x 2 (professionally fitted).		
Underwear suitable for sports.		
Depilatory and sanitary products to last 4 weeks (females).		
Bath towels		
Bath robe (optional) Hairdryer (optional)		
Hair care - hairnets, pins, hair bands, hairspray etc for females with long hair (4 weeks supply)		
Sunglasses - conservative in style, black or brown, non-reflective (optional)		
Adequate supply of underwear, hosiery and socks		
Formal, informal and casual clothing (to meet ACM dress standards (see page 3 of instructions). Also clothes to wear while cleaning.		
Good quality jogging shoes, worn in but no more than 6 months old. Second pair of older runners which can be used for activities where they will get wet and muddy.		
Cash (approximately \$200) some coins if you intend to use the public phones, or to purchase phone cards		
ATMcard		

Important Notes:

- ADFA advises against the purchase of a personal computer until after you arrive and receive guidance from the University of New South Wales on specific requirements.
- International students will have Australian uniforms issued to them upon arrival. The only exception to this is New Zealand cadets who should bring their uniforms with them.

Prohibited items:

- Military personnel are not to possess or view any form of inappropriate material (such as pornography) within the Academy precinct. **DO NOT** bring any such material to ADFA.
- Also **DO NOT** bring any food (including sweets or chocolate) or non-essential pharmaceutical products (e.g. multi vitamins, protein supplements, Panadol etc) with you. (Female contraception is acceptable). Your physical condition and well being will be closely monitored by staff at ADFA. Should you require pharmaceuticals, staff will send you to the nearby medical unit for treatment, and prescription items will be issued free of charge.

PERSONAL PARTICULARS FORM

SURNAME:

FIRST AND MIDDLE NAMES:

DATE OF BIRTH:

GENDER:

MARITAL STATUS:

NATIONALITY:

RELIGION:

SERVICE (RAAF/ ARMY/NAVY RNZAF ETC):

BRANCH, MUSTERING OR CATEGORY (N/A FOR ARMY):

DEGREE STREAM:

PREVIOUS SERVICE EXPERIENCE (IF YES PROVIDE DETAILS):

FAMILY MEMBERS SERVING IN THE ADF (IF YES PROVIDE DETAILS):

EMERGENCY CONTACT PERSON 1:

TITLE: **GIVEN NAME:** **SURNAME:**

STREET NAME AND NO:

TOWN/SUBURB:

STATE & POSTCODE:

PHONE NUMBERS: **(BHS)** **(AHS)** **(MOB)**

RELATIONSHIP:

* NB The second person identified as an emergency contact CANNOT have the same address and phone numbers as the first. Consider nominating a parent and an aunt/grandparent/close family friend.

EMERGENCY CONTACT PERSON 2:

TITLE: **GIVEN NAME:** **SURNAME:**

STREET NAME AND NO:

TOWN/SUBURB:

STATE & POSTCODE:

PHONE NUMBERS: **(BHS)** **(AHS)** **(MOB)**

RELATIONSHIP:

E-2

IMPORTANT

*** When completed, please forward the first two pages of this Personal Particulars form to your local Recruiting Unit via one of the following means:**

- a Email: (PLEASE ENTER EMAIL ADDRESS HERE)**
- b Fax: (PLEASE ENTER FAX NUMBER HERE)**
- c Post: (PLEASE ENTER POSTAL ADDRESS HERE)**

THE MILITARY ENVIRONMENT AT THE
AUSTRALIAN DEFENCE FORCE ACADEMY (ADFA)

Function of ADFA

1. ADFA is one of four military training establishments that conduct initial entry officer training for the Australian Defence Force (ADF). The Naval College at HMAS CRESWELL, the Royal Military College at Duntroon and the RAAF College at Point Cook provide military education and training for Navy, Army and Air Force officer entrants respectively. While ADFA also provides military education and training, it differs from the other three institutions in that it provides for its midshipmen and officer cadets a civilian tertiary education. All ADFA education and training are provided in a tri-Service, rather than single-Service, military environment. In summary, and in accordance with the 1981 Agreement between the Commonwealth of Australia and the University of New South Wales, ADFA provides:

- a military education and training, and
- b. a balanced and liberal university education in a military environment.

A Balanced and Liberal University Education

2. In the ADFA context 'balance' refers to the 'depth' and 'breadth' of course content, the practical and theoretical content of courses and the inclusion of differing viewpoints. Liberalism in the context refers to the general nature of courses as opposed to a narrow technical or professional focus; an open minded approach; freedom from prejudice; and the opportunity for individuals to express viewpoints which may be questioning, exploratory or iconoclastic. The aim of providing this sort of tertiary education is to ensure that ADFA graduates possess a broad knowledge across a variety of disciplines, and a depth of knowledge, which enables them to exercise critical thinking and discernment.

Meeting the Needs of the Services

3. The three Services are the 'customers' of ADFA and it is their requirements that ADFA must meet. On graduation from ADFA, midshipmen and officer cadets must be motivated towards, and be capable of undertaking, the specialist military training they will need to fill positions in the combat support forces of the three Services of the ADF.

The ADFA Military Environment

4. After graduation, midshipmen and officer cadets will serve in ships, in Army and Air Force units, and in the maritime, ground and air environments in Australia and overseas. They will work with and lead sailors, soldiers, airmen and airwomen who will come from diverse backgrounds and who will have high expectations of their leaders. In addition to being liable to the full range of laws to which all Australian citizens are subject, they will also be subject to the Defence Force Discipline Act. This Act requires them to obey legal orders that may, in the worst case, require them to participate in combat or combat related duties. 'Combat duties' are defined as those duties requiring a person to commit, or participate directly in the commission of, an act of violence against an adversary in time of war. 'Combat-related duties' are those conducted in support of, or in proximity to, a person conducting combat duties. In the modern context the two duties are not necessarily discrete.

5. The military environment of ADFA is intended to introduce midshipmen and officer cadets to the environment in which they will serve post-graduation and to familiarise them with the demands that service will place on them as leaders. There is, however, no combat preparedness requirement for ADFA midshipmen and officer cadets as they will not be expected to be involved in combat or combat-related duties until after graduation, when they have completed the single-Service training necessary to prepare them for operational tasks.

6. ADFA's military environment will instil in midshipmen and officer cadets a pride in service to the Australian community and an understanding of their obligation to undertake combat and combat-related duties in obedience to legal command. Emphasis is also placed on the need for them to be professional in their approach to their duties, to be effective members of what is sometimes referred to as the 'profession of arms'.

Relationship between ADFA and the ADF

7. As far as practicable the ADFA military environment reflects the character and features of the broader ADF environment. However, the extent to which this is possible is constrained by:

- a. recognition that ADFA is a unique institution with a large concentration of new Service entrants, of both sexes, of an age range from 17 to 25 years, undertaking tertiary education and military education and training and living in close quarters for a prolonged period;
- b. the presence within ADFA of a large concentration of non-uniformed Defence employees and non-Defence employees of the University of New South Wales and contractors from the private sector; and
- c. the fact that it is a tri-Service environment in which no single Service's unique requirements can predominate to the detriment of the other two.

Organisation of ADFA Midshipmen and Officer Cadets

8. The Academy comprises an academic component (the University College of the University of New South Wales {UNSW}) and a military component (the Joint Service Unit). All ADFA midshipmen and officer cadets are part of the Joint Service Unit and are allocated to one of six

'squadrons', each comprising a number of 'divisions'. Each squadron is commanded by an Army major (equivalent) and each division is headed by an Army captain (equivalent).

ADFA Values

9. ADFA staff, midshipmen and officer cadets are expected to conduct themselves in a manner that reflects their acceptance of values that are common in the Australian community and compatible with those espoused by their parent Services. Values adopted by and actively promoted by ADFA staff, midshipmen and officer cadets are:

Be Honest.

Give Everyone a Fair Go.

Respect Others.

Do Your Best.

Officer Qualities

10. Throughout their education and training at ADFA, midshipmen and officer cadets are required to demonstrate qualities that are indicative of exemplary character and value as future leaders of the ADF. Detail of the qualities promoted at ADFA are at Annex A. In short, the particular qualities are:

- a. Adaptability - the ability to adapt confidently to changing situations under normal and stressful conditions.
- b. Initiative - the ability to influence, by originating action, events to achieve goals beyond those called for.
- c. Integrity - the ability to separate right from wrong and to act accordingly.
- d. Determination - the ability to apply oneself to a purpose and be resolute in the pursuit of personal goals and the achievement of designated tasks.
- e. Professionalism - the ability to set and maintain the high standards expected of officers in the ADF.

Obedience

11. Like all other members of the ADF, ADFA midshipman and officer cadets have an obligation to obey legal commands. However, this should not be confused with blind obedience. At ADFA, midshipmen and officer cadets are encouraged to develop a capacity for critical analysis, to understand when operational circumstances will demand an unquestioning response, to listen and accept the good advice of subordinates and to understand how to dissent, to challenge or to suggest alternatives to superiors when appropriate. Drill is one of a number of techniques used to demonstrate and develop

powers of command. Tertiary education and leadership training are used to develop critical powers and to learn how to motivate, inspire and lead others without undue recourse to the formal, legal authority symbolised by military rank.

Teamwork

12. Teamwork is a feature of the Australian Services. Like all other ADF organisations, ADFA places considerable emphasis on the need to equip midshipmen and officer cadets to function effectively as members of a team. However, care is taken to ensure that teamwork does not take precedence over the need for young officers to develop their initiative, to be prepared to offer a dissenting view, and to take independent action when teamwork is not appropriate. Critical analysis, initiative and independent evaluation are emphasised.

Discipline

13. As commissioned officers after graduation, midshipmen and officer cadets will need to set an example for subordinates in all aspects of their professional and personal behaviour. To do so will require self-discipline and observance of military regulations. ADFA helps prepare young men and women for this role by focussing on the need for self-discipline and by showing them how to work effectively within a framework of military order by choice rather than by compulsion. Midshipmen and officer cadets are expected to conduct themselves as adults. For a small minority who conduct themselves in an unacceptable manner there can be verbal reprimands, remedial instruction or training, administrative consequences such as a notice to show cause or censure and, when necessary, formal trial and punishment under the provisions of the Defence Force Discipline Act. Punishments awarded under the Act are those that apply to all members of the ADF, mitigated where appropriate by recognition of factors such as maturity, lack of knowledge or experience and the nature of the training environment. No midshipmen or officer cadet may impose a punishment of any kind on another midshipman or officer cadet, and the use of informal systems of punishment, e.g. the imposition of additional duties, by staff or trainees is expressly forbidden.

Integrity

14. Defence and the University expect all midshipmen and officer cadets to strive to achieve the best performance possible in their chosen military and degree studies rather than simply to aim for a pass. The University of New South Wales is regarded as one of Australia's top universities, with high and exacting academic standards. Midshipmen and officer cadets have contributed to this reputation through excellent performances in past years. However, achievement at the highest academic level possible requires midshipmen and officer cadets to manage their time to study. They are also expected to behave honourably in their academic program and not to engage in the serious offence of academic misconduct, as explained in the Academy handbook.

Orderliness

15. A standard of orderliness is expected of all ADFA midshipmen and officer cadets. This relates to not only their personal appearance, in uniform and civilian clothing, and accommodation; but also in terms of their capacity to be punctual, to stand by commitments they make, to manage their time effectively and the manner in which they relate to others. Significant factors in the requirement for

orderliness are hygiene, safety and the need to prepare them for the environments in which they will live and work after graduation.

Privacy

16. The provisions of the *Privacy Act 1988* state that the obligation of record keepers in relation to the disclosure of personal information, bind the Commandant, staff and midshipmen and officer cadets at ADFA. This means that no information about a midshipman or officer cadet can be disclosed either orally or in writing, without the prior written permission of the midshipman or officer cadet concerned. The exception to this would be if ADFA were lawfully required to disclose such information.

17. On entering ADFA, midshipmen and officer cadets are required to sign a 'Consent to Release of Personal Information' form. This form then becomes the authority for the Commonwealth to collect and store various types of personal information to ensure the midshipmen and officer cadets are properly cared for, managed and administered while they are in the Services. None of the information is disclosed to parents or next-of-kin without the prior written consent of the midshipmen or officer cadets concerned. Midshipmen and officer cadets are encouraged to keep their parents or next-of-kin informed of their progress and well being but they cannot be compelled to do so. Similarly, while provision is made for easy contact between ADFA staff and parents or next-of-kin, there are legal limits as to what may be divulged in those contacts.

Relationships with Staff

18. The roles of military personnel posted to ADFA for training, squadron or divisional duty are to:

- a. ensure the well being of midshipmen and officer cadets,
- b. act as role models for midshipmen and officer cadets, and
- c. motivate midshipmen and officer cadets towards their future duties in their parent Service.

19. All staff have a duty of care towards ADFA's midshipmen and officer cadets, some of whom are under the age of 18 years. Staff treat midshipmen and officer cadets with dignity and address them either by first name or by the title 'Mister' or 'Miss' followed by their last name. Midshipmen and officer cadets address officers as 'Sir' or 'Ma'am'; non-commissioned military staff are addressed by their rank, e.g. 'Sergeant' or 'Chief' or by their position, e.g. 'ASM' for Academy Sergeant Major. Some ADFA staff member, including University College staff, and their families act as 'foster families' for midshipmen and officer cadets and may, as a result, develop lasting relationships with these young people. Sexual relationships between staff and midshipmen and officer cadets will not be tolerated.

Relationships Involving Midshipmen and Officer Cadets

20. Relationships between midshipmen and officer cadets are based on friendship, respect and courtesy with a minimum of formality, military or otherwise. The differences in age and experience associated with different 'years' do not imply any difference in rank or authority - all midshipmen and officer cadets are of equivalent rank regardless of year. Year three midshipmen and officer cadets are

expected to assist in some aspects of the day to day administration of ADFA, but few privileges are associated with this.

21. While intimate relationships between individuals are a normal part of life, they can pose unique problems in the military and training environments. In ADFA such relationships are forbidden:

- a between a midshipman or officer cadet and an ADFA staff member;
- b between third and first year midshipmen and officer cadets;
- c between advanced students and first-to-third year midshipmen and officer cadets; and
- d when midshipmen and officer cadets are on duty, a term which includes when receiving academic education, when on duty travel, or when attending Academy activities or social functions.

Drill

22. To meet routine community expectations of ADF officers with regard to ceremony and in order to function effectively as a military officer post-graduation, all ADFA midshipmen and officer cadets receive training in a joint-Service form of military drill. Drill is also used to inculcate teamwork, self-confidence and esprit de corps. Service-unique aspects of military drill are taught either during periods of single-Service training (SST) or post-graduation.

Familiarity with Small Arms

23. ADFA midshipmen and officer cadets, regardless of their parent Service, are required to be capable of handling and using safely the standard ADF individual weapon. The training provided is a foundation on which the Services can develop additional expertise after graduation from ADFA. To this end, midshipmen and officer cadets will, during the initial weeks of their training at ADFA, be expected to pass a test of basic weapon handling and to participate in live firing practice up to LF6.

Uniform

24. During their time at ADFA, midshipmen and officer cadets are issued with and wear the uniform of their parent Service. Exceptions to this rule are made in the case of sports and physical training clothing, during field training where Army disruptive pattern combat uniform is worn and during single-Service training where Service-specific safety clothing may be worn, e.g. Navy combat coveralls.

Rank and Honorary Appointments

25. Midshipmen and officer cadets undergoing military education and training and under-graduate tertiary education at ADFA are of the same equal rank: Midshipman (MIDN) in the case of Navy trainees, Officer Cadet (OCDT) in the case of Army trainees and Officer Cadet (OFFCDT) in the case of Air Force trainees. All midshipmen and officer cadets will have an opportunity to play a leadership role in routine life at ADFA. Some, in recognition of their superior performance and capacity to cope with an increased workload, may be selected to fill positions of honorary authority in which they will

be expected to lead, direct and set an excellent example for their peers. Appointment to these positions does not attract promotion to a rank above their peers.

Marks of Respect

26. Care is taken at ADFA to ensure that military formality is not exaggerated and is kept at a level consistent with the need to reflect normal ADF practice and to maintain military discipline and order. Compliments are paid in the normal ADF manner by saluting out of doors, while saluting indoors is limited to occasions associated with infrequent formal reports, inspections or summary trials. There is no requirement for midshipmen and officer cadets to salute each other.

Health

27. All ADFA staff, midshipmen and officer cadets have the access to medical treatment enjoyed by other members of the ADF. Medical fitness is a prerequisite to participation in physical training and sporting activity.

Physical Fitness

28. The Navy, Army and Air Force each demand a minimum level of physical fitness appropriate for the duties their people will undertake in the maritime, land and air combat environments. These demands recognise age and gender-related physical capabilities. ADFA staff, midshipmen and officer cadets must also maintain a level of physical fitness appropriate for the work they undertake, and their age, and they undergo regular tests to ensure that they are maintaining their fitness. A professional team of fitness trainers works at ADFA to assist and encourage staff, midshipmen and officer cadets to maintain the standard.

Sport at ADFA

29. Sport is voluntary at ADFA but midshipmen and officer cadets are strongly encouraged to participate in the sport of their choice and to the best of their ability, consistent with maintaining a focus on achieving high grades in academic and military studies. They have the opportunity to participate in sport with other ADF members and members of the Canberra community. ADFA midshipmen and officer cadets may compete in ADF sporting competitions providing it can occur without detriment to their studies.

Voluntary Activities

30. In addition to sport, midshipmen and officer cadets have the opportunity to participate in a range of voluntary activities including, for example, abseiling, diving, parachuting and snow skiing.

Religion

31. ADFA staff, midshipmen and officer cadets are encouraged but not compelled to participate in the observance of religious worship in much the same way as they would as civilian members of the Australian community. There are three Service chaplains at ADFA who encourage spiritual and

personal development by conducting regular church services at the Academy and in the ANZAC Memorial Chapel at Duntroon, and by facilitating contact with non-Christian groups outside the Academy. Voluntary small group activities are also conducted each week. The Chaplains are also available at all times to provide a confidential pastoral and counselling service to staff and midshipmen and officer cadets and their families.

32 The attendance of midshipmen and officer cadets is compulsory at some events that may have a religious although non-denominational element. Examples are ANZAC Day, the CDF Parade Family Weekend, Graduation Week and other military events where the emphasis is primarily on remembrance rather than on the religious dimension.

Tradition, Custom and Military Terminology

33. While ADFA is a joint-Service unit, midshipmen and officer cadets are required, and in some areas expected, to develop an understanding of the history, customs, terminology and traditions of the Services. Some instruction is provided at ADFA while much more is provided during single-Service training.