



AUSTRALIAN ARMY

1ST RECRUIT TRAINING BATTALION

Blamey Barracks, KAPOOKA NSW 2661

AJ444002

JOINING INSTRUCTION - AUSTRALIAN ARMY RESERVE RECRUIT TRAINING COURSE

References:

- A. 1 RTB Standing Orders
- B. ATI 2-1/13 *Movements and Entitlements for Directed Training Requirement Courses*
- C. Army Dress Manual
- D. Military Personnel Policy Manual, Part 1, Chapter 1 *Court or police orders restricting access to weapons or firearms by members of the Australian Defence Force*
- E. ATI 1-3/13 *Individual Training Assessment In Army*
- F. ATI 1-19/13 *Codes of Conduct for Instructors and Trainees*
- G. ATI 1-5/2013 *Directed Training Requirement In-Year Management Process*
- H. Military Personnel Policy Manual, Part 3, Chapter 2 *Australian Defence Force Medical Employment Classification System*
- I. Health Directive No 235 Amendment No 6 *Management of pregnant members of the Australian Defence Force*
- J. COMD FORCOMD Directive 15/13 *Medical/Dental Waivers*
- K. DI(G) PERS 34-1 *Redress of Grievance – Tri Service Procedures*
- L. DI(G) PERS 15-1 *Misuse of Alcohol in the Defence Force*
- M. CDF Directive 11/2009 *Prohibition on the wearing of non-issued personal webbing equipment of 24 May 2009*
- N. Defence Road Transport Instructions (DRTI)
- O. COMD FORCOMD Directive 3-13 *Social Media*
- P. DI(G) PERS 35-3 *Management and reporting of unacceptable behaviour*
- Q. DI(G) ADMIN 08-1 *Public comment and dissemination of official information by Defence personnel*

Purpose

1. The purpose of this instruction is to assist you with your preparation for training at the 1st Recruit Training Battalion (referred to as 1 RTB). You should read this instruction carefully as it will allow you to fully prepare for your recruit training in the Australian Army. **You are to bring this instruction with you so that you can refer to the details when required.**

Commanding Officer/Chief Instructor's Introduction

2. You have been panelled on the Australian Army Regular Recruit Course. This course is designed to give you the experience and knowledge in order to develop you into a soldier and prepare you for further training at your relevant initial employment training school and future career in the Australian Army.

Location of the 1st Recruit Training Battalion

3. 1 RTB is located at Kapooka, approximately 12 km from the city of Wagga Wagga, in the Riverina area of New South Wales. You should be aware that the temperature in Wagga Wagga ranges at times from minus two degrees in winter to more than 40 degrees in summer.

Outline

4. The Reserve Recruit Training Course (referred to as the RRTC) is physically challenging and mentally demanding. You will be required to work hard seven days a week with little time available for recreation. You will learn and develop many new skills during your training. Some trainees find the change to a military lifestyle difficult, but most satisfactorily make the transition and go on to complete their training. You should be aware that when you enlist, you have voluntarily signed a contract to serve in the Australian Army. Once enlisted, you will be legally subject to military discipline. On arrival at 1 RTB, staff members from 1 RTB will meet you and brief you on the requirements of military discipline.

Course Information - Recruit training

5. Recruit training is the same for male and female entrants. During the four-week RRTC you will be required to take part in physical training, weapon handling and shooting, first aid, drill, field craft and more importantly the Army Values and Behaviours. Initially your time will be spent in barracks receiving theory and practical instruction. You will learn how to wear your uniform correctly, and maintain your personal equipment and room to the standard required by the Army. About one week is spent on weapon training and another week is in the bush for field training.

6. The training is deliberately challenging and has been designed to prepare you to be a soldier in today's Army. The training is intense, with little time for personal administration. This means little internet access and no ability to manage a business while training. Recruits gain a sense of achievement, purpose and confidence during basic training and on completion of the course feel justifiably proud of what they have achieved.

7. To mark the completion of your RRTC you will take part in a ceremonial parade. Visitors are invited to view this parade which takes place at 3.30 PM on the last Friday of the RRTC. Shortly after commencing your RRTC your nominated family will receive an information package outlining details of your March Out Parade. Included in this package will be an accommodation guide to assist in planning their visit. An evening meal is held for you and your family after the March Out Parade. **RRTC recruits may be approved local leave IAW the training program post the March Out Parade presentations and function. Local leave ceases at 2115 h at the bus pick up point with no overnight leave for MWD (U).** After completing the RRTC you will return home on the Saturday following the Friday march-out parade. Provided it has been requested on your Student Booking Request back in your unit before arrival at 1 RTB, you may return home with your family own means on the Saturday morning after the Friday parade.

8. The course competencies and learning outcomes are in annex A.

Prerequisites

9. Before you are nominated to attend the RRTC you are required to complete two training modules in your unit. One module is First Aid and the other is Navigation. You must discuss this requirement with your unit training staff. Your unit training staff should refer to **Army Training Instruction 2-1/10** which is the authority for this training to occur.

10. If you arrive at 1 RTB without these qualifications lodged in your PMKeyS folio or do not have a hard copy of the Record of Attainment and/or civilian certificate with you on arrival, **you will be returned home immediately and will not commence the course.** Hard copies will be contained within the Competency Log Book that you are required to collect from your unit as part of your pre-course administration as detailed in the annex B checklist.

Travel Arrangements (Movements)

11. Once you have been panelled on a course at 1 RTB your unit will need to complete and forward a Student Booking Request (SBR) to Integrated Travel Solutions (ITS) who will arrange for your movements to and from 1 RTB. It is important that you remain involved in this process as, in accordance with Defence policy, **you will not be able to make changes** to your movements after you commence training. There is a 20 kg luggage limit for air travel.

12. If you indicate on your original SBR that you will be travelling home with your family after completing training you will be able to do so provided the SBR is accompanied by approval from your unit Commanding Officer. **Once your SBR has been processed by ITS, no changes will be made to your travel arrangements.** If you indicate a requirement for movements to be arranged for you after commencing training you will be required to undertake travel in accordance with the arrangements made by ITS.

13. You should be in possession of your movement details, both to and from 1 RTB, prior to your arrival. Furthermore, you should bring a copy of your movement details with you to 1 RTB. You will receive a movement brief from staff in the first week of training which will confirm your return movement details. Any discrepancies need to be brought to the attention of staff at that time for rectification. If you have questions regarding this matter prior to arriving at 1 RTB you should direct them to your unit Chief Clerk. Additional advice in regards to movements is provided for you at annex C.

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

Pre-enlistment Medical Board

15. Before commencing training at 1 RTB you need to be medically and physically fit. A psychologist and a doctor will have assessed you at your recruiting centre. To attend the RRTC you must be classified as Medical Employment Classification 1. If you are in doubt about anything that might affect your training, you should discuss your concern with your unit supervisor or request referral to a doctor or psychologist. All Reserve members are to complete an Attestation Medical Board within the 14 days before commencing training at 1

RTB. Failure to disclose an existing injury or medical condition will result in your removal from training and discharge from the Australian Army.

Medical Documentation (PM4–Unit Medical Record)

16. You must bring your Army Medical Documents (PM4–Unit Medical Record) with you when you meet the transport to take you to 1 RTB. The Induction Supervisor will ask for these documents before you depart for 1 RTB and if the documents cannot be located you will not travel to 1 RTB. It is strongly advised that you bring this paragraph to the attention of your supervisor and Medical staff prior to the date of travel to 1 RTB.

Pre-enlistment Physical Conditioning/Pre-enlistment Fitness Assessment

17. Challenging physical activity is an essential part of the RRTC. During your course Army instructors will guide you through activities such as circuit training, strength and endurance training and at the end of your course a field exercise. While your instructors build your confidence and fitness levels along the way, physical preparation prior to commencing training at 1 RTB is essential. A pre-enlistment conditioning program for you to follow is in annex C. It is *strongly recommended* that you follow this program.

18. You must pass the recruit Pre-enlistment Fitness Assessment (PFA) prior to enlistment into the Army. The PFA is a fitness assessment consisting of push-ups, sit-ups and a shuttle run. The technique of these components is just as important as the result in achieving a pass. Another PFA must be passed in your unit in the *two week period* prior to commencing training at 1 RTB. Should you fail the PFA, you will not be able to proceed to 1 RTB. Your unit will negotiate the timings and location of your test. Further details are at annex A. Your unit should place the results of this PFA on your Personnel File. This file is to be collected by you as part of your pre-course administration detailed in the annex A checklist.

19. You will again undertake the PFA on day one of the RRTC at 1 RTB. The assessment does not differ from the PFA you completed prior to enlistment or in your unit. Failure to pass the PFA will prevent you from commencing training. **You will be returned home immediately and will not commence the course.**

20. The PFA is the minimum standard of fitness you are required to achieve at the start of training at 1 RTB. During your training you will participate in more physically demanding activities.

21. Swimming is also a part of the ARC physical training program at 1 RTB. There is a final swim assessment that involves a 30m swim in an indoor pool wearing long-sleeve shirt, trousers and runners and treading water for two minutes.

22. If you cannot swim or you consider yourself a weak swimmer **you should address this requirement urgently**. Some training advice is also provided at annex D.

Progress and Assessment

23. Throughout your time at 1 RTB you will be continually assessed in the values, behaviours, skills, knowledge and attitude required for service in the Army.

24. **Competent/Not Yet Competent.** To achieve overall competency on the course, you are to achieve all assessment criteria in all summative assessments. You will be reassessed in each assessment where your result is 'not yet competent' (NYC).

25. Some trainees may be unable to complete their training in the minimum allocated time due to unsatisfactory progress, medical problems or disciplinary issues. There is opportunity for limited medical rehabilitation, and extensive re-training and re-assessment to ensure trainees are given appropriate opportunity to complete their training. If you are unable to successfully fulfil all of the requirements of the RRTC you may be discharged from the Army or returned to your unit until such time you can return to 1 RTB to resume the training course.

26. **Assessment appeals process.** You have a right to appeal an assessment decision. Your appeal is to be in writing and submitted within 24 hours of receiving the assessment result to the SI. The SI will arrange a review of the assessment decision. If the trainee is still dissatisfied at the completion of the review, he/she may elect to pursue the matter through a Redress Of Grievance (ROG). A copy of all review documentation is to be placed on a secure file for the term of the review/redress period.

27. If you wish to appeal your overall course result you must appeal in writing to the CO/CI 1 RTB, within seven days. The CO/CI 1 RTB is the independent arbitrator for the training and assessment conducted at 1 RTB.

28. If you do not agree with the CO/CI determination you are entitled to submit a ROG.

29. **Access to records.** Trainees may have access to their own records at any time. All requests to view training records are to be made through the trainee's staff.

30. Your instructional staff are expected to meet high standards of training delivery. There is also an onus on you to learn. These expectations are outlined for you in annex E.

Complaints Process

31. Complaints are those other than complaints against assessment outcomes. Any complaint against the code of conduct will be managed as per 1 RTB Standing Orders. A detailed brief on the complaints process will be covered during your first week at 1 RTB.

Trainee Obligations

32. The obligations of the trainee primarily involve the trainee's preparation and commitment to attend the course. Specifically, these obligations include:

- a. obtaining commitment from their unit for release to attend the course and support to complete any and all pre-course preparation;
- b. complete all pre-course preparation and administration as outlined in this instruction;
- c. ensuring attendance on the course is not encumbered by other commitments or any personal or medical issues, which may cause disruption during the course or prevent completion of the course;

- d. accepting responsibility for own learning and participating positively throughout the course; and
- e. completing all required assessment activities.

Limitations to Course Participation

33. In the event you are subject to any commitment(s) that may require you to be excused from training events, you are to notify 1 RTB in writing of the details. Such commitments include but are not limited to:

- a. being subject to a Domestic Violence Order (DVO);
- b. being subject to a Weapons Protection Order (WPO);
- c. currently under investigation for either DFDA or civilian offences;
- d. being a witness to a DFDA or civilian offence; or
- e. obligation to make a court appearance within the course dates.

Withdrawal from the Course

34. Parent units are not authorized to withdraw trainees from the course once they have been panelled.

If you do not wish to attend the course, for personal or other reasons, you are to inform 1 RTB immediately. You cannot be withdrawn from the course panel or course reserve panel until the Paneling Authority releases an amendment message.

35. A request for withdrawal after the panel has been confirmed and released is to be submitted by the parent unit to the Paneling Authority, including detailed reasons for withdrawal. Where a member requests to be removed from course within four weeks of the start date, this will require Brigade/Formation Commander approval.

Early March-Out or Suspension from Training

36. Approval to march out early may only be granted by CO/CI 1 RTB. Early march out may be granted under the following circumstances:

- a. disciplinary reasons;
- b. unsatisfactory progress, including the non-achievement of competencies;
- c. unacceptable behaviour;
- d. compelling compassionate or personal reasons;
- e. medical reasons; or

f. at own request.

37. CO/CI 1 RTB has the option to hold you over after the completion of the course to finalise any outstanding disciplinary action.

March In

38. **Questionnaire.** At annex F is a Recruit March In Questionnaire. This is to be completed the day prior to travelling to 1 RTB. This questionnaire will be collected by your Induction Supervisor. It is not to be completed on the bus en route to 1 RTB.

Food and Accommodation

39. You will be housed in barracks style accommodation where you will share a room with other trainees. Rooms contain a bed, a wardrobe, a small desk and a chair for each trainee. Male and female trainees can be accommodated in the same barracks, but do not share the same room. Female trainees are accommodated with at least one other female trainee. The accommodation area is cleaned and maintained by you and fellow trainees and is subject to daily inspections. Personal items such as photographs are permitted; however, they are not to be displayed around your room.

40. The Army will provide you with all of your nutritional requirements. Trainees are not permitted to bring food, drinks or supplements for consumption during training. Any such items in your possession on your arrival at 1 RTB will be removed. The Army will cater for confirmed special dietary requirements for medical or religious needs.

Medical

41. The Australian Army will provide full medical cover during your training except for pre-existing conditions that were not declared at recruiting. Medication is available when required and prescribed by the 1 RTB medical officer. If you are currently taking prescribed medication, you should bring this with you to 1 RTB and the medical officer will decide if further prescription is necessary.

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

Married trainees

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

44. The Australian Army recognises bona fide inter-dependant relationships. If you consider that you reside in an inter-dependant relationship speak to your local supervisor and ensure you are given an 'inter-dependant relationship package' that includes an application and details for completion. You are required to bring the **completed** package to 1 RTB. If you are parading at a unit you should ensure that you are correctly categorised prior to commencing training. If this proves impossible for your unit then you must bring a complete

package, with all copies required as per annex A. If not, 1 RTB will be unable to correctly enter your categorisation, which will cause you financial detriment.

Single trainees with dependants

45. Single trainees who have dependants may be eligible for additional allowances. These trainees must bring a copy of dependants' birth certificate to 1 RTB.

Defence Community Organisation (DCO)

46. The Australian Army recognises that the mobile lifestyle of Army personnel and their families can create problems. A range of social work, family liaison, educational and military support services and related programs is provided through DCO to enhance the well-being of Army personnel, their families and communities. These services are provided by professional, qualified and experienced staff that is located conveniently with Defence establishments throughout Australia. Information about DCO can be obtained at www.dco.dod.gov.au.

47. Serving members, partners and other dependants may contact DCO directly. The DCO office in Wagga Wagga is open during normal working days and has personnel on call, after hours for emergency situations. Office details for the Wagga Wagga DCO are:

Defence Community Organisation
First Floor, Suite 104
76 Morgan Street
WAGGA WAGGA NSW 2650
Phone: (02) 6931 0011, Fax: (02) 6931 0007
A/Hrs emergency: 0428 270 769 (1 RTB Duty Officer)

Leave

48. Short duration (half day) local day leave is programmed midway during your training. Such leave is subject to the demands of the program and you will be advised accordingly of any changes to the leave policy.

Visitors

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

Postal Address

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

Recruit (Initials and Surname)
____ Pl, _____ Coy
1st Recruit Training Battalion
Army Recruit Training Centre
Blamey Barracks

MILPO KAPOOKA, NSW, 2661

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

51. You should be aware that parcels are to be opened in front of your platoon staff and items such as valuables and food/beverages will be removed. Valuables will be secured and returned on march-out. The following items are prohibited and are not to be sent in the mail:

- a. magazines / reading material of an inappropriate nature and not relevant to military / training;
- b. alcohol;
- c. tobacco products (for trainees under 18 years old);
- d. knives or any other type of weapon; and
- e. prescription or other medication (this can be prescribed to you at Kapooka).

52. Prohibited items will be removed and in the case of weapons, given to the Military Police. All other confiscated items will be returned to trainees prior to march out of Kapooka.

Telephones, mobile phones and photographic equipment

53. Limited telephone facilities are available within 1 RTB however personal *emergency* phone calls can be phoned through to the 1 RTB Duty Officer on 0428 270 769. During your first few weeks you will be very busy and accordingly, you should warn your family and friends that your available time and opportunities to write, text, email or telephone will be very limited. Daily contact is unlikely.

54. **Mobile phone use.** Personal mobile phones may be permitted to be used at limited times after training. Mobile phones will be secured and not be permitted to be carried on your person continually.

55. **Mobile phone limitations.** Modern mobile phones have a multitude of uses and capabilities being Email, Internet banking, camera, video and social networking to name a few. You should note that the Defence and Crimes Acts prohibit unauthorised persons from photographing Defence establishments. Therefore, the use of photographic equipment (this includes using the photographic function of mobile phones) is prohibited at 1 RTB. If your mobile phone has a camera/video function, you are not permitted to use that camera/video function whilst at 1 RTB. Disciplinary action may be taken against those members who use the camera/video function of their mobile phones at 1 RTB.

56. **Social networking.** The same mobile phone restrictions above also apply to social networking and use of the Internet while at 1 RTB. As a member of the Australian Army there are defined standards of behaviour expected of all members by the Army, the Law and the citizens of Australia. This means that your use of information, data, pictures, comments and other forms of communication on social networking systems and sites are severely restricted in regard to Defence related information and comment and other forms of communication that are perceived or actually illegal, offensive, harassing, bullying or belittling.

Pay

57. You are required to bring with you to 1 RTB, \$100.00 cash or the equivalent in a bank account that you can access by ATM Card to purchase ancillary items that you may require until your ADF pay is established. Subsequently your ADF pay will be placed into your nominated bank account. Trainees should ascertain the current Net Rate of pay from their home unit and ensure that it is sufficient to cover all of their financial commitments. If it is not, trainees should make alternate arrangements to meet their financial obligations. There is little opportunity to rectify these problems once training has commenced. Particular attention should be made to personal banking arrangements.

Banking

58. You are to bring your Tax File Number and the account number and BSB for your bank account to allow direct payment into your bank account. Failure to do this may cause you severe financial detriment.

59. The major banking and finance facilities at 1 RTB are the Australian Defence Credit Union (ADCU) and the Defence Force Credit Union Ltd (Defcredit). There is a Rediteller Automatic Teller Machine provided by ADCU close to your accommodation, which accepts all major credit and debit cards. The Kapooka Post Office is an agency for the Commonwealth Bank and provides all the 'electronic' services normally available at other Post Offices. All major banks are represented in Wagga Wagga, but not at 1 RTB.

60. A keycard account with a major organisation is recommended in preference to a bank book account to allow for easier access. The Edmondson VC Club (Soldiers Club) at 1 RTB has an EFTPOS facility with a cash limit of \$30. There will be an opportunity to open an ADCU or Defcredit account upon arrival at 1 RTB. Both institutions offer informative websites that can provide you with further information prior to your arrival - www.adcu.com.au and www.defcredit.com.au. If you do not have a bank account you will require two forms of identification and your Tax File Number.

61. There is almost no opportunity to pay bills (except through mobile phone Internet Banking when phone time is available) and conduct personal administration throughout training and therefore it is strongly advised that you pre-arrange your payments prior to attending 1 RTB.

Haircuts

62. Provision is made at Kapooka for haircuts within 24 hours of arrival. Males will have their hair cut with a number-2 comb, and tapered at the back and sides. Males with particular religious requirements may seek approval for an exception. The cost of a haircut is between \$15.00 to \$20.00.

63. Female hair is to be neatly groomed at all times so that it does not fall below the eyebrows or extend below the lower edge of a buttoned collared shirt. Females with long hair can secure their hair in a bun using hair pins/combs that are of the same colour as their hair. Two toned or multi coloured hair colours are not permitted. Females will need to bring sufficient hair pins/combs and hair nets with them to suffice for the duration of the training.

Vaccinations

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

65. In order to prevent complications with repeating a full dose of some of these vaccinations, you are to bring with you to 1 RTB any available vaccination certificates or other documentation that identifies that you have previously received vaccinations. This documentation is to be included in your PM4–Unit Medical Record.

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

Clothing and Equipment

67. **Military clothing.** Military clothing will be supplied to you shortly after your arrival at 1 RTB. You will be required to maintain this clothing including washing and ironing to the standard required by the Army. Washing machines and clothes dryers are provided in the laundry facilities near each barrack block. You will require an iron and should bring one with you, along with 'iron cleaner'.

68. **Military Identification Cards.** There is potential during the RRTC Training Program for you to be issued a Military Identification Card while at 1 RTB. If not, you can liaise with your unit to arrange to have one issued to you prior to arriving at 1 RTB or as soon as possible after you complete your training if one is not issued at 1 RTB.

69. **Military equipment and clothing return clearance.** If you have been parading at your unit and have been issued with any form of military equipment or clothing you need to ensure that you undergo a 100% Q clearance, less your issued combat boots, Disruptive Pattern Camouflage Uniform (DPCU) and Military Identification Card (ID Card), from your current unit prior to arriving at 1 RTB. You are to bring your **SQ 64 Q Record**, your issued combat boots, DPCU and Military ID Card (if issued) with you to 1 RTB. You are not to bring any other military equipment. You will be issued with all necessary military equipment upon your arrival at 1 RTB. Your unit staff will be able to assist you with the necessary clearance.

70. **Civilian clothing.** Civilian clothing may only be worn during leave. You are required to dress smartly at all times when in civilian dress – a good pair of trousers (dress jeans as minimum) and a sports shirt with collar (no explicit motifs) for males, and a similarly appropriate standard for females. It is highly advisable to bring a good quality pair of shoes that are specifically designed for running. As space is restricted, you are to bring only one suitcase with you. Do not bring too much civilian attire. What you wear to the course you can return home in four weeks later. There is one further opportunity for a half day local leave period. The rest of the time you will be wearing issued uniforms.

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

Facilities

72. You will have limited opportunity to use the recreational facilities available at 1 RTB. Dependent upon your training activities, you may have access to the following facilities:

- a. **Edmondson VC Soldiers Club.** This Club is operated by FRONTLINE. FRONTLINE is the Defence provider for clubs and general trading services including canteen services to soldiers at Kapooka. Other garrisons across Australia have similar arrangements. They provide items such as toiletries, stationery, shoe polish, confectionery, cards, small gifts, white goods and a licensed bar.
- b. **Banks.** Commonwealth Bank Australia agency (through Post Office), an ADCU branch, a Defcredit branch and a Rediteller ATM operate in Kapooka.
- c. **Post Office.** The Post Office is suitable for the payment of bills and purchasing of items such as mobile phones, gifts and military equipment.
- d. **Barber.** The Barber facilitates male recruit haircuts within 24 hours of arrivals, as well as providing a service to all Kapooka staff.
- e. **Soldiers Shop.** The 'Soldiers Shop' provides military memorabilia.

Private vehicles

73. You are **not** to bring your private vehicle to 1 RTB.

Use of military vehicles

74. No Recruit will be tasked to operate a Defence owned or short/long term rental vehicle.

Religious observance

75. Chapels (Catholic, Anglican and other Protestant denominations) are available. Christian religious services are held on Sundays and religious holidays for Catholic, Protestant and Anglican denominations. Other faiths are also respected and arrangements will be made where appropriate and practicable.

Minors (members under the age of 18 years)

76. If you are under the age of 18 years you are considered a minor, and therefore you are subject to certain legal restrictions such as:

- a. You are not to purchase or consume any alcohol, either on or off base.
- b. You are not enter licensed premises when on approved local leave,
- c. You are not to purchase or consume any tobacco products, either on or off base.

- d. You are not to purchase or use any adult products such as pornography, either on or off base.
 - e. You are not to purchase or obtain tattoos or body piercings, either on or off base.
77. Those of you 18 years and over are not to purchase or supply the above products to those minors.

Public Comment

78. Trainees are reminded that public comments or sharing of official information/images is prohibited. This includes social media, 'home videos' or images on the internet, mobile networks including SMS, email and attachments and other electronic media. It also includes discussion and personal opinions as well as correspondence with members of the public. This includes facebook, chat rooms and text messaging. This constitutes unacceptable behaviour and will not be tolerated.

Conclusion

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



GJ Ryan
LTCOL
CO/CI 1 RTB

D Apr 2014

Annexes:

- A. Course Competencies
- B. Clothing and Equipment and Documentation Checklist
- C. The Army Recruit Movement Plan – Brief for Soldiers and Families
- D. Enlistment Physical Conditioning Program and Pre Fitness Assessment
- E. Codes of Conduct for Instructors and Trainees
- F. Recruit March In Questionnaire

RRTC Competency matrix

Module 1 Operate in a Threat Environment

1. DEFCM104C Operate in a threat environment.
 - a. CLO 1.1 Apply individual field craft and battle craft techniques (Level 4).
 - b. CLO 1.2 Comply with the conventions of Armed Conflict and PW handling (Level 4).
 - c. CLO 1.3 Employ defensive and offensive measures within a section (Level 4).

Module 2 Operate the in-service radio (Harris)

2. PUAOPE013A Operate communications systems and equipment.
 - a. CLO 2.5 Operate the AN/PRC-152 radio in pre-set configuration (Level 4).

Module 3 Apply Military specific first aid

3. CLO 3.1 Reserve Military specific first aid gap training - assess a casualty and Identify the need for emergency care (Level 4)
4. The Army First Aid Course or Civilian Training provided by a RTO with the outcome being HLTF301C Apply Basic First Aid. (conducted prior to attending)

Module 4 Manage own professional performance

4. CLO 4.1 Display professional standards (Level 4).
5. CLO 4.2 Develop and maintain physical fitness (Level 4).

Module 5 Participate in workplace safety procedures

6. BSBWHS201A Contribute to health and safety of self and others.
 - a. CLO 5.1 Identify hazards and control risks (Level 4).

Module 6 Participate in ceremonial activities

7. CLO 6.1 Conduct drill (Level 4).

Module 7 Work in a public sector environment

8. PSPGOV201B Work in a public sector environment.
 - a. CLO 7.1 Manage personal administration (Level 4)

Module 8 Operate a Service Rifle

- 9. DEFCM101C Operate a service rifle.
- a. CLO 8.1 Fire the F88 Austeyr Service Rifle (Level 4).
- b. CLO 8.2 Bayonet Fighting (Level 4).

Module 9 Operate a Light Support Weapon

- 10. DEFCM102C Operate a light support weapon.
- a. CLO 9.1 Fire the LSW (Level 4).

Module 10 Work with Equity and Diversity

- 11. DEFEQ001C Work with equity and diversity.
- a. CLO 10.1 Work with effectively in a diverse workplace (Level 4).

Module 11 Display attributes of an Australian Soldier

- 12. DEFCM106C Display the attributes of an Australian soldier.
- a. CLO 11.1 Understand and display the values and beliefs of the Australian Army (Level 4).

Module 12 Operate land materiel IAW TRF

- 13. CLO 12.1 Operate land materiel (Level 4).

Module 13 On Going Assessment

- 14. BSBCMM101A Apply basic communication skills.
- 15. BSBCMM201A Communicate in the workplace.
- 16. BSBWHS201A Contribute to health and safety of self and others.
- 17. DEFCM106C Display the attributes of an Australian soldier.
- 18. PSPGOV201B Work in a public sector environment.
- 19. PSPGOV204B Access and use resources.
- 20. PUATEA001B Work in a team

**ANNEX B TO
RESERVE RECRUIT TRAINING COURSE JOINING INSTRUCTION
APR 14**

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

Documentation, Clothing and Equipment Required

	Tick items as you pack
Underwear (as personal requirements dictate)	
Sports Bra (females only) (fitted correctly and appropriately supportive for the conduct of high intensity physical activity)	
Shirts (must have collar, be in good repair, with no explicit motifs)	
Trousers / slacks (denim dress jeans in good repair are minimum acceptable)	
Skirt and Blouse (females only) (must be in good repair with no explicit motifs)	
Jumper	
Jacket (optional depending on season)	
Pajamas / Nightwear (pajamas should be of a conservative style (e.g. dark coloured, non see through and for males with a button up fly) and appropriate to the season)	
Shoes (to be worn with civilian clothes on local leave)	
Thongs (for shower)	
Towel x 1 (further towels issued on arrival)	
Civilian Socks x 4 (socks will be issued for use in training. Females may bring pantyhose)	
Toilet articles (including shaving gear, no electric shavers)	
Iron and Iron cleaner	
Lockwood 110/30 size padlock x 2	
Polishing cloths	
Stamped envelopes	
Telstra Smart Phone Card or mobile Phone (Telstra Homelink, Homeaway and Telecard also acceptable)	
'Sports strap' (for personnel who wear glasses)	
Coat hangers x 15 (2 sets of trouser hangers recommended (non coloured wire only))	
Running shoes (running shoes should be good quality, fitted correctly and appropriately supportive for high intensity physical activity)	
Prescription glasses x 2 (also bring a copy of the prescription)	
DOCUMENTATION REQUIRED	Tick
❖ Unit Personnel File (PFA result enclosed)	CATEGORISATION SUPPORT DOCUMENTS
❖ SQ 64 Q Record	'Inter-dependant relationship Pack' if applicable
❖ Bank account and BSB numbers	Certified copy of Marriage Certificate
❖ Tax File Number	Certified copy of dependants Birth Certificate
❖ Medical Documentation (PM4 Unit Medical Record)	Certified copy lease agreement (Rent Assist)
❖ Competency Log Book (First Aid and Nav evidence enclosed)	Certified copy of joint utilities bill
	Certified copy current rent receipts (Rent Assist)
	Tick

Note:

1. Only the minimum amount of civilian clothes should be brought, as most of your time will be spent in issued military uniforms.
2. As space is very limited all the above items are to be packed in one suitcase. As weight restrictions apply on luggage carried by air, you should not pack more than 20 kg.
3. Dangerous goods restrictions also apply to air travel. Ensure you do not pack any solvents or items such as brasso, as they will be confiscated at the airport.
4. You will have opportunity to voluntarily purchase additional items for the field component of the course whilst on local leave in Wagga Wagga or from the Kapooka Soldiers Shop.
5. Security of personal identification/evidence documentation is the individual's responsibility.

ANNEX C TO
RESERVE RECRUIT TRAINING COURSE JOINING INSTRUCTION
APR 14

RECRUIT MOVEMENT PLAN - BRIEF FOR SOLDIERS AND FAMILIES

1. Getting you to recruit training is an Army owned process with travel coordinated through Integrated Travel Solutions (ITS). Initially you will be moved to one of two concentration areas, Sydney or Melbourne, and then onto recruit training. The aim is to have you arrive safely at the recruit training location physically and mentally prepared to commence training.
2. Army Sergeants and Warrant Officers employed as Induction Supervisors work out of Melbourne and Sydney airports. They are there to assist with your move to recruit training. If you have any questions give them a call. In an emergency contact the Induction Supervisor or Emergency Services on 000. During the movement process if there is a travel related issue contact 1800 DEFENCE (1800 3333623) during working hours (8.30 am - 4.30 pm) and ask for the recruit desk.
3. Enlistees from **Queensland and regional New South Wales** will commencement movement to arrive in Sydney the day prior to the commencement of recruit training and will be accommodated over night at the Holiday Inn, Sydney Airport (Mascot).
4. Enlistees from **Western Australia, South Australia, Tasmania, Northern Territory and regional Victorian (less Albury)** will be moved to Melbourne the day prior to the commencement of recruit training and will be accommodated overnight at the Holiday Inn, Melbourne Airport (Tullamarine).
5. It is recommended that when ever possible enlistees move and stay as a group with other persons from their area.
6. Some enlistees from regional areas will be issued with Cab Charges. It is the responsibility of the member for security and correct use of these Cab Charges.
7. Soldiers from the greater **Sydney and Melbourne** metropolitan areas will concentrate at the Melbourne and Parramatta Defence Force Recruiting Centres on the day of commencement of recruit training. This will be arranged with the Defence Force Recruiting Centre or through ITS.
8. **Airport arrival.** For those flying into the concentration areas ensure you check you have all your carry on luggage / baggage prior to leaving the plane. Some of you will be tasked to carry personal documents, make sure these documents are kept secure and are handed to the Induction Supervisor at the first opportunity. Upon arrival in the concentration area, move to the luggage carousels on the ground floor and collect all your additional luggage / baggage.
9. **Sydney arrival.** On arrival contact in order of priority the Induction Supervisor on 0408 974 172 and the Holiday Inn on (02) 9330 0600. Identify yourself as an Army recruit and request transport to the hotel and then move from the terminal to the courtesy coach pickup area, located at ground level between Terminal 3 (QANTAS) and Terminal 2 (QANTAS flights 1500 and above, Virgin/JetStar). If in doubt directions are available from the information courtesy desk on each carousel concourse.

10. **Courtesy Bus.** The Holiday Inn courtesy bus is provided by **Sydney Super Shuttle** and leaves the domestic terminal at 0700, 0735, 0810, 0845, 0920, 1000, 1040, 1120, 1200, 1240, 1320, 1400, 1440, 1520, 1600, 1640, 1720, 1800, 1840, 1920, 2000, 2040, 2120, 2200, 2240, and 2320 hours daily.
11. **Melbourne arrival.** On arrival contact in order of priority the Induction Supervisor on 0409 656 460 and the Holiday Inn on (03) 9933 5111 (there is also a Holiday Inn free phone located on the wall adjacent to luggage carousel four). Identify yourself as an Army recruit and request transport to the hotel and then move from the terminal to the vicinity of luggage carousel three to be collected by the Sergeant.
12. On the day of movement to the recruit training venue those at airport accommodation will be moved to the local Defence Force Recruiting Centre by bus under supervision of the Induction Supervisor. Soldiers being enlisted and moving directly to recruit training from Defence Force Recruiting Centre Parramatta or Melbourne will be released to the Army by 10.15a.m. Sydney and Melbourne based soldiers in Army Reserve units are to be at Defence Force Recruiting Centre Parramatta or Melbourne in accordance with the timings provided by the Defence Force Recruiting Centre or ITS, but no later than 10:00am.
13. Once concentrated at the relevant Defence Force Recruiting Centre, you will then be moved to chartered buses adjacent to the recruiting building by the Induction Supervisor and ready to depart no later than 10:30am. You will then travel through the day with a lunch break and other rest stops where required. Soldiers from **Canberra** and **Albury** will be collected from designated pickup locations en-route. The plan is to have you in location to commence recruit training no later than 5:00pm.
14. Please note that recruits in training are normally granted leave for two weeks at Christmas.

PRE-ENLISTMENT CONDITIONING GUIDE

General information

1. It has been found in the past that applicants have under, prepared themselves for enlistment into the Australian Army. This article will guide you through a typical four-week example program, and address the issues such as over training, stretching and progression, so as to enable you to arrive at ARTC fit and ready for training.

Over training

2. Over training happens when not enough rest and adequate progression is not followed when training. The typical over training scenario is when the volume and intensity of your training program exceeds your ability to recover. Some signs and symptoms of over training are tiredness or trouble sleeping, irritability, decrease in performance, slow to recover from exercise, knee pain and/or shin soreness.

3. If you have not been exposed to recent, regular exercise then brisk walking is preferable to running. This decreases the risk of over training.

Stretching

4. Stretching is important especially when commencing an exercise program. When you exercise, your muscles become tight and shorten in length. If they stay tight and short then injuries can occur. Stretching lengthens and relaxes tight muscles and should be done after exercise.

Recommended training program

5. Find out what your maximum push-ups and sit-ups are and insert that figure in the following table, then determine 60%, 75% and 90% of your maximum push-ups and sit-ups.

	Push Ups	Sit Ups
My maximum amount is		
60 % of max is		
75% of max is		
90% of max is		

6. Once you have completed the above table you should complete the following training program for at least four weeks before attempting the Pre-Enlistment Fitness Assessment.

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 1	Walk 30-40 min	Push-up Sit-up 60% max 2 x sets	Walk 40 min	Rest	Steady Walk Hills 2-3 km	Rest	Rest

WEEK 2	Walk 30-40 min Push-up Sit-up 3 x sets 75% max	Rest	Walk/Run 2-3 km Push-up Sit-up 3 x sets 75% max	Rest	Walk Hills 40-50 min	Rest	Rest
WEEK 3	Walk 30-40 min Push- up Sit-up 3 x sets 90% max	Rest	Walk 50-60 min Push-up Sit-up 3 x sets 90% max	Rest	Run 2-3 km Push-up Sit-up 3 x sets 75% max	Rest	Rest
WEEK 4	Walk 30-40 min Push- up Sit-up 4 x sets max	Rest	Run 3-4 km Push-up Sit-up 4 x sets max	Rest	Walk 30-40 min Push-up Sit-up 4 x sets max	Rest	Rest

Pre-enlistment fitness assessment

7. The aim of the Pre-enlistment Fitness Assessment (PFA) is to determine if a potential recruit is at a sufficient level of fitness to safely commence training. ***This assessment must be passed.*** Recruits will be assessed on day two of training.

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

	MALE	FEMALE
PUSH-UP	15	8
SIT-UP	45	45
SHUTTLE RUN/BEEP TEST	7.5	7.5

Push-ups

9. Push-ups are a military push-up, where the toes and hands are in contact with the ground and the back is straight. The shoulders are lowered so that a 90-degree angle forms between the upper and lower arm at the elbow. It is important the back remains straight whilst performing each push-up. The push-up style is the same for both male and female recruits.

Sit-ups

10. Sit-ups are a military style sit-up. The feet are anchored and a 90-degree angle is formed between the upper and lower leg at the knee. The hands are run along the top of the upper leg and a sit-up is counted when the wrist reaches the kneecap. Hands are not used to pull the torso up but are to run freely up and down the legs. One repetition is to be completed every three seconds to a CD cadence.

11. Sit-ups and push-ups are an indicator of the abdominal and upper body strength.

Shuttle Run/Beep Test

12. The shuttle run consists of a series of 20 metre sprints. Each level of the test is composed of a number of sprints or "shuttles". As the test progresses, the time allowed for each shuttle reduces and has the effect of increasing the running speed necessary to complete the shuttle in the time allowed. The test begins at a speed just above a quick walking pace and increases to a full running speed by the time level 7.5 is reached. The test to level 7.5 involves 56 shuttles (a total distance of 1120 metres), and takes approximately 6 minutes and 30 seconds to complete. The test is an indicator of individual aerobic capacity fitness and the bodies ability to withstand the dynamics associated with the recruit training program.

Army Swim Test and Survival/Circuit Swim Training

13. All soldiers must be proficient in basic water safety and survival skills. The Army swim test is conducted initially at Recruit Training and involves a 30m swim of any stroke in Disruptive Pattern Camouflage Uniform (less boots and socks), followed by two minutes of treading water.

14. Because of the weight and awkwardness of swimming with military clothing and equipment, the most efficient swimming strokes are freestyle, breast stroke and side stroke.

15. Varying the amount of clothing that you swim with is a method of progression that can be used to become more proficient in these skills.

16. Outlined below is a sample four week swimming training program of the minimum standard that should be achieved four weeks out from enlistment. Note this is to be used as a guide only and some people may require additional swim coaching from a qualified coach. Also, ensure a life guard is present at all times when conducting swim training.

Suggested Swimming Program

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 1	Practice Army swim test 1 (dressed in a long sleeve shirt and tracksuit pants)	Swim 1	REST	Skills 1	REST	REST	REST
WEEK 2	Skills 2	Swim 2	REST	Practice Army swim test 2	Swim 2	REST	REST
WEEK 3	Swim 3	REST	Skills 3	Swim 3	Skills 3	REST	REST
WEEK 4	Swim 4	Skills 4	Practice Army swim test 3 (dressed in a long sleeve shirt and tracksuit pants)	REST	Swim 4	REST	REST

Swim 1 = 6 x 25m any stroke with 10 sec rest in between each set.

Swim 2 = 8 x 25m any stroke with 10 sec rest in between each set.

Swim 3 = 12 x 25m any stroke with 10 sec rest in between each set.

Swim 4 = 15 x 25m any stroke with 10 sec rest in between each set.

Skills 1 = 2 x 25m kick drills (with or without fins & kickboard) 2 x 25m Pull drills (Utilizing the pull buoy and freestyle stroke) 2 x 25m Scull (On your front or back)

Skills 2 = 2 x 25m Kick drills, 2 x 25m Pull drills, 2 x 25m Scull, 2 x 25m kick drills

Skills 3 = 2 x Kick drills, 4x Pull drills, 4x Scull, 2x Pull drills

Skills 4 = 4 x kick drills, 4x Pull drills, 4x Scull

Army swim test 1 = 25m swim, 1 min tread water

Army swim test 2 = 30m swim, 2 min tread water (Nil additional clothing)

Army swim test 3 = 30 min swim, 2 min tread water (Clothing, no shoes)

INSTRUCTORS CODE

Introduction

1. This code embodies the Australian Army's values of Courage, Initiative, Respect and Teamwork; however, it applies equally to all instructors (Army, Navy, Air Force and civilian). It identifies the behaviours we pride ourselves on and reflects the Army's long established traditions. An instructor's values, attitude and behaviour are powerful influences that should enhance a trainee's ability to learn and develop. Behaviours that are aligned with this code create an effective learning environment in which trainees can realise their full potential, and in which instructors can work with confidence. Behaviour contrary to this code can undermine an instructor's integrity and lead to a loss of trust, confidence and respect; ultimately, it can undermine the Army's reputation. We must accept our obligation to be professional in our approach to training our soldiers; to ensure their safety, dignity and self-respect; and to maintain our standing as a professional training institution.

Instructors code of conduct

2. The instructors code of conduct requires instructors to:
- a. **Lead and mentor.** Know your trainees and care for their safety and welfare. Encourage and build your trainees' individual and team identity, common sense of purpose, self-confidence and team spirit. Draw on your experience to model, motivate and advise trainees on how to confront the challenges of training. Engage trainees in thinking activities that broaden their views, and develop their judgement and ethical behaviour. Communicate effectively to provide constructive feedback. Influence those trainees who easily meet the training challenges to understand and help those who struggle.
 - b. **Instruct effectively.** Recognise your trainees' vast potential for learning. Develop and master your range of instructional techniques. Use lectures and slide shows sparingly. Use multi-media appropriate to the learning context. Employ realistic training that replicates the operational environment. Recognise that mistakes are a valuable part of learning – use them as positive learning opportunities.
 - c. **Be firm, be fair and be consistent.** Match your words with your deeds. When delivering rewards or correcting faults, ensure your decisions are ethical and well thought through. Treat your trainees with respect and dignity, and without prejudice. Know the difference between tough training and bullying. Do not tolerate bullying. If your leadership style is consistent, your trainees will know where they stand, will respect and anticipate your expectations of them, and will understand that you value them as individuals and as team members.
 - d. **Tolerate difference.** Diversity adds strength and depth to you team. Know your own prejudices, strengths and weaknesses. Be tolerant of differences in trainees' knowledge, skills and fitness levels. Think about the effect your

words and actions will have on your trainees. When dealing with trainees from other Services and other nations, instructors should acknowledge the values of the Navy and Air Force and respect the cultures of international trainees. Be culturally aware, and do what is right and fair.

- e. **Display integrity and earn your trainees' respect.** Authority is bestowed on you by virtue of your rank. Hold yourself responsible and accountable for your decisions and actions. Anticipate and empathise with the needs of your trainees, and be measured in all your dealings with them. Earn their trust, loyalty and respect. Do not fraternise with trainees – it breaks down trust and respect. Act as a role model and as a mentor, not a gatekeeper; and trainees will strive to emulate your values, character and professional demeanour. Deal with bullying, unfairness and inappropriate behaviour by:
- (1) challenging fellow staff if they are behaving inappropriately, and
 - (2) using the chain of command to address inappropriate behaviour if necessary.
- f. **Encourage initiative.** Reward participation and effort. Be quick to recognise the accomplishments of your trainees. Openly acknowledge good performance, and use lessons learned as a valuable part of the learning experience. Correct mistakes constructively. Cultivate trainees' character, principles and a sense of humour. Challenge your trainees to think. Appreciate their contribution to the team and acknowledge their use of initiative. Give your trainees opportunities to follow and to lead.
- g. **Be approachable.** Use a sense of humour to sustain your enthusiasm and to reduce a trainee's frustration. Balance your frustration with empathy for trainees who need additional attention or assistance. Allow your trainees to see that you want to help them. Recognise that by doing the best you can for your trainees, they will give their best.
- h. **Develop the Australian soldier.** Model the Australian soldier's nine core behaviours. Cultivate trainees' personal courage, initiative, respect and teamwork. Draw on your experience to instruct, advise and motivate trainees to:
- (1) Every soldier an expert in close combat;
 - (2) Every Soldier a leader;
 - (3) Every soldier physically tough;
 - (4) Every soldier mentally tough;
 - (5) Every soldier committed to continuous learning and self-development;
 - (6) Every soldier courageous;
 - (7) Every soldier takes the initiative;

- (8) Every soldier works for the team; and
- (9) Every soldier demonstrates compassion.

Conclusion

3. Training establishments should base their instructors code of conduct on the above characteristics and give due consideration to their trainees' experiences and the nature of their training.

TRAINEES CODE OF CONDUCT

Introduction

1. This code of conduct is applicable to all Army trainees. Trainees are to consider the manner in which they conduct themselves during training and after hours. In addition, trainees are to be aware of, and apply the good soldiering principles as detailed in 'Army Rules for a Fair Go', which are located at army.fairgo@defence.gov.au.

Trainees code of conduct

- 2. The trainees code of conduct requires trainees to:
 - a. **Respect the Australian Army ethos.** 'Ethos' means the distinctive character and attitudes of a culture or community. Respecting the Army's ethos means that you accept the values of the Army, which are different from the way the rest of society, operates. The oath to serve your country means that at times you may be expected to go without some of the luxuries and comforts of normal society. The oath requires loyalty, sacrifice and dedication to duty.
 - b. **Be prepared to learn.** An army that does not learn quickly is likely to lose battles and/or wars. Every Australian soldier must be ready to learn from every experience, and from every person who has knowledge and skills to offer. You must accept that there is always something more to learn and that every instructor has something valuable to teach.
 - c. **Display integrity.** Having integrity means that you only do things that you are prepared to take responsibility for. It means demonstrating high moral standards, doing your own work and being reliable in everything you do. You must be prepared to stand up for what is right and have the courage to report incidents of unacceptable behaviour by fellow trainees or staff. Soldiers with integrity will always look out for their mates and their behaviour will always be of the highest possible standard.
 - d. **Develop mental strength.** During training, you should expect to be taken out of your comfort zone. You will need mental strength to make best use of your physical strength. Your mind can keep you going even when your body is telling you it cannot continue. You can achieve great things by remaining

focused and not allowing problems to overwhelm you or divert you from the task.

- e. **Maintain a positive attitude.** Things will not always go your way, and it is easy to become frustrated. If you maintain a positive attitude, seeing the benefits, lessons, or reasons for everything you do, you will be seen as being in control, reliable under pressure and able to cope with any situation.

FOUO
SENSITIVE: PERSONAL

ANNEX F TO
RESERVE RECRUIT TRAINING COURSE JOINING INSTRUCTION
APR 14

RECRUIT MARCH IN QUESTIONNAIRE

NOTE: The primary purpose of obtaining this information is to assist the Army in managing recruits in an appropriate, efficient and effective manner. Should any of these details change whilst you are at Kapooka, please advise your platoon staff immediately. The information placed within this questionnaire is subject to the Privacy Act (Commonwealth) 1988 and is handled in accordance with the Information Privacy Principles.

PERSONAL PARTICULARS

PMKeyS Number (if known): _____

Surname: _____ Given Names: _____

Gender: Male Female Date of Birth: _____

Dependents:

Full name	Relationship	Age	Male/Female

Do you wear glasses: Yes No Reason (circle): reading only at all times long distance only

Religion: _____ Marital Status: _____

Hobbies: _____

Have you played team sports? Yes No Sports: _____

Frequency of participation in Sport (average per week)? Less than once 1-2 times 3 or more times

Home Address: _____

Suburb: _____ State: _____ Post Code: _____

Home Phone Number: () _____ Personal Email address: _____

Nationality: _____ My upbringing was primarily a.... City Upbringing Country Upbringing

What region of the world were you born in?
 Australia New Zealand UK European Asia Middle East Other

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FOUO
SENSITIVE: PERSONAL

F-2

Are you of Australian Aboriginal/Torres Strait Islander descent? Yes No

Do you speak any language other than English? Yes No If yes, what? _____

Have you had any previous state/federal/local government experience? Yes No

If yes, what type of experience? _____

TRAINING

What Corps have you enlisted into? _____ Was this your first preference? Yes No

If no, what was your preferred Corps? _____

Are you participating in the Army GAP year program? Yes No

Are you an Officer Cadet (Reservists only)? Yes No

What course are you undertaking? Regular Army (80 days) Army Reserve (28 days)

Do you intend to transfer (ARA to GRES or GRES to ARA)? Yes No

Where did you enlist? _____

What is the name of your home unit? **(Reservist's only)** _____

Are you qualified in any trade? Yes No If yes, which trade? _____

Why did you join the Army? *(Place numbers 1 – 3 against your top three reasons with 1 being your strongest reason for joining)*

- | | | |
|--|---|---|
| <input type="checkbox"/> To serve Australia | <input type="checkbox"/> Pressure from my parents | <input type="checkbox"/> Attracted by advertising |
| <input type="checkbox"/> To travel the world | <input type="checkbox"/> Always wanted to join | <input type="checkbox"/> Needed a job |
| <input type="checkbox"/> Adventure | <input type="checkbox"/> Job security | <input type="checkbox"/> To get my life in order |
| <input type="checkbox"/> To learn a trade | <input type="checkbox"/> Benefits | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Career prospects | <input type="checkbox"/> To get fit | |
| <input type="checkbox"/> Money | <input type="checkbox"/> Make new friends | |

How long have you wanted to join the Army? Just Recently Last few years Long Term interest

Did you have positive view of the Army at a young age? Yes No

What are your career goals? _____

SOCIAL MEDIA

What social media accounts do you have?

- Twitter Facebook Google+ Myspace Other None (I do not have one)

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FOUO
SENSITIVE: PERSONAL

FOUO
SENSITIVE: PERSONAL

F-3

PREVIOUS MILITARY SERVICE

Have you ever had any previous military service?

No Army Army Cadet Navy Navy Cadet RAAF RAAF Cadet

What rank did you reach and what was the total period of service?

Rank: _____ From: _____ To: _____

Why did you leave? _____

EDUCATION

What year did you last attend high school? (e.g. 2005) _____

What is the highest level of school you completed? (e.g. year 12) _____

What qualification did you achieve? (e.g. HSC, VCE) _____

Have you undertaken any tertiary study? (Study since leaving secondary school) Yes No

If yes, what course did you do? _____

Have you *completed* a University Qualification? Yes No

Have you *completed* a TAFE Qualification? Yes No

MEDICAL

Do you have any known allergies? _____

If yes, what is the expected severity of your reaction? _____

What is your height? _____ cm

What is your weight? _____ kg

MILITARY CONVICTIONS

Do you have any previous **military** convictions? Yes No

If yes, what convictions? _____

When were you convicted? _____

What were you awarded for the convictions? (E.g. 3 days ROPs) _____

FAMILY

Does your family have any health concerns? _____

FOUO
SENSITIVE: PERSONAL

F-4

What are your sibling's names? _____

What is your father's occupation? _____

What is your mother's occupation? _____

What is your partner/spouse's employment status?

- N/A – I do not have a partner/spouse Full-time Part-time Casual
 Un-employed Full-time student Full-time home-duties

What is your family/spouse's attitude toward your decision to join the Army?

- Very Supportive Supportive Indifferent Opposed

What is your friend's attitude toward your decision to join the Army?

- Very Supportive Supportive Indifferent Opposed

Are there any other languages other than English spoken at home? Yes No

If yes, what languages are spoken at home? _____

PRIMARY NOK

(This person is the person who is contacted in case of emergency)

Gender: Male Female

Relationship to you: _____

Full Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Home Ph: _____ Work Ph: _____ Mobile Ph: _____

ADDITIONAL NOK

(This person is the person who is contacted in case of emergency if primary NOK is unavailable)

Gender: Male Female

Relationship to you: _____

Full Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

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FOUO
SENSITIVE: PERSONAL

F-5

Home Ph: _____ Work Ph: _____ Mobile Ph: _____

FAMILY IN THE SERVICES

Do you have any relatives who have had any previous service in the ADF? Yes No

Full Name: _____

Relationship to you: _____ Rank: _____

Service: Army Navy RAAF Postnominals: (e.g. OAM) _____

Are they currently serving? Yes No

Full Name: _____

Relationship to you: _____ Rank: _____

Service: Army Navy RAAF Postnominals: (e.g. OAM) _____

Are they currently serving? Yes No

Are you a Wagga Wagga Resident? Yes No

(Reservist's only) Did you enlist straight to an ARMY RESERVE unit (DTU)? Yes No

If yes, which unit did you enlist to? _____

RECRUITING

How long has it been since you first visited Recruiting?

- Less than 1 month 1 month 2 months 3 months 4 months
 5 months 6 months more than 6 months

If more than six months why has the process been delayed?

- Age/Maturity Education/work commitments Recruiting process/testing
 Medical tests No positions Other

Do you have any personal concerns (e.g. young children, sick relatives)? _____

FINANCIAL COMMITMENTS

FOUO
SENSITIVE: PERSONAL

F-6

NOTE: The net minimum rate of pay that recruits are paid whilst training at ARTC is \$86.40(ARA)/\$75.15(ARES) per day.¹

Do you have any financial commitments? Yes (enter details below) No

Financial Institution	Type of Loan	Approx. Date Commenced	Duration

Do you have any concerns in repaying these debts whilst in training or have any other financial concerns that could affect your time at Kapooka? Yes No

If yes, would you like further guidance in managing these debts? Yes No

EMPLOYMENT HISTORY

Enter your previous employment below:

NOTE: Full-time (FT), Part-time (PT), Casual (CS), Un-employed (UN), Full-time student (ST), Full-time home-duties (HD)

Employment Type <i>(see note above)</i>	Job Description	Date From	Date To	Main Activity in last 6 months <i>(tick one)</i>
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> CS <input type="checkbox"/> UN <input type="checkbox"/> ST <input type="checkbox"/> HD				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> CS <input type="checkbox"/> UN <input type="checkbox"/> ST <input type="checkbox"/> HD				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> CS <input type="checkbox"/> UN <input type="checkbox"/> ST <input type="checkbox"/> HD				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> CS <input type="checkbox"/> UN <input type="checkbox"/> ST <input type="checkbox"/> HD				<input type="checkbox"/> Yes <input type="checkbox"/> No

¹ RTB Joining Instruction – Reserve Recruit Training Course – Annex F - Version 1.3 of 07 Apr 14