



**DEFENCE FORCE RECRUITING**

**IMPORTANT INFORMATION**

**FOR**

**ALL CANDIDATES**

---

This document is provided by Defence Force Recruiting (DFR). Contact your Case Manager on 13 19 02 for any enquiries

*Page:*

1 of 25

*Next Revision Due;*

29 May 2016

**Call 13 19 02 or visit [www.defencejobs.gov.au](http://www.defencejobs.gov.au)**



**NAVY**



**ARMY**



**AIR FORCE**

<b>THE FOLLOWING INFORMATION IS APPLICABLE TO ALL CANDIDATES (OFFICER OR GENERAL ENTRY).....</b>	<b>4</b>
Motivation .....	4
Ask yourself the following .....	4
Know the following.....	4
What will make you more competitive .....	4
Information Required for the Defence Interview at your Assessment Session .....	5
Speaking with your Defence Interviewer .....	5
<b>GENERAL RESERVES INFORMATION (OFFICER OR GENERAL ENTRY) .....</b>	<b>6</b>
<b>THE FOLLOWING INFORMATION IS APPLICABLE TO OFFICER ENTRY CANDIDATES ONLY .....</b>	<b>6</b>
Additional areas examined in the Defence Interview .....	6
Your ability to lead others and communicate effectively .....	6
The Officer Selection Board (OSB) .....	7
To help you prepare for the OSB.....	7
Useful websites for Officer Entry preparation .....	8
<b>THE FOLLOWING INFORMATION IS APPLICABLE TO GENERAL ENTRY CANDIDATES ONLY.....</b>	<b>8</b>
Recruit Training Establishments .....	8
Army Basic Training - Kapooka (Full-time and Part-time candidates) .....	8
Navy Basic Training - HMAS CERBERUS (Full-time candidates only) .....	9
Navy Basic Training - HMAS CERBERUS (Part-time candidates only).....	10
RAAF Basic Training - RAAF Base Wagga (Full-time candidates only) .....	10
RAAF Basic Training - RAAF Base Wagga (Part-time candidates only) .....	11
Useful websites for General Entry preparation.....	12
<b>IMPORTANT REQUIREMENTS OF ADF SERVICE - POLICIES AND CONDITIONS .....</b>	<b>13</b>
Operational Service .....	13
Sea Service .....	13
Defence Force Discipline Act .....	13
Military Discipline System .....	13
Unrestricted Service .....	14
Military and Trade Skills.....	14
Initial Minimum Period of Service (IMPS) (Full-time candidates only) .....	14
Age Restriction .....	14
Gender Restrictions.....	<b>Error! Bookmark not defined.</b>
Postings and Deployments (Full-time candidates only) .....	14
Impact on Partners and Family.....	14
Medical and Physical Fitness .....	14
HIV (AIDS) and other Viral Testing.....	15
Dress and Grooming Standards .....	15
Body Embellishment Restrictions .....	15
Tattoos and Brands. ....	16
Regulation of Lifestyle .....	16

This document is provided by Defence Force Recruiting (DFR). Contact your Case Manager on 13 19 02 for any enquiries

Workplace Behaviour.....	16
Police Record Checks .....	16
Security Checks.....	16
Pre-entry Medical Examination.....	16
Drugs .....	17
Compulsory Drug Testing.....	17
Alcohol .....	17
Performance Appraisal System .....	17
Return of Service Obligation (ROSO) (Full-time candidates only) .....	17
Training Failure.....	17
Conclusion .....	17
<b>CONDITIONS AND BENEFITS OF SERVICE (HOUSING, LEAVE etc).....</b>	<b>18</b>
Trainee Dependent's Allowance .....	18
Service Allowance .....	18
Superannuation .....	18
Categorisation.....	18
Interdependent Partnerships .....	18
Accommodation (Full-time candidates only).....	19
Removals (Full-time candidates only) .....	19
Leave Entitlements (Full-time candidates only).....	19
Long Service Leave (Full-time candidates only) .....	19
Annual Leave Free Travel (Full-time candidates only).....	19
Leave Travel for Trainees (Full-time candidates only) .....	20
Medical and Dental Treatment (Full-time candidates only) .....	20
Further Education for Serving Members (Full-time candidates only) .....	20
Posting Policy (Full-time candidates only).....	21
Employer Support Payment (ESP) Scheme.....	21
Leave Policy .....	21
The Defence Reserves Support Council (DRSC) .....	21
Department of Defence Reserve and Employer Support Division - Office of Reserve Service Protection (ORSP) .....	22
Employer Engagement Program (EEP).....	22
<b>FITNESS STANDARDS REQUIRED FOR ENTRY INTO THE ADF .....</b>	<b>22</b>
PFA Standards .....	23
<b>MAJOR DEFENCE BASES .....</b>	<b>24</b>
<b>F88 STEYR.....</b>	<b>25</b>

This document is provided by Defence Force Recruiting (DFR). Contact your Case Manager on 13 19 02 for any enquiries

Page:

3 of 25

Next Revision Due;

29 May 2016

Call 13 19 02 or visit [www.defencejobs.gov.au](http://www.defencejobs.gov.au)



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

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

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

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

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

Once you have successfully completed a Your Opportunities Unlimited (YOU) Session and submitted all the required documentation, you'll attend an Assessment Session. This will include a Medical Assessment, a Psychological Interview and a Defence Interview.

Academic results, health and fitness are only some of the factors considered when selecting applicants for entry. It is important to remember that your application will be considered in competition with others on a national basis. **To be more competitive** and confident at interview:

### **Know the following:**

- Details of the training undertaken at your initial training establishment (Initial Military Training (IMT)).
- Details of the training required to qualify in your job preference (Initial Employment Training (IET)).
- The role and job description in detail (and in your own words).
- The base locations relevant to your job and the basic types of equipment you will be using.
- Understand why you want the role and to serve in that particular Service.
- The role of an officer and have an understanding of what leadership is (officer applicants only).

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

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

## Medical Assessment

As part of the selection process you will be required to undergo a medical assessment. Detailed information regarding the process is contained in the pamphlet '***The Medical Process for Candidates Applying for Entry into the Australian Defence Force***'. You should familiarise yourself with the detail contained in this pamphlet as there are a number of actions required for successful completion of this assessment.

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

As part of the selection process you will be required to undertake an interview with a Defence Interviewer. The Defence Interview is an opportunity for you to demonstrate your motivation and knowledge about the ADF and the job or jobs you have applied for. Based on your responses the interviewer will make an assessment about your suitability for the position(s) and your ability to withstand the demanding requirements of ADF service. You should know the answers to the following:

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

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

## Speaking with your Defence Interviewer

The Defence Interviewer is a serving member of the ADF from any of the three services. The interview is confidential and there is no set time limit; however, most interviews take approximately 30-45 minutes. The best advice to candidates is to be honest and be yourself. If you get nervous, don't worry. There's no harm in telling your Defence Interviewer that you're nervous.

The questions the Defence Interviewer will ask are varied and are in no particular order. Don't be concerned if you can't answer all the questions; however, the more prepared you are, the more questions you should be able to answer and the more confident you'll be. The Defence Interviewer does not expect you to be able to recite all the information available on the Defence Jobs website. Instead, concentrate on being able to express yourself in your own words.

At the end of the interview, your Defence Interviewer will either recommend you for the job(s) you have applied for or provide advice and suggestions on areas you need to address to improve your competitiveness.

Full-time candidates please note: Some specialist General Entry jobs may also be required to appear before a Selection Board eg Crew Attendant, Security Police and Airborne Electronics Analyst. Refer to the Additional

Requirements section of your job listing on the Defence Jobs website ([www.defencejobs.gov.au](http://www.defencejobs.gov.au)) for more information. The section below regarding Officer Selection Boards can also be used as a guide.

## GENERAL RESERVES INFORMATION (OFFICER OR GENERAL ENTRY)

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

Defence Reservists are not only committed to the defence and protection of Australia, but also in most cases, committed to a civilian career as well. The support of their employers and families, as well as the community, is vital. It is therefore important for Reservists to manage their Reserve commitment along with their civilian career obligations and aspirations. There shouldn't be a conflict between military and civilian careers, especially as the skills Reservist gain benefits both their civilian employment and their employer.

It is therefore important that your employer supports you - the Reservist.

### Why you need your employer's support

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

### Further Information:

#### Reservists Handbook

Website: [www.defencereserves.com](http://www.defencereserves.com)

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

### Additional areas examined in the Defence Interview

An ADF Officer is a leader. They are required to influence others to achieve planned objectives (Professionally, with courage and dedication). Leadership is the major ingredient which binds a team together through loyalty, honesty, and good communication, thus allowing the team to achieve the desired objective.

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

- Leadership positions you may have held
- School appointments
- Leadership camps
- Public speaking
- Community involvement

This document is provided by Defence Force Recruiting (DFR). Contact your Case Manager on 13 19 02 for any enquiries

- Team sports participation
- General knowledge and understanding of current ADF operations (read national newspapers; read Defence newspapers)
- Self-confidence
- Maturity
- How you plan to balance your current civilian employment or studies with your new commitments, particularly whilst undertaking training (Reserve candidates only).

## The Officer Selection Board (OSB)

If you intend to apply for entry as an officer and you successfully pass the YOU and Assessment Sessions, you will be required to appear before an OSB. Recruiting needs to be satisfied that you have leadership potential, and that you have the individual abilities considered critical to the role of an officer in the ADF. Recruiting makes this determination through the OSB.

The OSB consists of a series of activities designed to test aspects such as leadership, teamwork and individual abilities, as well as a range of challenging problem-solving exercises designed to test your competitiveness for available vacancies. The OSB usually consists of a number of activities including:

- Oral presentation (RAAF candidates only)
- Outdoor activity and fitness assessment (GSO ADFA/RMC/ARES - Army only)
- Formal interviews (all positions and Services)
- Attend Pilot Selection Agency (PSA) for all avenues of entry for Pilots / Observers

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

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

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

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

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

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

## Useful Websites for Officer Entry Preparation

Website	Address	Link
Defence Jobs	<a href="http://www.defencejobs.gov.au">www.defencejobs.gov.au</a>	<a href="#">Click here</a>
Navy	<a href="http://www.navy.gov.au">www.navy.gov.au</a>	<a href="#">Click here</a>
RAAF	<a href="http://www.airforce.gov.au">www.airforce.gov.au</a>	<a href="#">Click here</a>
Army	<a href="http://www.army.gov.au">www.army.gov.au</a>	<a href="#">Click here</a>
Royal Military College	<a href="http://www.army.gov.au/Army-life/Army-careers/RMCD">www.army.gov.au/Army-life/Army-careers/RMCD</a>	<a href="#">Click here</a>
Australian Defence Force Academy	<a href="http://www.defence.gov.au/adfa">www.defence.gov.au/adfa</a>	<a href="#">Click here</a>
ADF Reserves	<a href="http://www.defence.gov.au/reserves">www.defence.gov.au/reserves</a>	<a href="#">Click here</a>
Air Force Officers	<a href="http://airpower.airforce.gov.au/Publications/Details/402/Command-andControl-in-the-Royal-Australian-Air-Force.aspx">http://airpower.airforce.gov.au/Publications/Details/402/Command-andControl-in-the-Royal-Australian-Air-Force.aspx</a>	<a href="#">Click here</a>
Maritime Warfare Officers	<a href="http://www.navy.gov.au/sites/default/files/documents/Warfare_Officers_Career_Handbook.pdf">www.navy.gov.au/sites/default/files/documents/Warfare_Officers_Career_Handbook.pdf</a>	<a href="#">Click here</a>
ADF Operations Link	<a href="http://www.defence.gov.au">www.defence.gov.au</a>	<a href="#">Click here</a>
ADF Pilot Selection Agency	Go to <a href="http://www.airforce.gov.au">www.airforce.gov.au</a> and follow these links "Our People" > "Careers" > "Becoming a Pilot" > "Pilot Selection Agency"	<a href="#">Click here</a>

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

### Recruit Training Establishments

#### Army Basic Training - Kapooka (Full-time and Part-time candidates)

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

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

Physical training is a vital requirement of military training. A qualified instructor will instruct you. Fitness will cover the following areas: Pre-entry Fitness Assessment (PFA), swim test, endurance training, strength

This document is provided by Defence Force Recruiting (DFR). Contact your Case Manager on 13 19 02 for any enquiries

Page:

8 of 25

Next Revision Due:

29 May 2016

Call 13 19 02 or visit [www.defencejobs.gov.au](http://www.defencejobs.gov.au)





training, pool activities, small team games, high wire confidence course, obstacle courses, endurance marching (over increasing distances), and bayonet training. The final fitness test is "THE CHALLENGE", a combination of endurance marching, obstacle courses, shooting and other activities. This test not only assesses fitness but also determination, teamwork, mateship and confidence.

You will also be instructed in the handling and firing of the F88 Steyr and the F89 Minimi. This includes the stripping, assembling, cleaning, and firing of the weapons. Safety is critical in this phase of training.

Drill is also taught, and is a part of everyday life in the Army, whether it is for a morning parade or a ceremonial duty. Field craft includes camouflage, movement in the field and reaction drills. It also involves learning to live in the field and how to prepare and eat ration pack food, signalling etc.

You will be accommodated in a three-story brick building (Barracks) and share a room with three other recruits. The rooms contain a bed, wardrobe and a chair for each recruit. Each floor can accommodate up to 50 recruits and this is known as a platoon. Within the platoon are groups of 10 recruits. This is known as a section. Each section has a Corporal in charge. Each platoon has a Sergeant and a Lieutenant. Platoons can be of mixed gender; however, male and female recruits will not share the same accommodation room. You will be instructed on maintaining the barracks and your room. Inspections are conducted on a regular basis.

The Army provides all your nutritional requirements. You will not need to take foodstuffs, drinks or supplements with you. You will eat in the Other Ranks (OR's) Mess.

You will not normally be permitted visitors while undertaking training; however, friends and relatives are encouraged to come to the march out parade.

Some of the administration that will be conducted while at Kapooka includes: induction briefs, X-rays, a blood test, issue of equipment and clothing, pay and allowances, maintaining barracks, dental checks and inoculations. You will also receive instruction on maintaining equipment and clothing, the Army's drugs policy, unit and standing orders, the Defence Force Discipline Act, Work Health and Safety, workplace behaviour awareness, Corps in the Army, leave and removal entitlements.

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

For additional information on Army Recruit Training go to [www.army.gov.au/Army-life/Army-careers/ARTC-Kapooka](http://www.army.gov.au/Army-life/Army-careers/ARTC-Kapooka).

### **Navy Basic Training - HMAS CERBERUS** (Full-time candidates only)

The Recruit School at HMAS CERBERUS is situated on Western Port Bay, Victoria, about 70kms south-east of Melbourne. The school has its own administration building, accommodation blocks and classrooms. On arrival you will be issued with a tracksuit, bedding, towels and you'll be allocated accommodation.

Your first four days at HMAS CERBERUS will mainly be taken up with medical and dental checks, issue of initial kit, a haircut, completion of documentation, parade training and fitness training.

The Recruit Course covers the next 10 weeks and is designed to give you sufficient knowledge and skills on which to base your Service career. The course includes both classroom and practical activities. Most subjects are individually tested. Examinations are set to ensure recruits are sufficiently prepared to undertake further specialist training at category schools. Private study areas are available in the school and a Duty Instructor is available for assistance during non-instructional hours.

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

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

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

### **Navy Basic Training - HMAS CERBERUS** (Part-time candidates only)

The Recruit School at HMAS CERBERUS is situated on Western Port Bay, Victoria, about 70kms south-east of Melbourne. The school has its own administration building, accommodation blocks and classrooms.

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

- Phase 1:** This training is residential, undertaken at the Recruit School over 21 days (including weekends). NR Recruits will join general intake recruits for three weeks of training, which includes 'kitting up', swim test, general induction (rites of passage), basic naval knowledge, parade training and weapons firing. You will undertake Phase 1 upon enlistment.
- Phase 2:** This is a distance learning task book containing 10 modules that can be completed by the member within a 12 month time frame. Progress and assistance is provided by the Naval Reserve Initial Entry Training Team, located at HMAS CRESWELL and HMAS CERBERUS.
- Phase 3:** This training is residential and focuses on sea skills over a 10 day period. It includes combat survivability familiarisation (fire-fighting and damage control), survival at sea and sea familiarisation training (5 days on the vessel MV Seahorse Spirit). You are required to complete Phase 3 within 12 months from enlistment.

For additional information on Navy Recruit Training go to [www.navy.gov.au/join-navy/recruit-school](http://www.navy.gov.au/join-navy/recruit-school).

### **RAAF Basic Training - RAAF Base Wagga** (Full-time candidates only)

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

- a. Provide an orderly transition from civilian to Service life;

- b. Equip recruits with the basic military knowledge, skills and physical fitness to perform their future roles in the RAAF; and
- c. Develop the values, attitudes and personal qualities required of RAAF members.

The length of the course is 12.4 weeks; however, your time at 1RTU may be extended if you are back-coursed due to injury or training failure. You should therefore avoid making serious personal and financial commitments in anticipation of definitely graduating after 12.4 weeks.

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

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

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

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

#### **RAAF Basic Training - RAAF Base Wagga (Part-time candidates only)**

The course is a modularised version of the full-time course (12.4 weeks) at 1 Recruit Training Unit (1RTU) located at RAAF Base Wagga.

Access to the full-time course is subject to vacancies and usually on the granting of a full-time service employment contract termed AFA 4J (3). Most Reserve airmen/airwomen undergo the part-time version that comprises three modules. The first and third modules that comprise about 50 hours of instruction are delivered at the Reserve squadron. The second module is an attendance module of three weeks duration undertaken at 1RTU. The second and third modules can be undertaken in any sequence. The first and third modules are based on open learning strategies and can therefore be commenced at any time. Usually, there are two opportunities each year to complete the second attendance module. Recruit training must be completed within two years; however, your time at 1RTU may be extended if you are back-coursed due to injury or training failure. You should therefore avoid making serious personal and financial commitments in anticipation of definitely graduating after ten weeks and two days.

For additional information on RAAF 1RTU go to [www.airforce.gov.au](http://www.airforce.gov.au) and use the search field.

## Useful Websites for General Entry Preparation

Website	Address	Link
Defence Jobs	<a href="http://www.defencejobs.gov.au">www.defencejobs.gov.au</a> Go to the Additional Information page for: <ol style="list-style-type: none"> <li>1. Important Requirements of ADF Service (Essential Reading)</li> <li>2. Joining Instructions</li> <li>3. Conditions and Benefits of Service</li> <li>4. Frequently Asked Questions</li> </ol>	<a href="#">Click here</a>
Navy	<a href="http://www.navy.gov.au">www.navy.gov.au</a> Go to the Additional Information page for: <ol style="list-style-type: none"> <li>1. Navy Today</li> <li>2. Commanders</li> <li>3. Navy Recruit School</li> <li>4. Navy in Brief</li> <li>5. Equipment</li> <li>6. Establishments</li> <li>7. Fleet Activity</li> </ol>	<a href="#">Click here</a>
Army	<a href="http://www.army.gov.au">www.army.gov.au</a> Go to the Additional Information page for: <ol style="list-style-type: none"> <li>1. What's On</li> <li>2. Meet the Chief of Army</li> <li>3. Organisation</li> <li>4. Units of the Army</li> <li>5. Army Recruit Training Centre (ARTC)</li> </ol>	<a href="#">Click here</a>
RAAF	<a href="http://www.airforce.gov.au">www.airforce.gov.au</a> Go to the Additional Information page for: <ol style="list-style-type: none"> <li>1. About Us</li> <li>2. Structure</li> <li>3. Organisation / Bases</li> <li>4. 1RTU</li> <li>5. Aircraft</li> <li>6. History</li> <li>7. News</li> </ol>	<a href="#">Click here</a>
RAN Recruit Training School	<a href="http://www.navy.gov.au/join-navy/recruit-school">www.navy.gov.au/join-navy/recruit-school</a>	<a href="#">Click here</a>
Army Recruit Training	<a href="http://www.army.gov.au/Army-life/Army-careers/ARTC-Kapooka">www.army.gov.au/Army-life/Army-careers/ARTC-Kapooka</a>	<a href="#">Click here</a>
RAAF No 1 Recruit Training Unit	To view 1RTU information, go to <a href="http://www.airforce.gov.au">www.airforce.gov.au</a> and type 'Recruit Training' in the search field	<a href="#">Click here</a>
ADF Reserves	<a href="http://www.defence.gov.au/reserves">www.defence.gov.au/reserves</a>	<a href="#">Click here</a>
ADF Operations Link	<a href="http://www.defence.gov.au">www.defence.gov.au</a>	<a href="#">Click here</a>

This document is provided by Defence Force Recruiting (DFR). Contact your Case Manager on 13 19 02 for any enquiries

Page:

12 of 25

Next Revision Due;

29 May 2016

Call 13 19 02 or visit [www.defencejobs.gov.au](http://www.defencejobs.gov.au)



## IMPORTANT REQUIREMENTS OF ADF SERVICE – POLICIES AND CONDITIONS

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

### Operational Service

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

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

### Sea Service

There is an expectation that all Navy personnel will serve at sea during the course of their career. Additionally, there are some Army and Air Force roles that may involve sea service.

### Defence Force Discipline Act

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

#### *What is military discipline law?*

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

#### *How does the military discipline system apply to you?*

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

### Military Discipline System

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

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

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

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

### **Unrestricted Service**

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

### **Military and Trade Skills**

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

### **Initial Minimum Period of Service (IMPS) (Full-time candidates only)**

IMPS is a condition of service for appointment/enlistment in the ADF that requires the officer/enlisted member to undertake a minimum period of service (as determined by the individual Service). The IMPS may vary depending on the job and avenue of entry. You should review the IMPS relating to your chosen career path on Defence Jobs prior to attending an Assessment Session.

### **Age Restriction**

The minimum age to join the ADF is 17 years. All minors (under 18 years of age) must have written consent from their parent/s or legal guardian to join. As evidence of proof of age, all candidates wishing to join the ADF must present an original or certified true copy of their full birth certificate to their Case Manager.

### **Postings and Deployments (Full-time candidates only)**

ADF posting policy reflects the need to fill current vacancies as well as the need to rotate personnel through operational, staff and training appointments. Postings assist with the development of the skills and experience of ADF members. Postings are not always possible within the same geographic locality. Accordingly, ADF personnel, and their families, will normally experience a number of moves, between different localities, during their career. The ADF will however assist families to reduce disruptions due to moves by providing removal leave, financial and accommodation assistance.

The deployments of ADF personnel within Australia and overseas occurs on a regular basis in response to events such as peacekeeping missions, exercises and natural disasters. In many cases, members are required to move at short notice to areas providing only basic amenities. Such deployments will result in separation of members from their families for a potentially extended period. During such deployments the Defence Community Organisation (DCO) can provide family support.

### **Impact on Partners and Family**

You should be aware that service in the ADF has the potential to place strain on relationships. Posting requirements may impact on your partner's employment and your children's schooling. If you have concerns about the impact of Service life on your relationship/family, you should discuss these concerns with your Case Manager.

### **Medical and Physical Fitness**

Medical fitness is a fundamental requirement for entry to, and retention in, the ADF, since all members may be called on to deploy on operations. ADF members will complete, to varying degrees, arduous training, both during IMT and IET, and at various times throughout their career. A high level of medical fitness is therefore vital for ADF members. Members who cannot meet these standards may jeopardise the safety of others or unfairly cause their duties to be performed by others. Any injury or illness permanently affecting a member's fitness for duty may ultimately result in discharge from the ADF. To assist ADF members maintain the best of

---

This document is provided by Defence Force Recruiting (DFR). Contact your Case Manager on 13 19 02 for any enquiries

health, the ADF provides free medical and dental care. All ADF personnel are required to undergo regular medical and dental assessments, vaccinations, and any urgent surgical treatment that may be required as determined by medical authorities.

High standards of physical fitness are also crucial for ADF members. All ADF members must be capable of achieving and maintaining a minimum level of physical fitness as a function of operational readiness. During their service, ADF members are required to undergo regular physical fitness assessments to ensure they are maintaining the required level of fitness. Personnel who cannot meet these standards after remedial training may be discharged from the ADF.

### **Pathology Testing for Blood Borne Viruses**

If you are successful in gaining entry to the ADF, your offer of enlistment/appointment will be subject to being tested for blood borne viruses - Human Immunodeficiency Virus (HIV), and Hepatitis B and C prior to enlistment/appointment. If you have objections to HIV or Hepatitis testing, you have the right to withdraw your application at any time prior to appointment/enlistment.

### **Dress and Grooming Standards**

Teamwork and esprit de corps are qualities essential to the proper functioning of any Defence Force. To foster these qualities, and to allow for identification of its members, the three services have various dress and grooming regulations. By wearing the uniform of their parent service, and by having the same general style of appearance, members of the ADF are given a sense of belonging and being part of an organisation with long standing and proud traditions. Additionally, well-groomed members of the ADF help to promote a sense of confidence and pride in the military among the Australian community. Often, military dress and grooming will reflect community trends; however, not all fashions in clothing, accoutrements and appearance will be permissible for ADF personnel when on duty or in uniform. Additionally, specific rules may be introduced for certain groups or in special areas to allow for operational, hygiene and safety requirements.

### **Religious or Cultural Concerns**

Defence recognises and respects the significance of people's religious and/or cultural beliefs. Under Australian legislation, Defence is not obliged to provide facilities or time off work for members to observe religious practices; however, Defence policy states that, wherever possible, opportunities are to be provided for individual requests for time or facilities required for religious practices or belief systems. This could include time for prayer or a quiet room for personnel.

- **Dress and Grooming:** Many religions, beliefs and cultures have items of dress and grooming (ie hair styles and facial hair) that hold special significance. All ADF personnel are required to wear the standard issued uniform and adhere to clothing policies and instructions. Defence policies are however flexible in allowing variations in appearance for religious or cultural purposes. The overarching policy on dress, facial hair and hair length and style relates specifically to safety requirements.
- **Tattoos and Jewellery:** Some religions and cultures place significance on tattoos or jewellery and this may conflict with ADF standards. Requests for tattoos or jewellery for religious or cultural reasons will be considered and waivers may be granted.
- **Dietary Needs:** Catering arrangements will, where possible, make every effort to provide flexibility to accommodate the dietary requirements of ADF personnel. Members must however be aware that in some cases, it may not be possible to guarantee availability of dietary requests.
- For more information refer to the link: [Guide to Religion and Belief in the ADF](http://content.defencejobs.gov.au/pdf/triservice/Guide%20to%20Religion%20and%20Belief%20in%20the%20Australian%20Defence%20Force.pdf) (<http://content.defencejobs.gov.au/pdf/triservice/Guide%20to%20Religion%20and%20Belief%20in%20the%20Australian%20Defence%20Force.pdf>)

### **Body Embellishment Restrictions**

The services each have particular personal presentation requirements for serving members. These requirements must be adhered to at all times, including during enlistment. Throughout the recruiting process,

body embellishments will be discussed and you will be expected to inform DFR of any current embellishments. Body embellishments include tattoos, branding, piercing, earlobe stretching, bead implantation and any other form of body modification.

**Tattoos and Brands.** Applicants should be aware that tattoos and/or brands are prohibited as follows:

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

Apart from the face (and hands for Army candidates), tattoos and/or brands are permitted on other parts of the body, unless the tattoo or brand is considered offensive. Candidates displaying offensive embellishments, tattoos or brands are considered unsuitable for entry to the ADF. Any decision to take action in removing or correcting the body embellishment is your decision and is to be undertaken at your expense. Defence does not advocate undergoing surgery / laser procedures as a means for entry. This action will not guarantee entry into the ADF and you will be subject to further assessment by DFR.

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

### Regulation of Lifestyle

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

### Workplace Behaviour

Defence aims to be an inclusive and progressive organisation that maximises capability through capitalising on a diverse workforce. Workplace behaviour is a key element to achieving this aim. Everyone is to be treated with respect and fairness. All Defence members must accept personal responsibility, accountability and think clearly about the consequences of their actions, attitude and behaviour towards others. Defence members found to have engaged in, contributed to, ignored, assisted, or personally encouraged unacceptable behaviour will be held responsible.

### Police Record Checks

The ADF retains the right, under the *Defence Act 1903*, to select only those people who it believes are suitable for employment. National Police Checks (NPC) are conducted during the recruitment process, and prior to enlistment/appointment, to assist DFR staff in assessing each candidate's suitability to serve. A criminal record or a history of unacceptable behaviour may indicate an attitude or a lack of self-control and discipline that is incompatible with the inherent requirements of service life.

All candidates are required to consent to a NPC for recordable convictions. The nature and circumstance of any offence will be considered to determine the candidate's suitability for employment in the ADF. Every case is assessed on its merits. Candidates are encouraged to discuss any aspects and/or mitigating circumstances pertaining to a criminal record with their Defence Interviewer so this information may be taken into consideration prior to any final decision being made.

### Security Checks

A security assessment, conducted by AGSVA, will be obtained to determine your suitability for access to national security information. Personal information provided by you during the recruitment process will be treated in strict confidence and will only be used for the purpose outlined in this paragraph.

### Pre-entry Medical Examination

---

This document is provided by Defence Force Recruiting (DFR). Contact your Case Manager on 13 19 02 for any enquiries



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

### **Drugs**

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

### **Compulsory Drug Testing**

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

### **Alcohol**

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

### **Performance Appraisal System**

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

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

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

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

### **Return of Service Obligation (ROSO) (Full-time candidates only)**

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

### **Training Failure**

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

### **Conclusion**

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

## CONDITIONS AND BENEFITS OF SERVICE (HOUSING, LEAVE etc)

For information relating to ADF pay and conditions see <http://www.defence.gov.au/dpe/pac/>.

### Trainee Dependent's Allowance

This allowance supplements a trainee's salary when they are supporting one or more eligible dependants (ie the trainee's dependant, or another person who is under 16 years old, living with the trainee, and wholly or substantially dependent on the trainee). Trainee Dependent's Allowance accrues from the date of enlistment/appointment, and is payable fortnightly.

### Service Allowance (Full-time candidates only)

Service Allowance is paid to compensate the majority of ADF members for the special demands of service life. This includes the requirement to be on call at all times and for potentially long or irregular work hours. Overtime and penalty rates are not paid to ADF members. While most commanders will endeavour to recompense overtime worked with leave, there is no guarantee that this will occur as a matter of course.

### Superannuation (Full-time candidates only)

Superannuation is a compulsory deduction from your salary designed to ensure you have an income when you reach retirement age. Military Super is the common name for the Military Superannuation and Benefits Scheme. All new members of the ADF must become members of Military Super. The funds which will be paid to you when you stop working will come from:

- a. a member benefit which is made up of your fortnightly contributions and the interest it earns; and
- b. an employer benefit which is the Government's contribution to your superannuation.

If you are discharged due to injury or illness you may be eligible to receive benefits from the scheme.

You can find more information at [www.militarysuper.gov.au](http://www.militarysuper.gov.au).

### Categorisation

Throughout your career you will be categorised as either:

- a. a member with dependants (MWD)
- b. a member with dependants (Unaccompanied) (MWD(U)) or
- c. a member without dependants (MWOD).

These categories are used to determine the conditions of service you are entitled to (eg Housing). As a general guide the categories mean:

- a. MWD - The member has in their household people who meet the definition of dependant. They are providing a home for their dependants at the posting location and live in the home with at least one dependant.
- b. MWD(U) - The member provides a home for dependants but is unable to live with them for service-related reasons. (eg The member is required to serve at another location and the dependants are unable to move for recognised reasons such as educational commitments, health or employment).
- c. MWOD - The member does not qualify for either MWD or MWD(U). (eg A member is divorced, and has a child who lives with their other parent, or the member does not maintain a home for the child for 90 or more nights a year (in this case, the child does not meet the definition of a dependant).

### Interdependent Partnerships

If you and your partner, irrespective of gender, have lived together on a permanent basis in a bona fide domestic interdependent partnership in a common household for a period of not less than 90 continuous days, and you continue to maintain the household after your enlistment/appointment in the ADF, you may be eligible to apply for recognition of an interdependent partnership. Recognition of an interdependent partnership entitles you and your partner to benefits such as subsidised housing and removals. Those candidates wishing to apply for recognition of an interdependent partnership must complete their application as soon as they accept an offer of appointment or enlistment. Candidates should consult with their Case Manager to obtain an application form and additional information about applying for an interdependent partnership.

**Accommodation** (Full-time candidates only)

Members with dependants who are posted to localities where they do not own a suitable home, and in which they intend to maintain a family home, are entitled to accommodation assistance. This assistance may be either the provision of a Service Residence or payment of Rental Allowance if no Service Residence is available and the member is required to obtain accommodation from the private rental market. To qualify for a Service Residence, the period of posting must normally be for a minimum of 12 months. If you are posted for a period of less than 12 months, you may receive Rental Assistance or you may be allocated a Service Residence on a temporary basis.

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

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

**Removals** (Full-time candidates only)

The word 'removal' is commonly used to mean the entitlement for you, your family and your belongings to be removed from one place to another at ADF expense. Generally, a removal is a consequence of a posting. The type of removal that is granted, ie furniture and effects or personal effects only, depends on how long you are likely to remain with your family in the new locality after the removal has been undertaken.

**Leave Entitlements** (Full-time candidates only)

Annual leave is credited fortnightly, amounting to 20 working days per year. There are other types of special purpose leave that may be granted in certain circumstances or used to compensate for arduous, special or prolonged duty. This includes trainee leave, seagoing and flying leave, remote locality and field leave.

**Long Service Leave** (Full-time candidates only)

Long Service Leave accrues at a rate of nine days per year of service and may be taken after 10 years of service. Employment with other Government departments and authorities (eg hospitals, councils) may also be recognised for Long Service Leave purposes, providing there is not more than 12 months break in continuity between that employment and joining the ADF. Candidates who believe they may be eligible should apply for recognition of previous employment for Long Service Leave purposes.

**Annual Leave Free Travel** (Full-time candidates only)

A member serving in Australia who has no spouse, interdependent partner or children, and whose nominated family is in Australia, but not at the member's place of duty, may be eligible to travel at Commonwealth expense. This will be achieved by the most economical means of public transport to and from the nominated family home location within Australia.

In cases where the member's nominated family is permanently resident overseas, the travel entitlement is return travel to an international terminal in Australia nearest to the member's locality of posting from which a flight departs to the overseas locality of the nominated family.

Those who are eligible may be entitled to the following:

- a. A trainee may be provided with up to three return trips per leave year, including any graduation trip.
- b. Any other eligible member, including a member undergoing training, may be provided with one return trip per year.

- c. If a member cannot be granted their recreation leave travel entitlement for service reasons, they may apply for the CDF to defer it (once only), into the following leave year. They must still meet all the conditions for eligibility in the following year.
- d. A member may be recalled from leave for service reasons while using a recreation leave travel entitlement. In this case, they are taken not to have used their travel entitlement.
- e. The total of recreation leave travel, remote location leave travel and reunion travel must not be more than seven trips per year.

**Leave Travel for Trainees** (Full-time candidates only)

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

**Medical and Dental Treatment** (Full-time candidates only)

The ADF provides full medical and dental treatment as required to keep or restore you, as far as possible, to normal health. Certain procedures (eg cosmetic surgery) are not normally provided at Defence expense.

**Further Education for Serving Members** (Full-time candidates only)

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

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

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

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

Financial assistance may include:

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

Defence aims to provide a high level of financial support for further education. Every effort will be made to maintain reimbursement rates at 75% or higher. Up to 100% of approved costs may be reimbursed. Members should not however expect financial support, as this may vary depending on the availability of funding, the number of applications submitted across the ADF, and the relevance of the subject matter to be studied in relation to the member's current or future position. The reimbursement rates are varied to ensure DASS expenditure remains within the available budget and in some circumstances reimbursement rates could fall significantly below 75%. For all courses completed within a calendar year the same reimbursement rate will apply across all DASS levels.

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

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

#### **Posting Policy** (Full-time candidates only)

The ADF's Posting Policy reflects the ADF's need to not only fill vacancies but also to prepare for the future through a member's career development. In this respect, the rotation of personnel through operational units and staff and training jobs is an essential requirement in the ADF. The policy is designed to provide personnel with the maximum exposure to operational and other working environments, whilst ensuring members are re-posted before staleness or fatigue.

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

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

#### **Employer Support Payment (ESP) Scheme** (Part-time candidates)

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

#### **Leave Policy** (Part-time candidates)

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

Private Sector Leave Guidelines - These guidelines have been developed, in consultation with peak bodies, for all private sector employers. Federal, State, Territory and Local Governments and their instrumentalities are covered under separate policies. The business environment is complex and multi-faceted - a single solution will not suit all circumstances. Accepting this, the aim of these guidelines is to provide a model of supportive arrangements and practices that is of general application.

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

#### **The Defence Reserves Support Council (DRSC)** (Part-time candidates)

DRSC comprises representatives from peak employer groups, industry bodies and unions including the Australian Chamber of Commerce and Industry, the Australian Industry Group, the Council of Small Business

---

This document is provided by Defence Force Recruiting (DFR). Contact your Case Manager on 13 19 02 for any enquiries

Organisations of Australia and the Australian Council of Trade Unions. The tertiary sector, women's and youth groups and indigenous organisations are also represented on the Council.

The DRSC aims to enhance the availability of the Reserve component of the ADF by promoting the benefits of employing members of the Reserve. The DRSC also aims to establish a flexible partnership with the community and employers so they are encouraged to support those in the Reserve. Members of the DRSC can explain the rights and responsibilities of both employers and Reservists, in particular the details contained in the *Defence Reserve Service (Protection) Act 2001*. The Act makes it mandatory for employees to be released for Defence service and for the training necessary to prepare for that service. It also makes it unlawful for an employer to discriminate against, disadvantage or dismiss an employee for undertaking Defence service.

### **Department of Defence Reserve and Employer Support Division - Office of Reserve Service Protection (ORSP) (Part-time candidates)**

The Office of Reserve Service Protection (ORSP) was established under the provisions of the Defence Reserve Service (Protection) Regulations 2001 (the Regulations). ORSP provides advice and assistance to reservists, their units, and employers, in dealing with the provisions of the Defence Reserve Service (Protection) Act 2001 (the Act). The Act sets out the entitlements and prohibitions that apply in relation to people who are rendering, who have rendered, or may render, Defence service as members of the Reserve.

ORSP can also provide advice to employers regarding their obligations under the Act. Reservists, or their units, may bring to the attention of ORSP cases of potential or perceived discrimination and/or disadvantage in their civilian employment, educational status, and partnership or practice rights as a result of their Reserve service. If the issue cannot be resolved informally, or at unit level, ORSP becomes responsible for receiving, investigating and managing the resolution of formal complaints made by Reservists under the Act.

### **Employer Engagement Program (EEP) (Part-time candidates)**

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

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

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

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

Defence Reserve Support  
Toll free: 1800 803 485  
Website: [www.defencereserves.com](http://www.defencereserves.com)

## **FITNESS STANDARDS REQUIRED FOR ADF ENTRY**

This document is provided by Defence Force Recruiting (DFR). Contact your Case Manager on 13 19 02 for any enquiries

Page:

22 of 25

Next Revision Due:

29 May 2016

Call 13 19 02 or visit [www.defencejobs.gov.au](http://www.defencejobs.gov.au)



The aim of the Pre-entry 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 prior to entry.

Please be aware that:

- The PFA represents the minimum standard required for ADF entry; the standard is higher during service.
- Even if candidates successfully pass the PFA, they must maintain their fitness training to increase their physical capacity and lower the risk of injury or failure after enlistment/appointment.
- Newly enlisted/appointed candidates will be required to meet the PFA standard immediately after enlistment/appointment.
- Failure to meet the standard after entry may delay training or threaten future ADF employment.

## PFA Standards

### Army

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

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

**Note:** Some positions require a higher PFA standard, such as the Special Forces Direct Recruiting Scheme candidates: Push-Ups: 30 Sit-Ups: 60 Shuttle Run: 10.1

### Air Force

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

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

**Note:** Some positions require a higher PFA standard, such as Air Defence Guard, Ground Defence Reserve Group and Ground Defence Officer: Push-ups: 15 Sit-Ups: 45 Shuttle Run: 7.5

### Navy

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

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

**Note:** Some positions require a higher PFA standard, including Permanent Navy Clearance Diver and Navy Reserve Diver: Push-ups: 30 Sit-Ups: 25 Shuttle Run: 10.1 Heaves/Chin-ups: 6

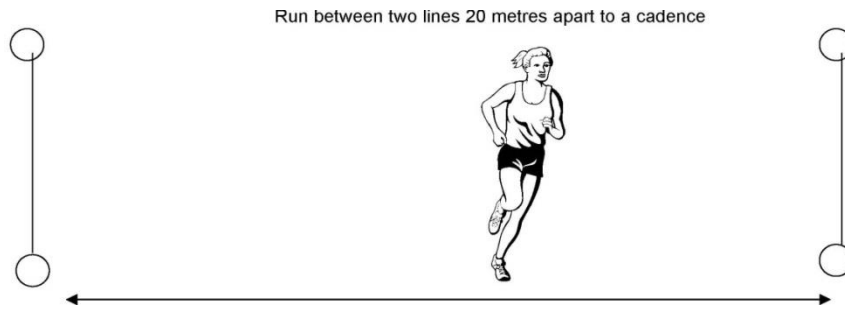


Figure 1: Shuttle Run

## MAJOR DEFENCE BASES

This document is provided by Defence Force Recruiting (DFR). Contact your Case Manager on 13 19 02 for any enquiries

Page:

24 of 25

Next Revision Due;

29 May 2016

Call 13 19 02 or visit [www.defencejobs.gov.au](http://www.defencejobs.gov.au)



NAVY

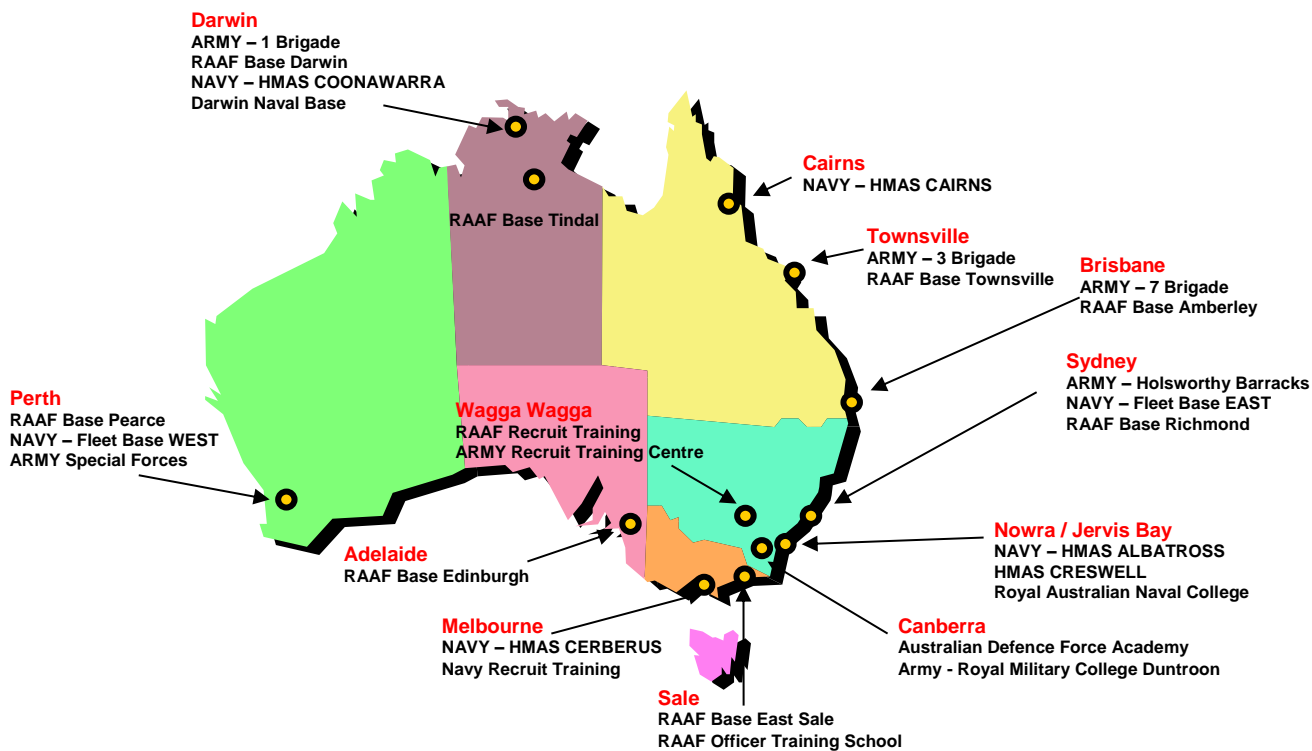


ARMY



AIR FORCE





This is the basic rifle used by the Australian Defence Force

This document is provided by Defence Force Recruiting (DFR). Contact your Case Manager on 13 19 02 for any enquiries