



Army Training Regiment Winchester
Sir John Moore Barracks, Andover Road,
WINCHESTER, SO22 6NQ.

Web: <http://www.army.mod.uk/Winchester>



MESSAGE FROM THE COMMANDING OFFICER ARMY TRAINING REGIMENT (WINCHESTER)

Lieutenant Colonel NAP Wright MBE SCOTS

Congratulations on being selected for a place at the Army Training Regiment Winchester (ATR (W)) to conduct your initial training. As your first Commanding Officer I understand that this may be an anxious time for you and your family. I can assure you, that you will not be the only one feeling this way, however once training is underway you should quickly become familiar and comfortable with your routine and surroundings.

You are to report to Sir John Moore Barracks between 1000-1300hrs on the Sunday the course starts. This letter will give you an overview of what you can expect so that you come prepared for your training at Winchester. Attached to this letter is a Documentation and Kit Checklist which you must read thoroughly and bring all the items with you on arrival.

Your family/friends are welcome to drop you off on the Sunday you arrive. This will give them an opportunity to tour the camp and see where you are going to be staying for the next fourteen weeks. They will also get the opportunity to meet your training teams and have a short but informative presentation on the training that you will undergo during your stay. If your family/friends wish to attend the briefing, you must all arrive at the front gate no later than 1230hrs. The tour will finish no later than 1500hrs. Directions on how to get to the camp can be found at <http://www.army.mod.uk/Winchester>.

ATR (W) is unique among Army barracks as a purpose built, independent training establishment; with facilities and layout which were designed to optimise the efficiency and quality of training. Sir John Moore Barracks covers 86.5 hectares. Recreation and training are catered for by the provision of 3 sports pitches, 2 gymnasiums, an indoor climbing wall, 2 outdoor climbing walls and a swimming pool. There is also an assault course, a High Ropes Command Task Course, a steel framed obstacle trim trail, an outdoor 25m firing range and 2 low-level training areas.

On arrival at Winchester you will have your arrival administration completed by a clerical team, so it is extremely important that you bring with you the requested information on the Kit Checklist attached. You will then be introduced to your training staff who will be responsible for leading you through your initial training, referred to as Phase 1, which follows a 14 week common military syllabus. The course can be viewed online <http://www.army.mod.uk/Winchester> under 'Training'. All instructional staff are specially selected and you will be assigned to a Section of up to 10 other trainees with a Section Commander instructor, with the rank of Corporal, who will deliver your training and mentor you for the duration of your time at the Regiment.

The first week will focus mainly on your personal administration, issuing you with your kit and equipment and completing your medical health checks. Exercise ICE BREAKER will take place at the end of the week which will give you a flavour of what to expect during the remainder of the course. In addition, your fitness will be assessed by a series of physical tests. This assessment includes a 1½ mile run similar to that which you completed at the Army Development and Selection Centre (ADSC). This enables us to assess your level of fitness when you commence training and then monitor your progress throughout the course.

The course is both challenging and demanding, involving a range of military subjects designed to enable you to take your place in what is widely regarded as the best Army in the world. Do not be daunted by this as we have highly trained instructors that will teach and give you encouragement the whole way through.

In addition to military training you will have the opportunity to participate in a week of adventurous training in the Brecon Beacons, Wales. Activities may include rock climbing, abseiling, caving, hiking, mountain biking and kayaking.

Your training will finish at the end of week 14 with a Pass Out Parade, to which you can invite your parents, family and friends to see you proudly finish your Phase 1 Training. After the parade you will normally have leave granted in which you can travel home with your parents, family and friends prior to commencing your Phase 2 Training.

Before you arrive, I encourage you to read the booklet entitled 'Recruit Training in the Army'. It is available from your local Army Careers Information Office and it contains useful additional information about your training. You can also ask your Army Careers Information Office for advice if you are unsure about any aspect of your chosen career or view the British Army Homepage at www.army.mod.uk for all the latest information on your Regiment or Corps.

As part of your preparation, I urge you and your family to visit the Army Families Federation (AFF) website at www.aff.org.uk. The AFF is the independent voice of Army families (including parents, guardians, partners and extended family members) and works hard to improve the quality of life for Army families around the world - on any aspect that is affected by the Army lifestyle. The AFF have been instrumental in achieving positive improvements to Government and MOD policy, resulting in improved delivery of services to our families. They also provide a useful signposting service to help you find the right person to speak to, as well as being a source of valuable information for you and your families through its website and magazine, the AFF Families Journal (to which your parents can subscribe through the AFF website).

To conclude; you should ensure that you read the attached Documentation and Kit Checklist as you will be asked for the documents on immediate arrival. Come mentally and physically prepared for this demanding course, be prepared to work as part of a team and give your all to the task in hand. This course is tough and is designed to challenge you, but it is well within your grasp and it is thoroughly rewarding if you approach it with grit and determination. I look forward to welcoming you on your first day.

NAP Wright MBE SCOTS
Lieutenant Colonel
Commanding Officer Army Training Regiment (Winchester)

ARMY TRAINING REGIMENT - PRE-ARRIVAL INFORMATION

ARMY SELECTION

1. **Receiving a Start Date.** When you have passed your assessment at the Assessment Centre you will receive a start date for your basic training. Depending on the results of your medical assessment and your choice of cap badge, it may take up to 6-8 weeks to receive a start date. However be prepared to wait for up to 12 months. Please ensure you inform your Training Staff on arrival if you have had LESS THAN one month's notice before starting the course.

RECEPTION AND TRAVEL

2. **Reporting.** You are to report to ATR (W) between 1000-1300hrs on the Sunday to start your course (including public holidays). If you are unable to arrive before 1300hrs because of transport arrangements, there is the facility for you to arrive on the Saturday but you must inform your recruiting staff the week prior to form up, they will then inform ATR (W).

3. **Train.** Your Recruiting Office will issue a rail warrant for you to travel from your nearest railway station to Winchester. A shuttle bus service from Winchester Station to the ATR (W) will run on the day of arrival.

4. **Drop Off.** Your partners, parent(s) or guardian(s) can bring you to ATR (W) if this is convenient for them. If your partners, parents or guardians wish to drop you off and attend the briefing then you must arrive at the front gate by 1300hrs. They will have the opportunity to meet members of the Training Staff and to see where you will be living and working. They can purchase lunch and refreshments at ATR (W) before departure. Anyone accompanying you should bring a driving license or passport with them as identification for booking in at the Guardroom. (See [Annex A](#) for detailed timings).

5. **Late Arrivals.** If you are unable to arrive during the reporting times above, or if you are delayed, you should notify the Guardroom on (01962) 888251. If you cannot attend for the first day at all, then you need to contact your local Recruiting Office. A list of Recruiting Offices can be found on the Army Jobs website at www.armyjobs.mod.uk/inyourarea.

KIT AND EQUIPMENT

6. **Kit Lists.** A list of kit and equipment that you should bring can be found at Annex A to this document. All the items listed are required during your training and you should aim to bring these with you if you can. Some items can be purchased at the Mace and Regimental Shop at the ATR (W) but you should bear in mind that items may cost more when purchased on camp rather than in a supermarket.

7. **Arrival Dress.** You should arrive at ATR W wearing a suit/jacket, shirt with collar, tie, smart trousers (not jeans), shoes for males and a smart skirt or trousers, shirt/blouse, shoes for females. Refer to the kit list in [Annex B](#) for more information.

8. **Spectacles/Contact Lens Wearers.** If you wear contact lenses and / or spectacles ensure you bring them both with you. Spectacles should have frames of a subdued colour and tinted or polychromatic lenses may only be worn with approval from a doctor.

DOCUMENTATION

9. A list of the documentation that you must bring with you is at [Annex B](#).

TERMS AND CONDITIONS OF SERVICE

10. Prior to arriving at ATR (W) you must read and fully understand the Terms and Conditions of Service that will have been issued to you during your recruitment process.

11. **Rights to Discharge.** You will notice that you are committed to completing at least your first 4 weeks of service and then should you wish to leave training, you are able to Discharge As Of Right (DAOR). The DAOR window opens on day one of week 5. From this point you have an option to DAOR up until the window closes at the start of week 13 (3 months after attestation). Rules on DAOR for Rcts with previous service may vary. Also note that the Commanding Officer must be given up to 14 days notice until a DAOR request can be processed. The Army can choose to discharge you right up to the end of your training, particularly if we decide by that late stage that you are not suited to Army life. This gives you the maximum opportunity to get used to Army life and ensures that you do not have to make a hasty decision about your future.

12. **Under 18s.** If you are under 18 years old and have completed 4 weeks of training, you will be able to DAOR for a period of six months from the day of arrival in full time training, or your 18th birthday - whichever is earlier.

13. Experience has shown that as soldiers approach the end of their training, having been able to take the time they need to settle in, very few of them wish to leave the Army. You have a fantastic opportunity for training and development at ATR (W) and, provided that you give it your full commitment, you will not be disappointed with the life that service in the Army can provide.

PAY

14. **Bank Account.** You must open a **Current Bank Account** prior to arrival. The account must be in **your name** and it cannot be a savings account. On your first day you will be required to produce the details of your Bank Account, to include Account Number and the Sort Code; this will enable the administration staff to enter the details onto the Army Pay system.

15. **Cash and Pay.** You should bring £120.00 in cash. You should also ensure that you have some provision for drawing money when you need it (cash point card - for the account into which you will be paid). At the end of the first month of training your wages will be deposited directly into your Current Bank Account, **you will not be paid in cash.**

16. **Financial Guidance.** You will be given a presentation during the first week of training, with a full explanation of the military salary system and how you will be paid, including any additional expenditure which will be incurred during your training.

GENERAL GUIDANCE

17. **Kit Security.** Kit security is important to ensure you retain those items required for training, but also those personal items brought from home which could prove to be a tempting target for an opportunity theft. You should ensure that you bring padlocks (as on the kit list) and that they are suitable to protect your kit, particularly if you choose to bring valuable laptops/phones etc. You will be briefed on kit insurance so you **do not** need to get it before you arrive.

18. **Communications.** Your partner, family should be made aware that during the working day (this will include some evening work) mobile phones will be switched off. If you have a particular compassionate reason for needing to have a phone on, discuss this with your Training Team. The mobile phone coverage for networks within the ATR (W) is good. If you do not have a mobile phone, there are payphones available for use in camp. Computers with internet connections are available in the WRVS complex. You may bring your own laptop with you; however this is at your own risk.

19. **Washing and Ironing.** You are advised to learn basic washing and ironing skills before arrival to enable you to maintain your uniform to a high standard. There is a free laundry system in camp for routine washes.
20. **Fitness.** You are strongly encouraged to develop your upper body strength, cardiovascular fitness and basic swimming skills before arrival. If you require further information on building your fitness speak to your Recruiter or visit the Army/Fit website at <http://www.armyfit.mod.uk>. If you have stopped developing your fitness since attending selection then you must use the time from now until when you arrive at ATR (W) to get back to the level of fitness you showed at the selection centre.
21. **Haircuts.** You should arrive with a short and tidy haircut which should not be unnaturally coloured.
22. **Jewellery.** When in uniform, no jewellery is to be visible other than signet or wedding rings, and even these will have to be removed or taped up for PT. During your time at ATR (W) jewellery is only permitted to be worn during the infrequent off-duty periods; for safety reasons.
23. **Private Vehicles.** Private motor vehicles are not to be brought to ATR (W) by recruits. There is no provision for their storage and they will not be permitted to be used for the duration of the course.
24. **Families' Day.** There is a family's day at the end of week 6; which gives your family a chance to come and visit you and get a feel for what your training involves.
25. **Visiting Home.** After the families' day at the end of week 6 you will be able to return home for a long weekend and a chance to relax and catch-up with your friends and family.
26. **Recreation Facilities.** Whilst the training will be busy, time is set aside for rest and recreation. The camp offers excellent leisure facilities including a recreation suite at the WRVS with games, pool tables, television and an internet suite.

WELFARE GUIDANCE

27. **Married Personnel.** If you are married you are **not** entitled to married accommodation whilst at ATR (W). Married recruits and those considering marriage can obtain details regarding Service Families Accommodation (SFA) from the Unit Welfare staff during the course.
28. **Non British (Commonwealth) Soldiers.** Non British (Commonwealth) Soldiers must ensure that any issued visas are up to date prior to arrival. As permissions to travel are likely to be limited, any restrictions are to be declared to the staff on arrival to ensure that appropriate applications are made. If you need advice or assistance with visa exemption applications for your dependents, make this known to staff on arrival.

ON THE WEB

27. **Relevant Websites.** There are a number of useful websites with further information relating to basic training at ATR (W). The websites provide useful information for recruits as well as their parents or guardians. For more information about basic training, visit the British Army website <http://www.army.mod.uk/Winchester>.
28. You can also follow Recruit Bloggers through their basic training online at the British Army Blog site at <http://britisharmy.wordpress.com/uk/atcp>. A Blog is an online diary and the site provides an interesting insight into the day-to-day life of a Soldier under Training.

Arrivals Day Programme

Recruits

Time	Activity	Location
1000-1400	Arrival Procedure	Gym/Welfare Facility
1300-1400	Lunch	Regimental Restaurant
1400-1530	Administration	Troop Lines
1530-1600	Farewell	Welfare Facility
1700-1800	Dinner	Regimental Restaurant
1800-1900	Attestation	Lecture Theatre

Parents and Relatives

Time	Activity	Location
1000-1400	Arrival Procedure	Gym / Welfare Facility
1400-1430	Regimental Briefing	Lecture Theatre
1430-1500	Tour of Camp & Accommodation	
1500-1530	Meet the Training Team	Welfare Facility
1530-1600	Farewell	Welfare Facility

Lunch will be available in the Regimental Restaurant for the Recruits. Families may also purchase lunch, alternatively there is a Shop where snacks and drinks can be purchased.

DOCUMENTATION AND KIT LIST

1. Your initial weeks at ATR W will be busy - there is a lot of administration required and you need to arrive well prepared. You will be issued with all of your military clothing and equipment on arrival; however there are a number of things that you need to bring with you. The lists below not only tell you what to bring but should act as a check list so that you can get yourself organised and save precious time and money during your initial weeks of training.

2. **Documentation.** During your first week we need to check a lot of your documentation to ensure that you are correctly inducted into the Army. It will make life easier if you can bring as much as possible of this documentation with you so please bring the following documents (and a photocopy of each if possible):

PERSONAL DOCUMENTS			
Ser	Document	Remarks	Check
1.	Birth Certificate		
2.	National Insurance Card	If held	
3.	Passport	If held	
4.	Passport photos x 8	Absolutely Essential	
5.	Visa	Foreign and Commonwealth members only	
6.	Full contact address and telephone numbers of immediate family	In cases of an emergency	
7.	NHS Card	If you do not have an NHS card, speak to your local NHS General Practitioner (GP)	
8.	Bank Details	You must arrive at ATR (W) having opened a UK Bank Account. Details required - Account number, Sort code, Name of Bank, Address of Bank	
9.	Marriage certificate	If you are married	
10.	Birth certificate of children	If you have any	
11.	Driving Licence	If held	
12.	P45	If applicable - must be dated within 8 weeks of arrival date at ATR (W)	
13.	European Health Insurance Card	You can apply online at www.ehic.org.uk/ or call 0845 606 2030. You can also ask for a form from your local post office	
14.	Any civilian qualification certificates		
15.	Any legal orders relating to divorce, custody, change of name etc		
16.	Details of any pending court cases		
17.	A list of home addresses for the past 5 years and the date of birth of your parents/step parents or guardians	Required for security vetting and Criminal Records Bureau (CRB) check.	
18.	Addresses and names of any employers from the past 5 years (if applicable)	Required for security check	

3. **Clothing.** You should not bring too much civilian clothing as storage space is limited and you will not get many opportunities to wear them until after the long weekend. All uniforms are provided and it is the responsibility of all soldiers to maintain their issued kit - you will receive instruction on this and you are discouraged from buying additional, unnecessary items before speaking to your training staff. You should bring the items listed below:

PERSONAL CLOTHING			
Ser	Item	Remarks	Check
1.	One smart set of civilian clothes	Males: Suit/Jacket, shirt with collar, tie, smart trousers (not jeans), shoes	
2.		Females: smart skirt, trousers, shirt/blouse, shoes	
3.	1 set of casual civilian clothes for wearing out of work time		
4.	Underwear	Briefs/sports Bras essential for PT lessons (females). Sufficient for 10 days	
5.	Civilian socks x 5 pairs	Socks worn with uniform and for PT will be issued to you	
6.	Natural tan tights	For females	
7.	Nightwear	Remember you will be sharing a room with others	
8.	Warm and waterproof outdoor coat		
9.	Shower footwear, i.e. flip-flops	For hygiene	
10.	Plain t-shirt x 2		
11.	Shorts		

4. **Personal Hygiene.** Becoming a soldier involves hard physical work often in dirty conditions and it is important that you maintain a good level of personal hygiene for your own health's sake, and the comfort of those that are sharing accommodation with you. You must bring with you the following items as a minimum.

PERSONAL HYGIENE & TOILETRIES			
Ser	Item	Remarks	Check
1.	Razor, shaving foam/gel, extra blades for razor	Razor to have replaceable blades, you are not to bring a cheap disposable razor; you will be shaving everyday regardless of facial hair growth	
2.	Shower gel	Shampoo (Optional)	
3.	Toothbrush and toothpaste		
4.	Deodorant		
5.	Towels	2 x Bath, 1 x Hand	
6.	Sanitary products	For females	
7.	Hair-nets, hair-bands and slides for your natural hair colour	For females	
8.	Nail clippers		
9.	Small nail brush		

5. **Swimming Kit.** Part of your training will include swimming lessons.

SWIMMING KIT			
Ser	Item	Remarks	Check
1.	Males - Swimming trunks, not shorts	Plain design, either black or blue	
2.	Females - One piece swimming costume	Plain design, either black or blue	

6. **General Items.** There are a number of items that will make life easier for you during your time at ATR W that you should bring with you.

GENERAL ITEMS			
Ser	Item	Remarks	Check
1.	Cash to spend	Not exceeding £120.00	
2.	Boot cleaning kit	2 x brushes, 2 tins of Kiwi polish 1 Black and 1 Dark Tan	
3.	Sewing kit	Black, white and khaki thread, needles and safety pins	
4.	Head Torch with red filter	For exercises in the field; should be small (AA or AAA battery size). If you cannot find one a Maglite style torch makes a passable alternative	
5.	Pens	Black Biro type and a black permanent marker	
6.	Padlocks x 4	Preferably key type padlocks. These will be used for lockers	
7.	Iron	Good quality, it will get a lot of use	
8.	Wristwatch (waterproof)	Black or green in colour (Digital), this is essential. Cheapest is best as it is likely to get lost or damaged on exercise	
9.	Wooden Coat Hangers	Six required, must be wooden not plastic	

7. **Optional Extras.** The items below are not considered necessities but you may bring them if you wish.

OPTIONAL ITEMS			
Ser	Item	Remarks	Check
1.	Writing paper, envelopes, stamps		
2.	Personal items, i.e. photo's		
3.	Mobile phone		
4.	A simple alarm clock		
5.	Swimming goggles		

8. **Do Not Bring.**

DO NOT BRING			
Ser	Item	Remarks	Check
1.	Bed Linen, blankets, duvets and pillows or a sleeping bag	This is all provided.	
2.	Ironing Board		
3.	Any weapons	Knives of any kind, firearms or replica firearms	
4.	Valuable items of jewellery		
5.	Excessive amounts of money		
6.	Alcohol	ATR (W) is a non-alcohol establishment	
7.	Non-prescribed medicines		
8.	Offensive posters or magazines		