TRAINEE JOINING INSTRUCTION FOR SINGLE SERVICE TRAINING THREE ALPHA COURSE 209265 SESSION 0004 BEING CONDUCTED 27 JAN - 21 FEB 14

References:

A. Royal Military College-Duntroon Single Service Training, Australian Regular Army General Service Officer Full Time First Appointment ADFA Training Management Package, version 1 of 24 Jul 2012
B. Land Warfare Procedures, General 0-2-4 All Corps Section Handbook of 14 July 2003
C. ATI 1-19/10, Codes of Conduct for Instructors and Trainees of 22 Oct 2012
D. Army Dress Manual
F. FORCOMD Directive 57/11, Medical and Dental Waivers of 13 Jul 2011
G. Health Directive No 235 Amendment No 5 Management of pregnant members of the Australian Defence Force
H. Dl(G) Pers 12-2 Court or police orders restricting access to weapons or firearms by members of the Australian Defence Force of 12 Jan 12
I. ADF Pay and Conditions Manual (PACMAN) AL11 August 2011

INTRODUCTION

1. You have been identified to attend Single Service Training Three Alpha (SST3A) which will be conducted by the Royal Military College - Duntroon (RMC-D). The task of conducting SST3A has been allocated to Romani Company (Romani Coy), RMC-D.

2. Within Romani Coy, Training Team Bravo (TT-B) has been allocated the responsibility and once the Training Team Commander (TT Comd) has formally taken command of the Australian Defence Force Academy (ADFA) Officer Cadets (OCDT), TT-B will adopt a Company structure. Collectively, staff and trainees of this Company will be known as TT-B.

3. SST3A is the fifth of six modules within the Single Service Training (SST) Continuum. The aim of SST3A is to provide trainees with the basic soldier skills they require to operate, as section members, within all Corps section. The key focus of this module is the gaining of weapons, Night Fighting Equipment and field craft experience.

4. SST3A will be conducted over a continuous 26 day period and it is expected that approximately 150 OCDTs will attend. The majority of training will take place at Puckapunyal Training Area (PTA). Whilst at PTA, Headquarters (HQ) TT-B will be established at the National Service Lines (NSL).

5. All trainees will be assigned to sections and their respective Small Group Instructor (SGI) will be directly responsible for the trainee’s training and welfare. Additionally the SGI will act as a mentor role model and be the first link in the chain of command. Whilst
conducting range activities, trainees may be allocated to a qualified Small Arms Coach (SAC). It should be noted that the SAC may not necessary be the trainee’s SGI.

AIM

6. The aim of this instruction is to provide background information to the trainees on SST3A itself, the staff, and provide other relevant information to allow trainees to prepare, plan and deploy to commence their training.

Key appointments

7. The following is a list of key appointments/groups that are referred to in this instruction:
   a. Commanding Officer (CO) RMC-D – Lieutenant Colonel M. Ascough;
   b. Officer Commanding (OC) Romani Coy – Major A. Norrell;
   c. Training Team Commander Bravo (TT Comd) – Captain M. Johnston;
   d. Second-in-Command Romani Coy (2IC) – Captain B. Simmons;
   e. Romani Coy Sergeant Major (CSM) – Warrant Officer Class Two S. Excell;
   f. Lead Small Group Instructor (Lead SGI) – WO2 S. Camac; and
   g. Co-Ordination Sergeant (Co-Ord) - Sergeant R. Crawford.

MODULE OUTLINE

8. General. ADFA OCDTs will be formally detached to Romani Coy on 27 Jan 14 at 0600h. Once roll call has been completed and all trainees are accounted for, TT-B will adopt a Company structure. Trainee allocations to sections will be confirmed during the handover parade.

9. At the conclusion of the handover parade, TT-B will deploy, by road, from RMC-D to National Serviceman Lines (NSL) at PMA. Upon arrival at NSL, the lines will be established, accommodation will be allocated, and training and assessment will commence.

10. Scheme of manoeuvre. For ease of management, SST3A is divided into four distinct phases with several stages. It is important to note that these phases may not have defined commencement and completion times and may overlap. The phases, and a brief outline of the activities within each phase, are as follows:

   a. Phase 1 – Planning. (1 Sep 13 – 20 Jan 14) The planning phase will be completed prior to your arrival. Tasks for trainees are detailed in paragraph 18 below.

   b. Phase 2 – Preparation. (21 Jan – 26 Jan 14) For trainees preparation phase requires them to conduct the tasks as detailed in paragraph 18 below.

   c. Phase 3 – Conduct. (27 Jan - 19 Feb 14) This phase involves the conduct of SST 3A and has a number of tasks to be completed as indicated below:

      1) the formal detachment of ADFA OCDTs to Romani Coy and deployment to MTA;
2) delivery of safety and camp briefs;
3) the delivery of training for prescribed weapons systems;
4) the delivery of navigation training;
5) the delivery of field craft training;
6) conduct of a field activity;
7) Conduct of LF6 consolidation and test;
8) delivery of Trainee Progression Reports (TPR);
9) the disestablishment, clean-up and hand back of Camp Blake; and
10) This stage will be completed once the main body of TT-B has redeployed to RMC-D.

d. **Phase 4 – Drawdown.** (20 Feb – 21 Feb 14) This phase consists of tasks specific to the closure of the Module. For trainees this will consist of a formal handover back to ADFA.

11. Annex A contains a broad sequence of events. During the conduct phase briefings will be held to advice trainees of the next day’s activities. Additionally, a daily Romani Coy Tattoo will be posted whilst TT-B is within NSL.

**Course Learning Objectives**

12. **Course Learning Objectives (CLOs).** Training is delivered in accordance with reference A. A detailed list of the CLO can be found at annex B. Within each CLO there are several Module Learning Outcomes (MLOs) which instruction is based on.

13. **Doctrinal training.** Trainees should be aware that RMC-D only delivers approved training directly from the authorised publications. All trainees are reminded that should there be any contradiction with training they have previously received, the Lead SGI is the subject matter expert and discussion will not be entered into.

**Pre-module preparation**

14. **General.** It is the responsibility of the trainee to ensure that all the requirements stipulated in this joining instruction are met. Failure to meet the specified requirement will be viewed as poor preparation and the appropriate administrative action may be taken.

15. **Mandatory training.** It is acknowledged that ADFA OCDTs receive Force Preservation Training (FPT) every year. If this has not been completed, trainees are to ensure they have read through Workplace Behaviour Awareness and Army Heat Injury Mandatory Training through the Force Preservation link on the Army DRN webpage.

16. **Certificate of preparation.** All trainees are to complete the Certificate of Preparation form attached at annex C and the personal particulars form at Annex D and submit it to their respective Squadron representative no later than (NLT) 09 Dec 13.

17. **Pre-module study.** There is no formal pre-module study, however, trainees are strongly
encouraged to review reference B.

TASKS

18. A detailed list of tasks is as follows:

a. On receipt of this joining instruction (preparation phase), all trainees are to:

   (1) inform their Divisional Officer if they are MEC J3/4;

   (2) ensure that Next of Kin (NOK) details are correct on PMKeYS;

   (3) ensure that all equipment is serviceable and unserviceable equipment is exchanged where appropriate;

   (4) locate their shooter's log and ensure you bring it with you on course;

   (5) submit the Certificate of Preparation (annex C) and Personal Particulars forms (annex D) in accordance with the direction in paragraphs 17; and

   (6) locate their Land Warfare Procedures –General (LWP-G) All Corps Junior Commanders Aide-Memoire if issued.

b. Prior to arrival at RMC-D; all trainees are to read and be conversant with the requirements of reference C, the Army Trainee Code. A copy of this Code has been included as enclosure 1; and

c. During the handover parade; all trainees are to highlight any issues to the CSM that may inhibit training.

TRAINEE/STAFF MANAGEMENT

Trainees

19. Past military training. Most of the trainees have completed the Year One Familiarisation Training (YOFT); however, some will have training shortfalls in their weapons training. Where this is the case, these trainees will be identified and may receive catch-up training at MTA. All trainees should be qualified on the F88 Austeyr. If a trainee is not qualified on the F88 Weapons Training Test and LF1, they are to identify themselves to the CSM during the handover parade.

20. Reporting. All trainees should be aware that they will be formally reported on during SST3A. Trainees will receive a Trainee Progression Report (TPR) which summarises their performance and details what assessments/tests have been completed. All trainees are to provide comment on the TPR when it is delivered.

21. Assessment/testing. All trainees will undergo assessments/tests during SST3A. The assessment/tests that will be conducted are as follows:

   a. Summative Assessment (SA) 6 – Operate the 9mm SLP Mk 3;

   b. SA 7 – Operate the 40mm Grenade Launcher Attachment (GLA);

   c. SA 9 – Operate the M72A6 66mm LDFS (WTT only);
d. SA 16A – Conduct an Initial Fitness Assessment (IFA); and

e. SA 17- Identify and use CBRN Defence individual equipment.

22. **Fitness.** SST3A is a physically demanding module which conducts formal Physical Employment Standards (PES) testing and has a significantly physical field component. Trainees should note that there is no opportunity for the conduct of remedial PT for those that have difficulty or fail the IFA. In the event of an IFA failure; ADFA will be informed and it will be reported on the trainee’s TPR.

23. **Management of minors.** SST3A is unlikely to have any trainees under the age of 18. In the event that a minor does participate in this course or is attached as support staff then they are to comply with the requirements set out in annex E.

**Staff**

24. **General.** Staff will be a combination of members currently posted to RMC-D and external support staff from units within Forces Command. The rank range is between Sergeant and Lieutenant and most Corps will be represented. It should be noted that weapons instructors will be rotated and it is unlikely a trainee will receive a weapons instructor that is also their SGI. For this reason, it is critical that all trainees deploy with their shooter’s log.

25. Logistical support will be provided by civilians from Defence Support Group. Whilst interaction with civilians will be limited, trainees are to treat civilian support staff in a courteous manner at all times.

**PERSONAL CONDUCT AND DISCIPLINE**

26. **Code of Conduct.** Whilst attached to RMC-D, all trainees are to comply with the requirements of reference C. Historically, avoidable incidents have been created because trainees have failed to do what is ethically right. Fraternisation with staff is not to occur under any circumstances. This includes once SST3A has been completed and staff have returned to their home locations.

27. **Unacceptable Behaviour (UB).** All trainees should be aware that all allegations of UB are formally investigated. In the first instance, OC Romani Coy will appoint a Quick Assessment Officer to conduct a Quick Assessment (QA). All allegations are reported to the CO RMC-D immediately with the QA forwarded within 24 hours. If the QA finds that there is substance to the allegation then action will be taken immediately. Trainees are to be aware that false claims are taken very seriously and disciplinary action will be taken if an accusation is found to be vexatious.

28. **Complaints.** Should any trainee believe they have been treated unfairly by either military or civilian staff they are to raise the matter immediately with their SGI. If the matter is in relation to their SGI, trainees are to inform the Platoon Comd, CSM, Lead SGI or TT Comd directly. Trainees are not to leave complaints about UB to the last day as it is near impossible to conduct a robust QA once external staff have returned to their units.

29. **Academic conduct.** RMC-D has a clear policy concerning the actions of trainees who act dishonestly or improperly in connection to their academic work. Dishonest or improper conduct includes the misuse or plagiarism of work of another person, copying (whole or part) the work or data of another person, or presenting substantial extracts from books, articles,
thesis, computer software or lecture notes without due acknowledgement. In short, academic misconduct may result in disciplinary action being taken and may result in a trainee being removed from the module. This includes a 'cheat sheet' for the orders package. If at any time a trainee is in doubt about what academic material is allowable, they should raise this in the first instance with their SGI.

30. **Photography.** All personal photography is prohibited unless authorised by OC Romani Coy. Cameras of all types are prohibited and trainees should be aware that staff members will be policing this.

31. **Social media.** Under no circumstances are photographs or comments relating to SST3A to be posted on any social media website such as Facebook. This includes 'status updates', 'locations' or activities being conducted either during or post SST3A.

32. **Alcohol.** Alcohol is prohibited for all TT-B personnel during the conduct phase of SST3A.

33. **Dress standards.** In accordance with reference D, dress standards will be strictly enforced. The wearing of non-issue clothing and equipment is prohibited; however, once deployed to Camp Blake, trainees may wear non issued cold weather clothing that is either DPCU in design or under their DPCU at night once in their accommodation.

34. **Haircuts.** Haircuts are to conform to the direction provided in reference D. In the event that they do not, the local barber will be utilised at the trainee's expense.

35. **Discipline.** Whilst attached to TT-B, all trainees are under the command of OC Romani Coy for the purposes of discipline. All potential discipline matters will be staffed to the CSM, via the TT Comd, for examination and if required, the OC Romani Coy will perform the duties of a Discipline Officer. All Defence Force Discipline Act procedures will be deferred to ADFA for action.

**SAFETY**

36. **General.** The safe conduct of SST3A is a key consideration. A military risk assessment has been conducted for each activity and mitigation tasks have been put in place.

37. **Briefs.** Where there is any risk of avoidable injury with an activity, a safety brief will be delivered prior to commencement of the activity. All trainees are to be in attendance and apply the risk reduction measures put in place.

38. The following points should be noted:

a. **Jewellery.** The wearing of jewellery is prohibited during all field activities. Where a ring can not physically be removed, the TT Comd is to make an assessment to reduce the likelihood of injury. Trainees should be aware that this may mean being prohibited from attending an activity, thus obtaining a training shortfall. It is strongly advised that trainees do not deploy with jewellery.

b. **Wet Bulb Globe Temperature (WBGT).** A WBGT reading will be taken as required and will be disseminated to all SST3A staff members. Trainees should be aware that all training being conducted on SST3A is in accordance with (IAW) the required work rest ratios.
c. **Dietary supplements.** Trainees wishing to consume over the counter dietary supplements are to declare them to the CSM upon arrival. Trainees should be aware that caffeine supplements (and the like) are prohibited.

d. **Prescribed medications.** All prescription medications are to remain in their original packaging be declared to the CSM/SGI at the commencing of SST3A.

**ADMINISTRATION**

**Travel**

39. **Emergency travel.** In the event that a trainee must return to either ADFA or their NOK location for an emergency, the 2IC Romani Coy will coordinate the movements. The CO RMC-D is the approving authority for such travel. It should be noted that if a trainee requires emergency travel they may incur a training shortfall.

**Report timings**

40. **First parade.** First parade for all trainees will be 0600h 27 Jan 14 in the vicinity of the Tree of Knowledge at ADFA in Marching Order (M/O). Trainees should be aware that weapon issue will occur immediately after the hand over parade at the ADFA Armoury with DP1. Movement from ADFA to the PMA will be under direction from the TTCOMD.

41. **Last parade.** Trainees will be formally handed back to an ADFA representative NLT 1730h 21 Feb 14 in vicinity of the ADFA Military Building.

**Accommodation and messing**

42. **Accommodation.** Whilst at the NSL trainees can expect to be accommodated in the accommodation blocks. Females and males will be separated; however, females will be allowed into the male blocks until 2100h for instructional purposes only. Under no circumstance are male trainees to enter the female blocks. During the conduct of the field activity, accommodation will be under individual sleeping shelter.

43. **Secure storage.** There will be no secure storage space provided. Trainees are encouraged not to deploy with valuables.

**Dress and equipment**

44. **Weather.** All trainees should be aware that the weather changes very quickly at PTA. Whilst the temperatures are expected to be between 15 and 35 degrees, it is likely that the overnight temperature may drop lower. As such, all trainees should arrive with the appropriate cold/wet weather equipment. There will be no opportunity to issue or exchange equipment once deployed.

45. **Equipment.** A list of dress and equipment is contained within annex E. In accordance with reference E, non-issue ammunition pouches are not to be fitted to any combat load carriage (pack and webbing) equipment.

46. **Non-issued equipment.** Non-issued equipment such as ammunition pouches and weapon cleaning gear is not to be brought on any of the SST modules. The exception to this rule is as follows:
a. cold weather undergarments as detailed in paragraph 45 of this document;

b. bivvy bags; and

c. Alice Pack frames for those that have a documented (chit) medical requirement.

47. Any trainee that is found to be using non-issued equipment, such as barrel snakes may be subject to DFDA action.

48. **PT dress.** Whilst conducting PT, a plain brown T-shirt may be worn with black shorts and runners. Trainees will be advised when DPCUs are required the day prior to the PT activity.

49. **Civilian attire.** Civilian attire is not to be worn whilst deployed to PTA. All movement to and from PTA is to be in DPCU.

50. **Tracksuits.** A military tracksuit is to be brought on SST3A. Once the last lesson of the day has been completed, trainees may change into a military tracksuit whilst remaining in the NSL.

**Rationing**

51. All trainees will be rationed-in for the duration of SST3A. Meals will be hotboxes whilst at PTA and one man combat ration pack once deployed into the field.

**Pay and allowances**

52. **Incidentals.** Incidentals will be paid to trainees during SST3A in accordance with ref 1.

53. **Meal allowance.** As all staff and trainees are rationed in for the duration of the conduct phase, there is no entitlement to meal allowances.

54. **Field allowance.** Field allowance will be paid to all trainees that deploy into the field. It should be noted that if a trainee is hospitalised for longer than 48 hours they will be required to requalify for field pay. Payment of field allowance will be processed during phase 4.

55. **Post SST3A allowance issue.** If a trainee returns to ADFA and an allowance issue presents itself after one month, the trainee is to report the matter to their respective Divisional Officer (DO). The DO will then contact 2IC Romani Coy through the ADFA SO3 Army for the issue to be resolved.

**Leave**

56. **Local leave.** There will be no local leave during the Conduct Phase of SST3A.

57. **Emergency/compassionate leave.** The CO RMC-D is the approving authority for emergency and compassionate leave. All requests are to be processed through the chain of command in the first instance and then will be referred to 2IC Romani Coy for action as required.

**Medical**

58. **Training Medical Waivers.** In accordance with reference F, **all** trainees that are Medical Employment Category (MEC) J3 or 4 are to obtain a waiver from Health Branch HQ
FORCOMD prior to attending the module. This rule applies for both medical and dental. All trainees who require a waiver are to immediately identify themselves to their respective Divisional Officers to commence the waiver process. **Waivers are to have been submitted to RMC-Duntroon NLT 6 Dec 13.** Failure to obtain a waiver will result in the trainee being RTU.

59. **Medical restrictions.** All trainees are not to have any medical restrictions that will limit their ability to carry out the tasks detailed in annex F. At an absolute minimum, trainees must be capable of wearing webbing.

60. **Chits.** All trainees with medical restrictions are to provide a copy of their PM101 to the LSGI during the handover parade. Trainees are also to retain another copy on their person at all times.

61. **Specialist appointments.** There is **NO** scope for trainees to attend specialist appointments during Phase 3 of SST3A. Should a trainee have the need to attend an appointment they are to raise it with the LSGI during the handover parade on the first day of the module.

62. **Medical support.** Whilst at the PMA, medical support will be provided through TT-B Regimental Aid Post. Trainees are strongly encouraged to take their personal first aid kits to attend to minor ailments such as blisters. Whilst deployed to the PTA, medical support will be provided via a medic.

63. **Medical support.** There is no requirement for trainees to bring their medical documents. Should any trainee require hospitalisation, ADFA will be informed through the NOTICAS process and via the daily SITREP. Trainees are to ensure that their PMKeyS details are correct in case NOK need to be informed.

64. **Pregnancy restrictions.** Pregnant members must comply with the specific restrictions on the employment set out in reference G. Restrictions include, but are not limited to, no field exercises, no prolonged work hours and no drill. Restrictions are not generally in place until after 12 weeks gestation. The module is physically and mentally demanding and has excessive prolonged standing and a tendency toward self-imposed stress. Pregnant females are not completely precluded from attending courses; however, any trainee who is pregnant is not to attend the module if the 12 week gestation period expires prior to the course completion date.

**Limitations to module participation**

65. In the event you are subject to any commitment(s) that may require you to be excused from training events, you are to notify the TT-B Comd via SO3 Army ADFA NLT 14 days prior to the module in writing. Such commitments may include but are not limited to:

a. being subject to a Domestic Violence Order (DVO) IAW reference H;

b. being subject to a Weapons Protection Order (WPO) IAW reference H;

c. currently under investigation for either DFDA or civilian offences;

d. being a witness to a DFDA or civilian offence; or

e. obligation to make a court appearance within the module dates.
Withdrawal from the module

66. If you do not wish to attend the module, for personal or other reasons, you are to inform ADFA immediately.

PTA facilities

67. **General.** Facilities are very limited at PTA; as such, trainees are to deploy with all items they will require for the entirety of SST3A.

68. **Post office.** Postal purchases (stamps) are not available during the course. Trainees should deploy with the postal supplies they may require.

69. **Banking.** There will be no opportunity for trainees to conduct banking activities either at a branch or via the internet.

Personal services

70. **Mobile phones.** Trainees are prohibited to take mobile phones on SST3A. Trainees are to be aware that this will be actively policed by the staff and disciplinary action will be taken if a trainee is found to be in breach of this direction.

71. **Internet.** Internet will not be available to trainees.

72. **Laundry facilities.** There are laundry facilities at the NSL. Washing powder will be provided. The facilities will be shared across a large number of people and as such provision should be made by the trainees for extra clothes as required and in addition to what is on the load list.

73. **Emergency contact numbers:** The following is a list of emergency contact numbers to be utilised by NOK whilst trainees are attached to TT-B:

   a. **Primary:** RMC-D Duty officer – 0419 228 561
   b. **Secondary:** ADFA Duty Officer – 0418 413 035

74. The above contact details are only to be used in the case of an emergency.

75. **Mail.** Mail will be delivered to TT-B weekly. The mailing address is as follows:

   PMKeyS No, Rank, Surname  
   SST3A  
   Romani Company  
   Royal Military College – Duntroon  
   PO Box 7915  
   Canberra BC ACT 2610

76. **Personal administrative support.** There is limited opportunity to conduct personal administration. All trainees are strongly encouraged to have their personal administration in order prior to arriving at RMC-D.

77. **Pastoral care.** There are no allocated periods dedicated to pastoral care or multi denominational church services. Requests for Padre support however, may be passed up the chain of command and will be organised when training requirements permit throughout the
course.

78. **Welfare support.** All welfare support agencies are available upon request. Any trainee that has an ongoing welfare matter should declare it to the CSM upon arrival.

**CONCLUSION**

79. The aim of the joining instruction is to provide background information on SST3A, the staff and other relevant information to allow trainees to prepare, plan and deploy to commence their training. Annex G contains a feedback form to assist in the development of future joining instructions.

80. The trainee’s attendance on SST3A is critical to their successful progression through the SST Continuum. Attendance will increase the likelihood that they will pass all assessments on SST3A thus, ensuring they enter II Class when arriving at RMC-D. History has shown the vast majority of OCDTs that have not attended SST3A have missed the essential qualifications and training required for their successful transition to II Class at RMC-D.

\[Signature\]

**B. SIMMONS**  
Captain  
OC Romani Company  
21 Nov 13

**Annexes:**

A. Sequence of Events  
B. SST3A Course Learning Objectives  
C. SST3A Certificate of Preparation  
D. Personal Particulars Form  
E. Management and Restrictions of Personnel under 18yrs  
F. Dress and Equipment List  
G. Medical Requirements  
H. Joining Instruction Improvements

**Enclosure:**

1. Trainees’ Code of Conduct
1. Table 2 below details the key sequence of events for SST3A.

<table>
<thead>
<tr>
<th>DTG (all times are local)</th>
<th>Event</th>
<th>OIC</th>
<th>Remark</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>04 1130 Nov 13</td>
<td>Initial Planning Conference</td>
<td>TT COMD</td>
<td>All key staff to attend</td>
<td></td>
</tr>
<tr>
<td>02 0930 Dec 13</td>
<td>Final Planning Conference</td>
<td>TT COMD</td>
<td>All key staff to attend</td>
<td></td>
</tr>
<tr>
<td>250730h Jan 14</td>
<td>Advance party depart RMC-Duntroon for PMA.</td>
<td>LSGI</td>
<td>Key Staff</td>
<td></td>
</tr>
<tr>
<td>261500 Jul 13</td>
<td>NSL Established</td>
<td>LSGI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>270600 Jan 14</td>
<td>Hand over parade at ADFA</td>
<td>SO3 ADF/A/TTCOMD</td>
<td>DP1 required. Under co-ord of CSM Romani Coy</td>
<td></td>
</tr>
<tr>
<td>NLT 27 1800 Feb 14</td>
<td>Ext SGI arrive PMA</td>
<td>Co-Ord SGT</td>
<td>Pick Up Melbourne APOD</td>
<td></td>
</tr>
<tr>
<td>28 0700 Jan 14</td>
<td>Training program for SST3A commences. Ext SGI commences IDC.</td>
<td>TT COMD/Lead SGI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 0730 Jan 14</td>
<td>EXT SGI assume Command of Section under their command</td>
<td>TT COMD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28 Jan – 12 Feb 14</td>
<td>Range Shoot Package</td>
<td>TT COMD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Feb - 18 Feb 14</td>
<td>Field Training Exercise</td>
<td>TT COMD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 0800 Feb 14</td>
<td>All OCDT reports completed and debriefings completed</td>
<td>TT COMD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NLT 201500 Feb 14</td>
<td>External staff deart PTA for Melbourne airport. RTU</td>
<td>CSM/LSGI</td>
<td>Lead SGI provide CSM with nominal roll</td>
<td></td>
</tr>
<tr>
<td>NLT 0630 21 Feb 14</td>
<td>Depart PMA</td>
<td>TT COMD/LSGI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1200 21 Feb 14</td>
<td>School of Logistic visit</td>
<td>TT COMD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NLT 211800 Feb 14</td>
<td>Hand over to ADFA</td>
<td>SO3 ADF/A/TTCOMD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 2
SST3A Course Learning Objectives

1. Table 3 below details the Course Learning Objective (CLO) for SST3A. All formal instruction is based upon the Module Learning Outcomes (MLO).

<table>
<thead>
<tr>
<th>CLO Number</th>
<th>Name</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLO 1.5</td>
<td>Navigation Skills</td>
<td>Revision lessons</td>
</tr>
<tr>
<td>CLO 1.6</td>
<td>Revise Army First Aid</td>
<td>Revision Lesson</td>
</tr>
<tr>
<td>CLO 1.7</td>
<td>Operate the F88 Steyr</td>
<td>Up to LF6</td>
</tr>
<tr>
<td>CLO 1.9</td>
<td>Operate the F89 Light Support Weapon</td>
<td>Up to LF3</td>
</tr>
<tr>
<td>CLO 1.10</td>
<td>Operate the 9mm SLP</td>
<td>Qualification and shoot</td>
</tr>
<tr>
<td>CLO 1.11</td>
<td>Operate the F88 GLA</td>
<td>Qualification and shoot</td>
</tr>
<tr>
<td>CLO 1.13</td>
<td>Operate the M72A6 66mm LDFSW</td>
<td>WTT Only</td>
</tr>
<tr>
<td>CLO 1.15</td>
<td>Operate the service radio</td>
<td>HARRIS 152 Package</td>
</tr>
<tr>
<td>CLO 4.2</td>
<td>Explain Section Orders and Battle Procedure</td>
<td>Initial exposure and mentoring</td>
</tr>
<tr>
<td>COL 4.4</td>
<td>Demonstrate Section Tactical Tasks</td>
<td>Field work and lessons</td>
</tr>
<tr>
<td>CLO 5.1</td>
<td>Develop Physical Fitness</td>
<td>Limited PES trg and an IFA</td>
</tr>
<tr>
<td>CLO 5.2</td>
<td>Apply CBRN Techniques</td>
<td>Qualification</td>
</tr>
</tbody>
</table>

Table 3
# SST3A Certificate of Preparation

**RANK**
**INITIALS**
**SURNAME**

<table>
<thead>
<tr>
<th>Prescribed requirement</th>
<th>Confirmed Yes / No</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| **Joining Instruction:**  
Have you read and completed the tasks as detailed in the Joining Instruction including: confirming my PMKeyS details are correct? |                    |         |
| **Medical:**  
Do you have any temporary or permanent medical restrictions?  
(If you do have any medical restriction, attach a copy of your chit to this certificate)  
Are you MEC J3 or J4? |                    |         |
| **Legal:**  
Do you currently have a Court Order (AVO etc) against you?  
Do you have DFDA action pending? |                    |         |
| **Fitness Assessments:**  
Have you completed the Basic/Initial Fitness Assessment as required?  
(If you are unable to complete the /Initial Fitness Assessment due to medical restrictions, a copy of your chit must be attached to this Certificate) |                    |         |
| **RMC DP1:**  
Have you been issued complete RMC-D DP1?  
And all items serviceable including my boots? |                    |         |
| **Categorisation**  
I am categorised as:  
MWD / MWOD /  
MWD (U) (Please circle) |                    |         |
| **Shooters Log**  
Do you have a Shooters Log? |                    |         |
| **Personal particulars:**  
Have you completed the personal particulars form at annex D of the JL |                    |         |

---

**Trainee General Comment**

---

**Trainee Signature**

---

**TT Comd/CSM Comments**

---
SST3A Personal Particulars Form

Part One – Member Details

<table>
<thead>
<tr>
<th>Service No / PMKeys No</th>
<th>Service ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 – ARA</td>
</tr>
<tr>
<td></td>
<td>2 – RAAF</td>
</tr>
<tr>
<td></td>
<td>3 – RAN</td>
</tr>
<tr>
<td></td>
<td>4 – GRES</td>
</tr>
</tbody>
</table>

| Rank       | Initials | Family Name |

Part Two - Miscellaneous

Special Dietary requirements (eg: halal, vegetarian, vegan, kosher):

Allergies:

Prescription Medications:

Pers Admin issues / Medical issues / Any individual requirement for attention or consideration:

Left or Right handed (circle)  L  R

Part Three – Divisional Officer

Your Divisional Officer (DO):

Rank: ___________ Initials: _______ First name: ___________ Surname: ___________

Contact phone number/ Email address:

Part Four – Acknowledgement

I acknowledge that I:
- have read and understand all of the requirements in the Trainee Joining Instruction for SST3A.
- will arrive with all specified forms of dress and equipment.
- have read and understand CSC Standing Orders.
- do not have any prohibited items in my possession.

Member’s acknowledgment

<table>
<thead>
<tr>
<th>Signature</th>
<th>Printed Name and Rank</th>
<th>Date</th>
</tr>
</thead>
</table>

Romani Coy (TT Comd to Sign)

<table>
<thead>
<tr>
<th>Signature</th>
<th>Printed Name and Rank</th>
<th>Date</th>
</tr>
</thead>
</table>
Management and Restrictions of Personnel Under 18 Years of Age

General

1. ADF members under the age of 18 years (minors) are a specific class of vulnerable person to which additional legal and moral obligations apply and particular attention is required to their duty of care. RMC-D staff and the individual must be aware of their responsibilities when managing minors and the restrictions imposed on minors.

Responsibilities

2. Parents. Parents are the support mechanism by which RMC-D can provide best assistance to trainees. Through active engagement with parents RMC-D staff can identify early any issues which may arise during training. The following paragraphs are applicable WRT parents:

   a. Parental consent. All minors must have the written and informed parental consent of both their parents to join the Army before their enlistment or appointment. In the case of separated parents, permission must still be obtained from both parents (including the non-custodial parent), unless:

      (i) the parent waives the requirement in writing, or

      (ii) there is an appropriate court direction that the parent is subject to a non-contact order or equivalent. Assertion by one parent or the child to exclude notification to the other parent is not adequate grounds for excluding the parent; or

      (iii) if the non-custodial parent cannot be contacted and documented efforts to contact them have failed.

   b. Withdrawal of parental consent. Parental consent may be withdrawn for members who are still minors. In cases where the parent/s have requested termination of their child’s service, discharge processes are to be commenced as soon as practicable.

3. Minors. Minors are expected to meet the same behavioral standards as their adult colleagues in either operational or training units. They are also subject to the same conditions of service and employment policies as their adult colleagues, including DFDA and administrative sanctions. Minors must comply with relevant Commonwealth and State legislation.

4. On arrival at RMC-D all trainees, and trainees that are classified as minors, will be made aware of their responsibilities in relation to complying with relevant Commonwealth and State legislation. In addition, minors are to be made aware that they are forbidden to:

   a. purchase and consume alcohol on Defence property,

   b. purchase tobacco products on Defence property,

   c. participate in any activities that involve gambling,

   d. obtain a tattoo or body piercing, or
e. purchase or have in their possession adult classified material.

5. All trainees are to be made aware that neither they nor any other Defence personnel are to purchase or facilitate access to alcohol, tobacco products or adult classified materials for minors whether or not on Defence land.

Management of minors after hours/off duty activities

6. Written parental consent is required for minors for any off-duty overnight stays away from the Duntroon Garrison. The responsibility for seeking parental consent remains with the minor’s immediate chain of command. Without CO/SI approval, minors are not to proceed on local leave when parental consent to has not been gained. As a minimum, parental consent must be sought to approve:

   a. identification of locations and details of the people the minor is permitted to stay with,

   b. travel arrangements to and from the leave address,

   c. date and time of departure from and return to base, and

   d. emergency contact numbers.

7. All minors are to personally sign in and out with the RMC-D Duty Officer prior to proceeding on local leave. No person is authorised or permitted to sign out or in on behalf of a minor.
Dress and Equipment List

1. All trainees undertaking instruction at RMC-D are required to conform to the RMC-D policy regarding dress and equipment.

2. Trainees are to arrive at RMC-D with the following orders of dress, noting that all clothing and equipment is to be serviceable and of the standard suitable to maintain the high level of dress and bearing required of Australian Army Officer
   a. 4A – Barracks Dress DPCU
   b. 4B – Field Dress DPCU (incl Patrol Order as specified in appendix 1); and
   c. PT Attire as specified in appendix 1

Equipment list

3. Trainees are required to bring all items of clothing and field equipment listed in appendix 1. Trainees are to ensure that equipment is checked for completeness and serviceability by their chain of command prior to deploying on SST3A.

Wearing of shoes and boots

4. Trainees should consider breaking in shoes and boots prior to arrival on the module. There is a requirement to undertake an endurance march with weight load. Breaking in of PT shoes and combat boots will reduce the instances of foot soreness and blisters during the conduct of training.

PT dress requirements

5. White socks (logos permitted) are to be worn with your own running shoes. Running shoes are to be clean and of a neutral colour. Bicycle shorts can only be worn under shorts and must be plain black in colour. Watches and jewellery (including earrings), are not to be worn during PT periods.

Appendices
1. Equipment lists
2. Webbing Construction
**Equipment Lists**

1. All SST3A trainees are required to conform with RMC-D policy regarding dress and equipment. All trainees participating in SST3A training are to have the items listed, arranged and prepared for training as follows:

2. **On the person.** The following items are to be carried or worn on the person as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trousers DPCU</td>
<td>x 1</td>
</tr>
<tr>
<td>Shirt DPCU</td>
<td>x 1</td>
</tr>
<tr>
<td>Boots GP Field (approved)</td>
<td>x 1</td>
</tr>
<tr>
<td>Socks woollen khaki</td>
<td>x 1</td>
</tr>
<tr>
<td>Hat DPCU (range)</td>
<td>x 1</td>
</tr>
<tr>
<td>Undershirt or singlet</td>
<td>x 1</td>
</tr>
<tr>
<td>ID Card</td>
<td>x 1</td>
</tr>
<tr>
<td>Notebook</td>
<td>x 1</td>
</tr>
<tr>
<td>Pens and pencils</td>
<td>x qty</td>
</tr>
<tr>
<td>ID discs</td>
<td>x 1</td>
</tr>
</tbody>
</table>
3. Webbing is to hold and consist of the following:

<table>
<thead>
<tr>
<th>Item and Qty</th>
<th>Webbing details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belt pistol x 1</td>
<td></td>
</tr>
<tr>
<td>Pad belt individual x 1</td>
<td></td>
</tr>
<tr>
<td>Canteen water plastic, canteen cover and cups</td>
<td></td>
</tr>
<tr>
<td>canteen on left hand side x 1</td>
<td></td>
</tr>
<tr>
<td>Canteen water plastic, canteen cover and cups</td>
<td></td>
</tr>
<tr>
<td>canteen on right hand side x 1</td>
<td></td>
</tr>
<tr>
<td>Suspender individual equipment x 1</td>
<td></td>
</tr>
<tr>
<td>• Minimi pouch worn on the master hand side, and</td>
<td>• Barrel snakes are not to be brought on SST3A</td>
</tr>
<tr>
<td>is to contain(^1): x 1</td>
<td></td>
</tr>
<tr>
<td>• F88 cleaning kit complete x 1</td>
<td></td>
</tr>
<tr>
<td>• Cam kit x 1</td>
<td></td>
</tr>
<tr>
<td>• Sling x 1</td>
<td></td>
</tr>
<tr>
<td>• Knife pocket clasp with lanyard x 1</td>
<td></td>
</tr>
<tr>
<td>Steyr pouches x 2 (approved) to be worn on the</td>
<td></td>
</tr>
<tr>
<td>left side (or non master hand side) and are</td>
<td></td>
</tr>
<tr>
<td>to contain five F88 Steyr magazines 5.56mm</td>
<td></td>
</tr>
<tr>
<td>(when issued)</td>
<td></td>
</tr>
<tr>
<td>Bayonet x 1,(^2) if required, (non master side)</td>
<td>Not required for SST3A</td>
</tr>
<tr>
<td>Minimi(^3) x 1 pouch worn centre rear is to</td>
<td></td>
</tr>
<tr>
<td>contain</td>
<td></td>
</tr>
<tr>
<td>• waterproof jacket x 1</td>
<td></td>
</tr>
<tr>
<td>• Knife / Fork / Spoon (KFS) set.</td>
<td></td>
</tr>
<tr>
<td>Case FAD x 1, placed on the opposite side to</td>
<td></td>
</tr>
<tr>
<td>master hand, unless fitted to water bottle</td>
<td></td>
</tr>
<tr>
<td>holders</td>
<td></td>
</tr>
</tbody>
</table>

**Fitting**

4. Webbing should sit comfortably on the hip region to aid in the distribution and control of weight. The yoke of the harness (suspender FD pack) should be positioned centrally and as high as possible on the back.

---

\(^1\) Weapon CES will be issued to trainees as necessary

\(^2\) Bayonets will be issued by RMC as required

\(^3\) Two minimi pouches are acceptable
5. **Field pack large.** The field pack large is to contain the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sleeping bag x 1</td>
<td>Winter weight</td>
</tr>
<tr>
<td>Shelter individual x 1 (with appropriate number of pegs and cordage to erect)</td>
<td>Bivvy bags are allowed however not a replacement item.</td>
</tr>
<tr>
<td>Hand towel mil green x 1</td>
<td></td>
</tr>
<tr>
<td>Shirt DPCU x 1</td>
<td></td>
</tr>
<tr>
<td>Trouser DPCU x 1</td>
<td></td>
</tr>
<tr>
<td>Change of underwear x qty</td>
<td></td>
</tr>
<tr>
<td>Socks khaki x 2 pr</td>
<td></td>
</tr>
<tr>
<td>Nylon cord x 10 mtr (in addition to cord for shelter individual)</td>
<td></td>
</tr>
<tr>
<td>Cold weather equipment (to include woollen combat jacket and long sleeved roll neck thermal skivvy if issued) x qty</td>
<td></td>
</tr>
<tr>
<td>Waterproof trousers x 1</td>
<td></td>
</tr>
<tr>
<td>2L water bottle attached to the outside x 1</td>
<td></td>
</tr>
<tr>
<td>1L water bottles x 2 attached to outside</td>
<td></td>
</tr>
<tr>
<td>Mosquito net x 1</td>
<td></td>
</tr>
<tr>
<td>Sleeping mat foam x 1 (covered by sand bag)</td>
<td></td>
</tr>
<tr>
<td>Entrenching tool x 1</td>
<td></td>
</tr>
<tr>
<td>Nomex gloves x 1 pr</td>
<td></td>
</tr>
<tr>
<td>Mud model kit x 1</td>
<td></td>
</tr>
<tr>
<td>Land Warfare Procedures – General (LWP-G)</td>
<td></td>
</tr>
<tr>
<td>0-2-4 All Corps Junior Commanders Aide-Memoire.</td>
<td></td>
</tr>
<tr>
<td>Toiletries x qty</td>
<td></td>
</tr>
</tbody>
</table>
6. **Echelon / Dive Bag** The echelon bag is to contain the following:

<table>
<thead>
<tr>
<th>Item and Qty</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt DPCU x 2</td>
<td></td>
</tr>
<tr>
<td>Trouser DPCU x 2</td>
<td></td>
</tr>
<tr>
<td>Second pair of boots GP Field</td>
<td></td>
</tr>
<tr>
<td>Spare underwear x qty</td>
<td></td>
</tr>
<tr>
<td>Socks woollen khaki x 3 pr</td>
<td></td>
</tr>
<tr>
<td>Socks athletic x 3 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes gym x 1 pr</td>
<td></td>
</tr>
<tr>
<td>ADFA tracksuit</td>
<td></td>
</tr>
<tr>
<td>ADFA shorts PT x2</td>
<td></td>
</tr>
<tr>
<td>ADFA shirt PT x 2</td>
<td></td>
</tr>
<tr>
<td>PT water bottle</td>
<td></td>
</tr>
<tr>
<td>Spare Thermal Underwear (qty)</td>
<td></td>
</tr>
<tr>
<td>Handkerchiefs (qty)</td>
<td></td>
</tr>
<tr>
<td>Laundry bag</td>
<td></td>
</tr>
<tr>
<td>Nail brush</td>
<td></td>
</tr>
<tr>
<td>Writing material</td>
<td></td>
</tr>
<tr>
<td>Map marking pens, Permanent (multi colour)</td>
<td></td>
</tr>
<tr>
<td>Shower thongs x 1 pr</td>
<td></td>
</tr>
<tr>
<td>Towel bath green large x 2</td>
<td></td>
</tr>
<tr>
<td>Toiletries (sufficient for duration of the module)</td>
<td></td>
</tr>
<tr>
<td>Prescription medication (sufficient for duration of course)</td>
<td>In original packaging</td>
</tr>
<tr>
<td>Spare prescription glasses (if required)</td>
<td></td>
</tr>
<tr>
<td>Torch x 1</td>
<td></td>
</tr>
<tr>
<td>Swimming attire.</td>
<td></td>
</tr>
<tr>
<td>Shooters Log</td>
<td></td>
</tr>
<tr>
<td>Personal first aid kit</td>
<td></td>
</tr>
</tbody>
</table>
Non-issued equipment

7. Trainees are not permitted to wear non-standard issue field equipment (ie. chest webbing, para-smocks, kepi caps (baseball or legionnaire style bush hats etc). Trainees are to utilise harness type webbing, and all equipment must be in accordance with CDF Directive 11/09.

Waterproofing

8. Acknowledging the lack of issued waterproofing materials for field kit, an effort is to be made in waterproofing individual field equipment. This can be done adequately for the SST series through the use of garbage bags. A spare qty is to be taken on course for use in the case of heavy rain. Particular attention is to be given to waterproofing notebooks and writing materials.

Conclusion

9. Trainees are to report at the beginning of module with all equipment serviceable and configured as outlined on page F-2-1 and detailed in this appendix. Deficiencies are to be brought to the attention of Small Group Instructors (SGIs) immediately upon sections.
Webbing Layout

- All straps should be overlapped & taped (never cut straps)
- Upper webbing strap optional
- Webbing should sit comfortably around hips
- Grenade pouches located on webbing belt
- Pouches should not protrude more than 2 inches above the belt when in a fire position

Minimi pouch in place of 5 x Steyr pouches for gunner, Minimi mads instead of Steyr mads

Patrol order heavy inc. day bag & required watch & equip for task

FAD pouch located on side of Minimi pouch

Notebook & pen

Vui Vui

2 x 1l water bottles

2 x cups canteen, 1 x loc. in field pack

10m hutchie chord

4 x gum

Next stove

Insect repellent

2 x first aid dressings

Cleaning kit

Page counter

Signalling mirror

Range & QDF cards

10cm crepe bandage

Ear plugs

Oyster sticks

Weapon sling

Dug tugs taped

Toggle rope (front water bottle pouch)

Webbing layout
Medical Restrictions

1. All trainees that are classified as MEC J3 and J4 must obtain a waiver from their respective formations commanders before attending SST3A.

2. The trainee must be able to perform the following for SST3A:
   a. carry webbing;
   b. fire the F88 Austeyr in the prone unsupported position;
   c. Conduct fire and movement;
   d. walk 5 km in marching order (runners are permitted); and
   e. wear closed footwear.
Joining Instruction Improvements

1. The purpose of this annex is to provide the trainee an opportunity to make recommendations to improve the Joining Instruction. It is not compulsory however, your feedback is welcomed. Please note that the feedback you prove will be given to the author of this Joining Instruction.
TRAINEE'S CODE OF CONDUCT

Introduction

1. This code of conduct is applicable to all trainees at all Army training establishments (TEs). Trainees need to consider the manner in which they conduct themselves during training and while they are living at the TE. In addition, trainees are to be aware of and apply the good soldiering principles as detailed in ‘Army Rules for a Fair Go’, which is located at army.fairgo@defence.gov.au.

2. The trainees’ code of conduct expects trainees to practice and aspire to the following characteristics and objectives:

   a. Army ethos,
   b. maturity and responsibility,
   c. be prepared for disappointment,
   d. honesty and integrity,
   e. loyalty to the chain of command,
   f. mental strength,
   g. individual responsibility, and
   h. maintain a sense of humour.

3. The characteristics listed above are expanded below to provide direction for TEs to design their own trainees’ code of conduct.

   a. **Army ethos.** The oath to serve your country did not include a contract to always enjoy the normal luxuries and comforts of our society. On the contrary it implies loyalty, hardship, sacrifice and dedication to duty regardless of your rank.

   b. **Maturity and responsibility.** Some circumstances are out of your control and that of your staff; do not take it personally. There is a system in place to deal with most situations; however, even then it will take time before things are resolved. Maturity is having the moral fortitude to stand up and accept responsibility when you are wrong and acknowledge the best outcome is to accept constructive criticism and the occasional need for retraining, learn from the experience and move on.

   c. **Be prepared for disappointment.** Not every aspect of training is exciting. At some stage in your career you may fail a component of a course and be required to be retrained and retested. As Army must ensure its members have the right capabilities and skills to do the job, there is a possibility you may be found not suitable for a corps/role/task. Remain positive and use sound judgment rather than emotions to make important decisions.
d. **Honesty and integrity.** Having integrity shows you have what it takes to do the right thing. It gives you a sense of worth and gains the respect of your peers. A soldier with integrity will always look out for his or her mates and their behaviour will always be of the highest standard.

e. **Loyalty to the chain of command.** You must have respect for the rank system whether you like the person or not. It is the rank system that ensures that we have a well-disciplined organisation that is respected throughout the world for the professional qualities displayed by its soldiers. You will one day be in a position of command and will expect to be treated accordingly.

f. **Mental strength.** During training expect to be taken out of your comfort zone. You must realise that you need mental strength to utilise your physical strength. It will keep you going even when your body is telling you it cannot. The mind is far stronger than the body thinks it is. In the long run you can achieve great things that you ordinarily would not expect to by working through adversity.

g. **Individuals’ responsibility.** Realise that your actions as an individual will have an impact on your fellow soldiers as well. Think before you act and consider the potential consequences for the rest of your mates. Far more respect is gained from being a team player than going it alone. Have the courage to use the chain of command to raise incidents of unacceptable behaviour by fellow trainees, instructors or staff.

h. **Maintain a sense of humour.** Things will not always go your way, and it is easy to become frustrated. Do not take frustrations out on others and try to use humour as a means of coping with the situation. If you maintain a sense of humour, you will be seen as somebody in control, reliable under pressure and able to cope with any demand that the Army may make.

**Conclusion**

4. TEs should base their trainees’ code of conduct on the above characteristics and give due consideration to the trainees’ experience and the nature of their training.