



DEPARTMENT OF DEFENCE

AUSTRALIAN DEFENCE FORCE ACADEMY

CAMPBELL ACT 2600, AUSTRALIA
Tel: (02) 6268 8574 Fax: (02) 6268 8603

ADFA DAU/OUT/2013/244
2012/1251752
AL8018073

JOINING INSTRUCTION 01/13

AUSTRALIAN DEFENCE FORCE ACADEMY – JANUARY 2014 UNDERGRADUATE INTAKE

General

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

Aim

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

Letter to parents or guardians

4. For those of you who are new to the Australian Defence Force (ADF), a letter to your parents or guardians will be sent after you have commenced initial training. This letter is to welcome your family to the greater ADF family, and give them some background about the experience that you will be undertaking.

Management of Under 18 (U/18) Undergraduates

5. Defence and the ADF have a duty of care to ensure that all personnel are provided with a safe working environment and system of work. This duty is particularly significant for personnel under the age of 18, whereby additional legal and moral obligations apply.
6. In the first instance Defence Force Recruiting (DFR) will provide you with information prior to your enlistment. Specific guidance relating to the effective management of U/18 Undergraduates will be provided to you in the initial training period, and released to parents and legal guardians within your first week of training.

Arrival at ADFA

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

Year One Familiarisation Training (YOFT) 24 January – 22 February 2014

8. Year One Familiarisation Training (YOFT) is intended to provide Year One Trainee Officers with the basic military and interpersonal skills essential for their Service careers and for living and working at ADFA. It is an extremely intense training period with very little personal time. Undergraduates are expected to work long hours and should be prepared to make a rapid transition from being a civilian to becoming a member of the ADF.

9. As a part of this transition your training will include drill and ceremonial (marching), physical training, barracks (accommodation) and uniform maintenance, Defence environment, Mess customs and traditions, Service history, first aid, weapons training and an introduction to field training. This training package will thrust you from civilian life to military life. Expect a big change within the first day of your training as the aim of YOFT is to commence your journey to become a junior officer in the ADF.

Life skills

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

Dress

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

- a. **Males.** Long sleeved collared shirt and tie (coat optional), tailored trousers and enclosed leather shoes.
- b. **Females.** A short sleeved blouse and slacks or skirt of no shorter than knee length, where free movement (for marching) is appropriate. Females are to wear practical low heeled leather shoes with the heel width between 2cm and 5cm. There is a considerable amount of walking involved on induction day and even the lowest heels tire the feet and are a hazard on the paving around ADFA. As such stiletto type shoes are not to be worn at anytime during YOFT.

12. Do not arrive to ADFA in casual attire and expect to be able to change into more appropriate clothing; you simply will not have time.

Haircuts, jewellery and make-up

13. **Females.** You are required to arrive at ADFA with neat, clean and tidy hair, of a single and natural colour. Females are required to put their hair up in a braid or bun, or to have their hair cut so that it does not touch the bottom of a buttoned shirt collar, nor cover the face. Upon your arrival at ADFA, you will be provided with a hair pack consisting of a quantity of bobby pins, hair nets, shampoo, hair spray, clips and ties. It is advisable that you bring with you

additional supplies to last the duration of YOFT. Ribbons, headbands and 'scrunchies' are not to be worn while in uniform.

14. Female members of the ADF when in uniform are permitted to wear make-up that is conservative in style, applied in moderation and appropriate to the uniform and military environment. Due to time constraints and the intense nature of the training you will undertake during YOFT, it is strongly advised that you refrain from wearing make-up, unless you are provided the opportunity by your divisional staff.

15. Nail polish when worn is to be free from chips and as a guide, is to be colourless, neutral or a shade of pink in clear, frosted, opaque or pearlised lacquer. No other colours are to be worn. Due to the rigours of training, it is strongly advised that you do not arrive at ADFA with any form of artificial nails (eg acrylic or gel).

16. As defined in the respective dress manuals and instructions, females are permitted to wear earrings while at ADFA IAW the direction below:

- a. **Army.** When wearing uniform, may wear a gold or silver single sleeper not greater than 10 mm in diameter, in the lobe of each ear, or a single stud type decorative style gem stone (diamond only) not greater than 5 mm in diameter in the lobe of each ear, or a single stud type earring of plain gold or silver with an orb not greater than 5 mm in diameter, in the lobe of each ear.
- b. **Navy.** When wearing uniform, may wear one earring of a plain gold, silver or clear stone stud type, no wider than 4 mm in diameter or plain sleeper type (gold or silver) of 10 mm diameter, in the lobe of each ear.
- c. **Air Force.** When wearing uniform, may wear gold, silver, clear stone or pearl studs, of 4 mm or less in diameter (one in the lower hole of each ear lobe) or plain sleepers, either gold or silver colour, of 10 mm diameter (one in the lower hole of each ear lobe). To be designated a sleeper; the ring must be able to rotate fully through the hole in each ear lobe.

17. **Males.** You are required to have your hair cut in a 'short back and sides' style, with no unusual length on the top (eg college cut). The male haircut is to be tapered towards the neckline, not cover the ears or touch or overhang the shirt collar, and the neck is to be clean shaven. All personnel who do not meet these standards will be given a haircut upon arrival. Examples of appropriate haircuts for males and females are attached at annex B.

18. All males' faces are to be clean shaven on arrival, with the only exception being for those with a medical certificate or religious justification.

19. Body piercing other than that of the ear is strictly forbidden at ADFA and throughout the wider ADF.

Personal effects

20. You are to bring with you adequate supplies of civilian clothing, underwear, hosiery, socks, sleepwear and toiletries. Females should bring enough sanitary and depilatory products to last four weeks. A detailed list of appropriate civilian clothing and other ancillary items to bring with you are listed at annex C. You are to ensure that you bring only these items with you.

21. Do not bring any bicycles or other large equipment (eg computers, musical equipment, golf clubs, large televisions and stereo equipment, sporting equipment, snowboards etc) with you in the first six weeks. You will be entitled to a removal at public expense from your home location to ADFA following the completion of your initial training. This will provide the opportunity for larger items to be brought to ADFA.

Personal documents

22. A list of personal documents that you **MUST** bring to ADFA is detailed in annex C.

Personal computers

23. As computers are not required until the start of tertiary study in early March, you are not permitted to bring a personal computer or laptop with you.

24. Each room has provision for a computer to be connected to the university network and internet. There will be no access to the internet in the first four weeks of training due to the intensity of the YOFT period; however, you may choose to have your personal computer delivered with your personal effects at the completion of initial training.

25. In the event that you already own a computer, or were intending on purchasing a computer prior to the start of the academic session, a device purchased recently will have the necessary minimum requirements in order to allow you to access the UNSW wireless internet connection. Further guidance relating to this can be found at http://icts.unsw.adfa.edu.au/services/wireless_network.html.

Private vehicles

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

Removals

27. Prior to coming to ADFA, you are to pack what you want to be delivered to you as part of your removal at Commonwealth expense. You are to ensure that you separate these items and store them in a place that will be easily identifiable and accessible for removalists to collect. Further guidance regarding your removal entitlements will be provided to you in the initial period of YOFT.

Inoculations

28. Undergraduates will receive a series of inoculations at ADFA, so it is advisable to bring proof of any previous inoculations with you. It is strongly recommended that you bring all vaccination records with you to provide to medical staff during orientation. This includes childhood schedules as well as overseas vaccination cards. If you do not bring records, you will be required to receive the full course of military vaccines. If you have proof of your blood group, a certified copy of this would be welcomed. All of these records will be returned to you during the first five weeks.

Accommodation

29. At ADFA you will be provided with your own private and secure room. These rooms are comfortable with plenty of shelf and cupboard space. Four rooms are grouped in a corridor with a shared laundry (washing machine and dryer), toilet and bathroom (shower, washbasin and mirror). Each accommodation block has three floors of 16 rooms with a central recreation room furnished with a television, lounge chairs, and a kitchenette with a microwave and refrigerator.

30. You will be responsible for cleaning your room and sharing the cleaning of the common areas with your peers. Cleaning equipment is supplied. Accommodation rooms, bathrooms and laundries are inspected regularly for cleanliness and neatness by ADFA staff. The consumption and storage of alcohol in the accommodation blocks at any time is strictly prohibited.

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

Academy Cadets Mess (ACM)

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

33. As a member of the ACM, you will be required to pay a monthly membership fee of \$20.00, which covers the day to day administration costs of the ACM. The minimum civilian dress requirements in the ACM are detailed in annex D.

Getting fit for ADFA

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

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

36. Prior to your arrival at ADFA, it is vitally important that you have purchased and broken in, a quality pair of running shoes. The PT program, although not extremely arduous in the first weeks, will include short to middle distance running on hard and sometimes uneven surfaces. It is advised that you only bring minimalistic style running shoes if you have been

constantly training in them for a minimum of six months. To that end, it is beneficial to purchase and use running shoes that offer superior stability and comfort whilst you transition through the PT program. Further guidance regarding this issue will be provided to you during your initial training by the physiotherapy and PT staff.

Sports at ADFA

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

<ul style="list-style-type: none"> • Athletics • Australian Rules Football • Netball • Rowing • Triathlon • Volleyball • Cross-Country • Squash • Fencing • Sailing • Rugby League (men only) 	<ul style="list-style-type: none"> • Basketball • Cricket (including indoor) • Cycling • Hockey • Rugby Union • Soccer • Touch Football • Water Polo • Swimming • Tennis • Dragon Boating
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ADFA Band

38. The Band, Pipes and Drums of the Australian Defence Force Academy are a military concert band under the administration and conduct of a member of the Australian Army Band Corps. The Band rehearses regularly and has occasional practice weekends. Membership of the Band is voluntary with a commitment of 12 months. Year One Trainee Officers who wish to join may use their own instruments; however the Academy can supply all instrumental needs as required.

39. There are Brass, Woodwind, Bagpipe, Percussion and Rhythm sections in the Band. The Bagpipe is the only instrument that is taught from beginner level, with tuition provided by the Academy. The Band includes small musical ensembles such as Big Band, Rock Band, Jazz Ensemble, String Groups and Pit Orchestra. The Band performs for all Academy parades and provides musical support for the Academy production, concert evenings, presentation nights, ANZAC Day and church services. The Band also performs outside the Academy for special occasions such as dinners and functions.

Chief of the Defence Force (CDF) Parade – Saturday, 01 March 2014

40. During the week following YOFT you will spend time preparing for the CDF Parade. This parade marks the completion of initial training for Year One Trainee Officers at ADFA. The current CDF is General D.J. Hurley, AC, DSC who, if available, will review the CDF Parade on Saturday, 01 March 2014.

41. Family members and friends are most welcome to attend this parade, and a separate letter of invitation will be sent out during YOFT to your nominated next of kin. Local area leave will be granted to allow Year One Trainee Officers to visit their families for part of this

weekend. Further details about the CDF Parade will be placed on the ADFA web page, closer to the event date.

Visitors

42. Apart from the CDF Parade, only in exceptional circumstances will Year One Trainee Officers be permitted to receive visitors during programmed working hours or sports periods. For reasons of welfare and security, visitors are not permitted to enter the accommodation blocks without appropriate authorisation from respective Divisional Officers (DO), or the Academy Duty Officer (ADO) outside working hours. No visitors are permitted during the YOFT period.

Sponsor family scheme

43. This scheme recruits 'sponsor families' in the Canberra area who are willing to 'adopt' a trainee officer. The scheme is intended to assist Year One Trainee Officers to settle in to the Academy away from their normal family environment. Year One Trainee Officers may apply to be allocated a family during their first weeks at ADFA. The scheme is voluntary for Australian Year One Trainee Officers and strongly encouraged for foreign cadets.

UNSW Canberra at ADFA information for new Undergraduate students

Accept online – student ID number and UNIPass password

44. When you 'accepted' your UNSW offer, you were issued with a student identification number (e.g. z1234567) and a unique UNIPass and zPass password. Students **MUST** bring this information with them to the 'New Enrolment Session'. It is strongly recommended that you make the password for the UNIPass and zPass the same password. This information is **ESSENTIAL** as it allows you to access the myUNSW web portal, thus permitting you to finalise your course enrolment and other class activities, such as tutorials and/or laboratory classes, as well as accessing your student email account and the Student Gateway website. More information can be found at http://sas.unsw.adfa.edu.au/new_students/index.html.

Information sessions

45. UNSW Canberra at ADFA will be conducting three information sessions before classes commence in 2014. Except for the 'credit and degree transfer' session, the other two sessions are compulsory for all new Undergraduate students. For Midshipmen and Air Force Officer Cadets, you are to ensure that you enrol in the degree which was offered by your parent service. You cannot alter your degree without military approval.

46. The three information sessions conducted during YOFT are as follows:

- a. A '**credit and degree transfer application**' session will be conducted on Tuesday, 04 February 2014. For students applying for credit from previous university study, see the information below on what you must bring to this session. Students who are in the wrong degree program due to late ADF job offers must attend this session so that Student Administrative Services can transfer you to the correct degree before enrolment day.
- b. A new undergraduate student '**enrolment day**' will be conducted on Monday, 17 February 2014. During this session you will be welcomed into the UNSW Canberra at ADFA community, attend academic briefings, including presentations

specific to your degree, have the opportunity to discuss your enrolment with academic staff and complete your online enrolment in your courses and tutorials and/or laboratory classes. Students who have applied for credit can discuss the outcomes of their application and seek advice on enrolment from the relevant Undergraduate Coordinator.

- c. At the '**Academic Skills**' session, the Associate Dean (Education) and staff of the Language and Learning (ALL) Unit will give a presentation on what support programs they offer students at ADFA.

Enrolment and course selection

47. **It is expected that when you accept your UNSW Canberra offer you will also enrol in your Semester 1 courses before your arrival at ADFA**, so it is important that you familiarise yourself with your degree structure and the required first year courses before you arrive at ADFA. Further advice on course selection will be provided at the new enrolment session, along with the opportunity to speak with academic staff about your specific degree. You can find a range of information related to your degree as follows:

- a. **Enrolment Plans** which identify core courses and course options for Semester 1 study for each degree will be found at http://sas.unsw.adfa.edu.au/new_students/index.html.
- b. The **UNSW Handbook** (online) can be found at <http://www.handbook.unsw.edu.au>. Within the summary box of each course you will find Semester 1 timetable information and the name of the lecturer.
- c. The **UNSW Canberra Undergraduate Studies** Guide is available at <http://sas.unsw.adfa.edu.au/publications/index.html>. A hardcopy of this guide will be available to you when you arrive at ADFA.

Credit for previous university study

48. Students who have completed previous university studies may wish to apply for credit toward their UNSW Canberra at ADFA degree. On Tuesday, 04 February 2014 you must bring:

- a. **original or certified true copy** of your academic transcript and full subject / course outlines; and
- b. a completed 'Credit Application' form.

49. Failure to bring these documents may prevent you from completing your online enrolment. To download the form and to seek further information on credit for previous studies go to <http://sas.unsw.adfa.edu.au/forms/credit.html> .

Studying at ADFA

50. The academic year is divided into two sessions totalling 32 weeks. Breaks during the year provide an opportunity for single service training, leave, academic field trips, military tours and excursions, adventurous training, study and examination preparation. The academic session will begin on Monday, 03 March 2014. Please refer to the ADFA website for further information.

51. At ADFA, you will undertake a three-year program of military training, designed to provide you with the skills, knowledge and attitudes necessary for your integration into Service life. Your military training at ADFA will involve:

- a. **Academy Military Education and Training (AMET).** Subjects studied during AMET include leadership and management skills, drill and ceremonial, defence studies, weapon training, military law, mess customs and etiquette, an oral and written communications program, physical and recreational training, stress management, ethics, workplace behaviour and alcohol and drug awareness.
- b. **Single Service Training (SST).** SST occurs at least once per year for all trainee officers. Depending on your Service, Year One Trainee Officers undertake SST during July and November/December. During SST, trainee officers are employed by their respective Services, exposing them to a single-service environment and providing an insight their respective cultures and day to day business. SST is conducted at a variety of Navy, Army and Air Force training establishments and operational units and ships.

Day routine at ADFA

52. Day routine during academic sessions (Mon – Fri) is:

- a. Reveille (awaken) at 0600 h;
- b. Roll call, breakfast and cleaning ablutions from 0602 h – 0700 h;
- c. Military training from 0700 h – 0800 h;
- d. Academic and AMET periods are divided into nine 50 minute periods from 0800 h – 1800 h; and
- e. Additional activity is regularly scheduled after 1700 h.

53. Throughout the year meals on working days are available as follows:

- a. Breakfast, 0615 – 0800 h;
- b. Lunch, 1050 – 1345 h; and
- c. Dinner, 1800 – 1945 h.

Return of Service Obligation (ROSO)

54. Training at ADFA attracts a ROSO. A serving member who has completed or partially completed training will normally be required to serve for a stipulated period prior to being permitted to leave the ADF. This period is normally one year for each completed year of training plus one additional year. You are to individually ensure that you are fully aware of your ROSO (including the point at which your ROSO commences) prior to commencing your training at ADFA. All ROSO inquiries should be directed to your DFR point of contact.

Resignations

55. Resignations are not permitted during the first five weeks at ADFA in order to allow Year One Trainee Officers to experience at least an initial period of military training. This period and experience will allow Year One Trainee Officers to make a well-informed decision regarding resignation from ADFA.

Local leave

56. Local area leave (known as short leave) at ADFA is managed via a tiered system. Under this system, Year One Trainee Officers may take local leave in the Canberra area on approved days when not required for duty. This leave is restricted in year one but increases as you progress through year levels, and also for those who are able to demonstrate a high level of performance in their academic and military studies.

57. There is no local leave from Monday through to Thursday for Year One Trainee Officers, during first session 2014. Your divisional staff may, however, grant additional leave on request. On weekends, Year One Trainee Officers under the age of 18 may only stay out beyond midnight if they are staying at an address pre-approved by their nominated NOK. Please be aware there will be no local leave approved during the YOFT period.

Recreational leave

58. You will receive four to five weeks of leave during the Christmas and New Year break and may be entitled to short leave during the Easter period. For single members, the Commonwealth provides two free travel trips per year to your nominated NOK address. For most degree streams, the first opportunity for an extended period of leave occurs during the May leave break. Dependant on the timing of the Easter public holidays and academic and sporting commitments, leave may also be granted for this period. Your Divisional staff will provide advice of upcoming leave periods during YOFT.

59. Applications for free travel (at Commonwealth expense) will be initiated by Divisional staff once academic studies have commenced. The Commonwealth will not reimburse any fares/travel expenses for leave that has been previously arranged by the member. You may wish to apply for Christmas leave utilising your second free travel entitlement.

Support services at ADFA

60. **Psychology and counselling services.** Defence provides qualified, dedicated counselling staff that you may approach for assistance.

61. **Medical and dental services.** Full medical services are provided by Duntroon Health Centre (DHC) which is situated behind the ADFA Indoor Sports Centre on the corner of General Bridges Drive and Lavarack Harrison Road. Year One Trainee Officers incur no cost for consultations, treatment, and prescription costs arising from illness or injury.

62. **Chaplaincy services.** Defence Force Chaplaincy at ADFA offers spiritual care and personal support for all trainee officers and staff. Chaplains are available at all times to provide confidential counselling for all personnel, regardless of their faith, background or spiritual beliefs. Chaplains also conduct military education in subjects on character, leadership, values and ethics.

63. Chaplaincy's principal responsibility is to provide spiritual care and faith development. Christian worship is offered during YOFT at the ANZAC Memorial Chapel. Voluntary bible studies and a Sunday evening fellowship are also conducted during university sessions. Chaplains will also endeavour to facilitate opportunities for members of any religion to practice their faith according to their own particular observances.

Facilities at ADFA

64. The following facilities are available at ADFA:

- a. Academy Library,
- b. Automatic Teller Machine,
- c. Hairdressing Salon,
- d. Post Box,
- e. Coffee Shop,
- f. Taxi Rank,
- g. Bookshop,
- h. Public Buses,
- i. Defence Bank; and
- j. Australian Defence Credit Union.

Pay

65. You will be paid each Thursday fortnight and your pay will be deposited directly into your nominated bank or credit union account. You are to arrive at ADFA with details of your bank/credit union account including BSB number. If you do not have an account, an opportunity will be made available during YOFT to open an account at either the Defence Bank (DEFBANK) or the Australian Defence Credit Union (ADCU), both of which are located at ADFA.

66. All members of the Australian Defence Force pay tax; therefore you are required to bring a Tax File Number (TFN) with you. If you do not already have a TFN, you must obtain one before your arrival at ADFA. Additionally all members contribute to the Military Superannuation Benefits Scheme (MSBS) and pay a charge for rations and quarters (R&Q). R&Q includes meals, accommodation and utilities. These amounts are deducted automatically from your fortnightly net pay.

Money

67. You should bring a sufficient amount of money with you for the purchase of essential items during the first few weeks until your first pay is received. An amount of \$200 is suggested.

Telephones

68. Due to the intensive training program Year One Trainee Officers will undertake during YOFT, access to mobile phones during working hours will not be permitted unless under the authority of Divisional staff. You will be allowed a brief period each evening in order to access your mobile phone. You should ensure that you have sufficient credit or prepaid cards to cover a five week period.

Personal particulars

69. Prior to your arrival at ADFA you are required to complete and forward to ADFA a personal particulars form. This form serves only to identify key information that will aid ADFA in facilitating your arrival and initial training.

70. An online form is located at www.defence.gov.au/ADFA which contains instructions on how to complete and submit the form to ADFA. You are to ensure that all information is accurate and submitted via the email address to ADFA no later than close of business Friday, 17 January 2014.

Personal administration

71. Your postal address whilst at ADFA is:

Employee ID, rank (e.g. Midshipman or Officer Cadet), initials, surname
Division number and Squadron number (allocated once you get to ADFA)
Department of Defence
PO Box Number (allocated once you get to ADFA)
CANBERRA BC ACT 2610

72. Change of address notifications should be made to:

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

The military environment at ADFA

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

Helpful websites

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

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

- c. www.defence.gov.au/adfa/

Emergency contact

75. ADFA has a 24 hour duty system which parents may utilise if there is an urgent requirement to contact a trainee officer or staff member after hours. The Academy Duty Officer (ADO) can be contacted after hours, on (02) 6268 8574. Alternatively, you may contact ADFA via the Defence switchboard on 1300 333 362. It is suggested that these numbers are readily accessible to your immediate family for easy reference.

Conclusion

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

77. ADFA demands high standards from its Year One Trainee Officers in every regard. Arriving fit, healthy and administratively well prepared will ensure the minimum amount of stress and inconvenience for you during the initial period of training.

78. Once again, congratulations on your selection to the Australian Defence Force Academy and your appointment to the Australian Defence Force.

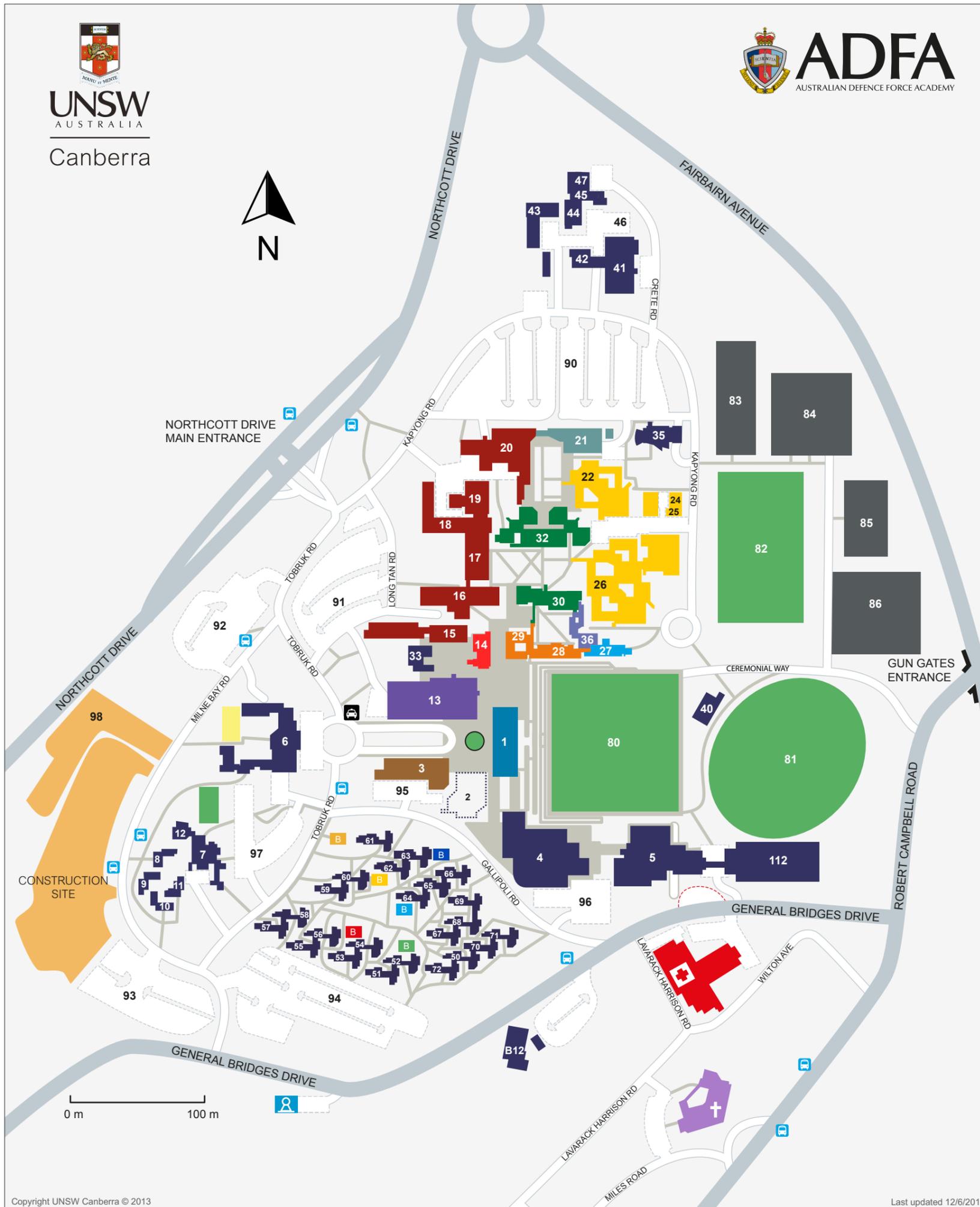


J.W. DAVIDSON, CSC
Group Captain
Director ADFA Undergraduates
Australian Defence Force Academy

24 October 2013

Annexes:

- A. Map of ADFA
- B. Examples of appropriate haircuts at ADFA
- C. Personal Items and Documentation Check List
- D. Excerpt from Academy Cadets Mess Constitution and Rules Version 1.1.1
- E. The Military Environment at the Australian Defence Force Academy (ADFA) – An Undergraduates Perspective



0 m 100 m

BUILDING LEGEND

Military Facilities / Academic Buildings

- 1** Administration / Student Administrative Services (SAS) / Finance
- 2** ADFA Auditorium
- 3** Military Building
- 4** Academy Cadets Mess
- 5** Indoor Sports Centre
- 6** Officers Mess
- 7** SNCO Mess
- 12** Junior Ranks Mess
- 13** Academy Library
- 13** Creative Media Unit (CMU)
- 13** Human Resources (Located at the end of the corridor)
- 14** Information Communication Technology Services (ICTS)
- 15-20** School of Engineering & Information Technology (SEIT)
- 21** Research and International Office (RIO) / Equity Office
- 21** Military Communication Program (MCP)
- 22** School of Physical, Environmental & Mathematical Sciences (PEMS) North
- 24** Physical Plant Equipment
- 25** East Plant Room
- 26** School of Physical, Environmental & Mathematical Sciences (PEMS) South
- 27** School of Business (BUS)
- 28-29** School of Humanities & Social Sciences (HASS)
- 30** Lecture Theatre South
- 32** Lecture Theatre North
- 32** Research Student Unit (RSU) / International Precinct
- 33** ADFA Café / Banks / Hairdresser / Coop Bookshop
- 35** Capability & Technology Management College (CTMC)
- 36** Learning and Teaching Group (LTG)
- 36** Centre for Defence Leadership & Ethics (CDLE)
- 40** Pavilion / Esme Watson Stand
- 41** ACT Defence Clothing Store / University Main Store
- 42-44** Australia's Federation Guard (AFG)
- 45-47** Spotless Services / CMG Contract Office
- 112** Indoor Sports Centre Annex
- B12** Weapons and Training Simulation System (WTSS)

Accommodation

- 7** SNCO Accommodation
- 8-11** Accommodation
- 50-72** Cadet LIA

Outdoor Facilities

- 80** Main Parade Ground
- 81** AFL Oval
- 82** Dowsett Rugby Field
- 83** Tennis Courts
- 84** Hard Stand Upper
- 85** Tennis Courts
- 86** Hard Stand Lower

Carparks

- 90** Carpark
- 91** Carpark
- 92** Officers Mess Carpark
- 93** Carpark
- 94** Cadet Carpark
- 95** Military Carpark
- 96** Indoor Sport Centre Carpark
- 97** Carpark
- 98** Carpark (Under Construction)

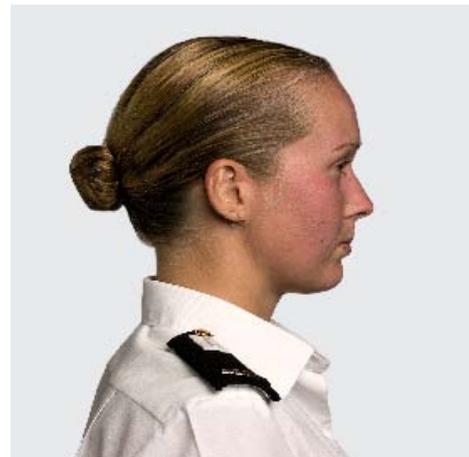
Key

- Pedestrian Area
- Minor Road
- Major Road
- Carpark / Service Roads
- Emergency Vehicle Parking
- Bus Stop
- Taxi Rank
- General Bridges's Grave
- ANZAC Memorial Chapel of St Paul
- Duntroon Health Centre
- Bike Shelters
- Beach Volleyball Court

EXAMPLES OF APPROPRIATE HAIRCUTS AT ADFA

MALE

FEMALE



PERSONAL ITEMS AND DOCUMENTATION CHECK LIST

Compulsory documentation to bring	YES	NO
Original copy of final secondary school examination results and/or proof of academic qualifications		
Original academic transcripts for any previous university studies (if applicable)		
Full course/subject outlines for any previous university studies (if applicable)		
Original birth certificate		
Certified true copy of any existing Will		
International Health Certificate (if held)		
Certificate of Naturalisation (if applicable)		
Passport – if available (current or expired)		
Drivers license		
Vehicle/motorcycle registration and insurance papers		
Names, addresses and contact numbers (2 per nominated person) of two next-of kin (NOK) at different addresses (e.g. parents and grandparents or aunty/uncle)		
Medicare card (if applicable)		
Inoculation Records and Needle Books (records of any/all inoculations)		
Tax File Number		
Bank and/or credit union details (BSB, account numbers) for deposit of your pay (you may choose to set up an account with either bank or credit union on campus, on arrival)		
Documentation to satisfy a 100 point ID check		
Proof of marital status (including defacto recognised) and status of any dependants		
Copies of any interdependent relationship/member with dependent paperwork raised by DFR		
Existing hire purchase agreements		

Compulsory items to bring	YES	NO
Good quality iron: equipped with a protective plate, spray and steam options – this item will not be available on arrival. It is an essential item for uniform maintenance		
1 x quality jogging shoes/runners, worn in but no more than 6 months old		

C-2

Underwear suitable for sports		
Adequate supply of underwear and hosiery (no more than 8 of each)		
Dress and sports socks (4-6 of each)		
Formal, informal and casual clothing (to meet ACM dress standards (see page 4-5 of joining instructions)		
Quantity of envelopes and stamps (no more than 5)		
Cash (approximately \$200)		
Females – Professionally fitted sports bra (minimum 2)		
Females – Depilatory and sanitary products to last 4 weeks		

Optional items to bring	YES	NO
Allergy free laundry powder		
Swimwear – black in colour. NB Basic black swimwear will be issued at ADFA, however the female style does not incorporate a bra shelf, and males are issued with Speedo style swimwear. One piece swimmers for females, boy leg styles permitted. If preferred males may bring plain black shorts to swim in – not long board short styles		
Swimming goggles and cap (optional)		
1 x Bath towel and face washer (optional)		
Bath robe (optional)		
Hairdryer (optional)		
Hair care – hairnets, pins, hair bands, hairspray for females with long hair (4 weeks supply). Must match hair colour		
Sunglasses – conservative in style, black or brown, non-reflective (optional)		
Clothing suitable to wear while cleaning		
1 x older jogging shoes/runners (used for activities involving wet and muddy conditions; however must be in good repair)		
ATM card		

Upon arrival at ADFA, you will be issued a starter kit which contains the items listed below. ADFA has, on behalf of its new inductees, sourced very good quality items at a reduced cost. A total cost not exceeding **\$150.00** will be invoiced against your first Mess bill. You should retain your receipt as these items are classified as a work expense and may be claimed on your individual tax return. You are **not** required to purchase these items prior to your arrival at ADFA

YOFT Starter Kit		
Item	Quantity	Details
Ironing board	1	Hills or Tefal

C-3

Stain remover	1	Preen or Sard
Spray starch	2	Crisp
Ironing aid	1	Fabulon
Soft polishing cloths	4	
Metal polish	1	Brasso
Coat hangars – shirt	20	Plastic
Coat hangers – trousers/skirts	15	Metal
Laundry markers	1	
Water spray bottle	1	
Black shoe polish	1	Kiwi
Toothbrush	1	
Wet and dry sandpaper (multiple grades)	11	Grades – 400, 600, 800, 1200
Lint remover	1	Roller – sticky
Laundry powder	2 kg	
Electrical tape	1	Black – roll
Tent pegs	6	

Important notes

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

Prohibited items

3. Military personnel are not to possess or view any form of inappropriate material (such as pornography) within the Academy precinct. **DO NOT** bring any such material to ADFA.
4. **DO NOT** under any circumstances bring any food (including sweets or chocolate) and/or non-essential pharmaceutical products (e.g. multi-vitamins, protein supplements, Panadol etc) with you. Your physical condition and wellbeing will be closely monitored by staff at ADFA. Should you require pharmaceuticals, staff will send you DHC for treatment, and prescription items will be issued free of charge.
5. The only exception to this caveat is female contraception and pharmaceuticals prescribed by a medical practitioner. You are permitted to bring these items with you; however, they will be checked by medical staff in the initial stages of your training.

Excerpt from Academy Cadets Mess Constitution and Rules Version 1.1.1

PART 2 – MESS RULES

DRESS STANDARDS

Dress in the Mess

62. Members and guests using the Mess anteroom or dining rooms are to conform to the dress regulations. It is the member's responsibility to advise their guests of these rules.
63. The ACMC Reserves the right to alter or review the dress standards detailed in this document at any time for any reason, at the discretion of the PMC and DPMC.
64. The PMC has the ability to temporarily alter or change dress standards for a group of or all members of the mess and their guests.
65. The Cadets Mess dress regulations are as follows:

General

66. All members are to be clean-shaven upon entry to the mess at all times whether on or off duty. Exception is granted to approved facial hair.
67. Under no circumstances are hats of any description to be taken inside the ACM. All hats are to be left in the hat room or outside.
68. All cloaks, ponchos, rain jackets or overcoats are to be left in the cloak room.
69. All bags are to be left in the cloak room unless immediately required for security or for duty.
70. RAN S8 Uniform and RAAF Tropical Dress are not to be worn in the ACM after 1700 h.

Working Hours, Mon – Fri

71. **0600 – 0800 h.** Members are to wear:
 - a. Academy Dress of the Day;
 - b. ADFA tracksuit with runners and white socks; or
 - c. DPCU/DPNU as required; and
 - d. During summer, Academy PT gear may be worn, however, Members in tracksuit or PT gear are not to remain within the confines of the Mess after 0800 h.
72. **0800 – 1700 h.** Academy Dress of Day.

Non-Working Hours

73. **1700 h – Closure (Mon-Wed).** Members are to wear Academy Dress of the Day or civilian attire IAW *Mess Standards* outlined below.

74. **1700 h – Closure (Thu, Fri).** Members are to wear Academy Dress of the Day, DPCU/DPNU or civilian attire IAW *Relaxed Standards* outlined below.

75. **1900 h – Closure.** Members are permitted to wear DPCU / DPNU or Academy or Sporting Club tracksuits. Members are to enter through the dining rooms and are only to eat in dining room Charlie (Closest to General Bridges Drive). Members are not to be upstairs in the mess. Members may utilise the Sportsman's Bar if it is a PMC approved sporting function.

76. **0600 h – 0930 h (Sat, Sun).** Members are to wear a minimum of Academy tracksuit with runners and white socks. Members in tracksuit are not to remain with the Mess after 0930 h.

77. **0930 h – Closure (Sat, Sun).** Members are to wear civilian attire IAW *Relaxed Standards* outlined below.

Civilian attire mess standards, Mon – Wed

78. **Male Mess Standards (Summer).** The minimum dress requirement in summer for males is a collared, tucked-in conservative business style button-up shirt, tailored trousers with belt and leather dress shoes with socks. Trousers are to be of conservative design, with belt loops and pleated. Three-quarter trousers or trousers with multiple external pockets are not to be worn. Shoes are to be of a similar standard to issued leather shoes without scuffing or excessive wear markings; skate shoes are not acceptable.

79. **Male Mess Standards (Winter).** The minimum dress requirement in winter for males is a long-sleeve collared, tucked-in conservative business style button-up shirt and tailored trousers with belt and leather dress shoes with socks. Smart dress jumper/jacket is optional. Trousers and shoes are to conform to summer Mess Standards.

80. The changeover date between Summer and Winter attire is the same as that for Navy seasonal uniform changeover.

81. **Female Mess Standards.** The minimum dress requirement for females is a blouse with sleeves and collar and tailored trousers, skirt or conservative business style dress with shoes (court shoes, closed toe, heel or conservative peep toe); stockings are optional. The blouse is not to be revealing. Body-tight tops or singlet style tops are only to be worn under a jacket or jumper. Neat conservative cardigans and vests may be worn as a replacement for a jacket or jumper when a collared shirt is worn.

82. The hem of skirts and dresses is to be no more than 10cm above the knee.

Civilian attire relaxed standards, Thu – Sun

83. **Male Relaxed Mess Standards.** The minimum dress requirement for males is a collared polo shirt, tailored shorts or neat pressed jeans with belt and leather dress shoes or boat shoes. Good quality, lace-up, clean canvas shoes such as 'Vans Off the Wall' may be

worn. 'Dunlop Volleys' and similar designs, as well as poor quality or non-conservative coloured canvas shoes may not be worn. Shirts may remain un-tucked providing the shirt is of a conservative nature and has been designed to be worn in an un-tucked fashion. The hem of the shirt is not to fall below the bottom line of the trouser pockets. With regard to knitted style shirts, e.g. polo or sport shirts, the hem and collar of the shirts are not to be stretched, pulled or frayed in any way.

84. Denim shorts, shorts with multiple external pockets and skate shoes are not to be worn. Jeans are to be of a conservative nature and not be torn, faded or designed to look damaged

85. **Female Relaxed Mess Standards.** The minimum dress requirement for females is a conservative blouse or collared polo shirt, tailored shorts, neat pressed jeans or skirt and shoes (leather, boat shoes, court shoes, closed toe, heel or conservative peep toe). Shirts may remain un-tucked providing the shirt is of a conservative nature and has been designed to be worn in an un-tucked fashion. The hem of the shirt is not to fall below the bottom line of the trouser pockets. With regard to knitted style shirts, e.g. polo or sport shirts, the hem and collar of the shirts are not to be stretched, pulled or frayed in any way.

86. A conservative dress of current fashion may be worn, providing it has a modest neckline and no large open backs. The hem of dresses and Skirts are to be no more than 10cm above the knee, measured from the top of the kneecap.

87. Blouses are defined as a lightweight, loose-fitting garment for women, covering the body from the neck or shoulders to the waistline, with or without a collar and sleeves, worn inside or outside a skirt, slacks etc. This does not include t-shirts, long-sleeve shirts and jumpers, or singlets. Whilst it does not require sleeves, tops with thin shoulder straps are not acceptable. The shoulders should be covered. Blouses are to be conservative and not to feature large open necklines, offensive slogans, and uncompensated transparent areas or be in the style of a t-shirt.

88. Denim shorts, shorts with multiple external pockets and skate shoes are not to be worn. Jeans are to be of a conservative nature and not be torn, faded or designed to look damaged.

89. Boat shoes are defined as loafer or slip-on style shoes which are made of leather, suede or conservative material. Boat shoes must be clean, neat and not scuffed

90. At all times garments worn are to be clean, neat and in an undamaged condition.

Mess Dress at Functions

91. There will be times when the forms of dress described above may not be appropriate to the function being held. The APMC will advise the dress which may be worn on these occasions. Examples are:

- a. Mess Dining-in-Night:
 - i. RAN – Dress S4;
 - ii. ARA – Dress 6B; and
 - iii. RAAF – Dress 5B (Warm Weather).

- b. Cocktail Parties – lounge suit; and
- c. Themed nights – costumes as appropriate for themes that follow ADF guidelines on Equity and Diversity.

Sporting Attire

92. Members and their invited guests may wear sporting attire within the Sportsman's Bar only, during or after sporting activities, according to the following guidelines:

- a. Socks and footwear must be worn,
- b. Football or similar boots may not be worn, and
- c. Shirts or tops must be worn without offensive logos or slogans.

93. If cadets have taken part in sport or sport training after hours, they may wear DPCU/DPNU, Academy tracksuit, or sporting club tracksuit to the Mess for dinner after 1900 h. They must enter the Mess through the lower dining room doors to eat their meal in Dining Room Charlie. Cadets in tracksuit are not permitted in the other areas of the Mess and must vacate the ACM on completion of their meal.

THE MILITARY ENVIRONMENT AT THE AUSTRALIAN DEFENCE FORCE ACADEMY (ADFA) – AN UNDERGRADUATES PERSPECTIVE

1. This document is designed to give you, as new Midshipmen or Officer Cadets joining ADFA, a realistic view of military and Academy life. It will hopefully answer most of the questions you have about starting what I promise will be an exciting career. When I joined the ADF I had just turned 18 and was fresh out of secondary school. It was my first time living away from home in Western Australia and so leaving home, moving interstate, starting university and a new job all on my first day at ADFA was quite overwhelming. However, once the shock wears off and you settle into Academy life, ADFA becomes a place where you can really develop yourself whilst having a lot of fun. I hope this document is useful in covering the aspects that you need to know about ADFA from the aspect of someone who's already gone through it.

The organisation of ADFA

2. ADFA is a joint training institution for officers of the ADF. It is unique in that unlike HMAS CRESWELL, Royal Military College Duntroon (RMC-D) and Officer Training School (OTS) at East Sale that only provide military training for the Navy, Army and Air Force respectively, ADFA is tri-service and provides trainees with military training as well as a civilian accredited university degree.

3. ADFA is divided into five squadrons (SQN), Alpha through to Echo, and each squadron is further divided into four-five divisions (DIV), numbered through 1-25. Each division consists of around 45 Midshipmen and Officer Cadets who are of the same military year level but of differing Service, gender and degree stream. Each division lives together in a single accommodation building and is allocated a Divisional Officer (an Army Captain equivalent) and Divisional Senior Non-Commissioned Officer (an Army Sergeant equivalent) to supervise and assist Midshipmen and Officer Cadets with life at ADFA.

University

4. The university side of ADFA is operated by the University of New South Wales and within the Academy it is referred to as 'UNSW@ADFA'. Degrees offered at UNSW@ADFA include a Bachelor of Arts, Business, Science and Engineering including the Civil, Mechanical, Electrical and Aeronautical streams. In addition, many postgraduate courses are offered to other military members and outside civilians. However, take note there is very limited scope for ADFA Midshipmen and Officer Cadets to directly continue with postgraduate study on completion of their undergraduate studies due to Service requirements.

5. Over a period of three years, ADFA aspires to produce professional and competent military officers with a balanced and liberal education for the three Services; Navy, Army and Air Force. Navy and Air Force engineering students will complete the fourth year of their degree sequentially, whilst Army engineering students will first complete the final 12 months

of their officer training at RMC-D before returning to ADFA to complete the fourth year of their degree.

Year One Familiarisation Training (YOFT)

6. The transition from civilian life to military life can be unsettling for some so in order to facilitate a smooth adjustment, you will enter five weeks of Year One Familiarisation Training (YOFT) upon arrival at ADFA. During this time you will learn all of the aspects pertinent to you as a military member, including how to wear and maintain your uniform, drill, military customs and traditions, physical fitness training, weapon training and how to live in the field. You will also participate in teambuilding exercises to get to know your new peers and adventure training to facilitate personal growth and development. YOFT culminates in a final YOFT Challenge in which divisions complete in a series of challenges which will test both the skills learned throughout the training period and also your teamwork.

7. I considered my YOFT training to be intense but overall enjoyable. Be prepared for long days, usually starting at 0600 h and rarely finishing before 2200 h, including weekends. Also expect to be steadily mentally and physically engaged during this time with many theory, drill and weapon lessons as well as physical training on most days. Meal times are relatively short as there is much to be compacted into such a short training period, but there are pretty regular short breaks, particularly within long theory sessions. Free time is also quite limited during YOFT so having good time management is an important quality to develop sooner rather than later.

8. There are restrictions placed on the use of mobile phones, laptops and the internet during this initial training period. These early restrictions are not designed to isolate you but are designed to allow you to focus on their training while you integrate into military and Academy life. After YOFT you will be given full access to your mobile phones, laptops, internet and email. If during YOFT Midshipmen or Officer Cadets feel they need to contact their families, they can ask their staff at any time and it may be facilitated.

9. Although there are some tough times and a lot that needs to be done within small time constraints, you will feel a great sense of accomplishment and realise that you are capable of getting through more than you initially thought you could have. During YOFT everyone is in the same boat and have the common end goal of successfully completing YOFT and being accepted into the wider body of the Academy. Everyone helps each other out and friendships made during this time are important as they will not only assist you with getting through the remainder of the year or through the Academy, but will also serve you well through your career as well.

Chief of the Defence Force Parade (CDF Parade)

10. After completing the five weeks of YOFT, you'll then move into one week of intensive drill practice in the lead up to CDF Parade, in which the first year Midshipmen and Officer Cadets are formally integrated into the rest of the Academy body. I encourage you to invite

family and friends to attend this parade as you will feel a great sense of accomplishment and it is a great milestone to celebrate with them, as well as your new Academy family.

11. My parents flew over from Western Australia to attend the parade and they thoroughly enjoyed the spectacle of the parade, as well as seeing me all kitted up in my ceremonial uniform. After the parade, weapons were returned and leave was granted so I could spend the evening with them before they headed back the next day.

Military life

12. ADFA is first and foremost a military institution and as such Midshipmen and Officer Cadets are expected to behave in a manner befitting a military officer. Although civilian university studies are provided here at ADFA, the same military discipline is expected as would be at any other military base. In particular, there are several key aspects of military life which may come as a shock when first joining the military.

13. **Uniform.** All military members are required to wear and maintain their issued uniforms. ADFA Midshipmen and Officer Cadets wear the uniform of their parent Service whilst at the Academy in accordance with their individual Service rules and regulations. Officer Cadets are issued their uniform during the first weeks of YOFT. Until that time you will be expected to wear issued Service physical training (Service PT) attire and neat civilians to the standard of that allowed into the Academy Cadets Mess (ACM).

14. **Leave.** Leave policies in place for first year Midshipmen and Officer Cadets limit how often you may leave the Academy. These policies are in place to allow staff to monitor the initial year of training, to ensure Midshipmen and Officer Cadets' safety and to allow you to effectively adjust to military life and living away from home. These leave restrictions relax as you progress through the Academy, reflecting the growing trust of the staff.

15. During YOFT, no leave will be granted due to intensity of the initial training period. For the first academic session there will be no weeknight leave and weekend leave still includes a curfew at night. However, after this initial period the leave restrictions do relax and are quite workable.

16. **Discipline.** All military members are to maintain a high level of self-discipline which is necessary for the nature and requirements of their job. This includes following lawful orders and the rules and regulations outlined which may limit how Midshipmen and Officer Cadets conduct themselves, both on and off duty. Sometime during your induction to the Academy you will be required to read the Academy Standing Orders (ASO) and sign an acknowledgement. This will ensure you understand what is required of you during your time at ADFA as non-compliance with these orders may result in disciplinary and/or /administrative action or corrective training.

17. **Saluting.** Part of military discipline is the paying of respects to officers as they hold a Queen's commission. This is done through the saluting of officers in uniform and is a practice implemented across most of the Academy. Some areas are designated non-saluting areas to allow all ranks to relax; these areas include the ADFA Café precinct.

18. **DFDA.** All military members are subject to the Defence Force Discipline Act (DFDA). This Act provides the laws which regulate the military environment. These are designed to reflect and regulate the unique requirements of military life and ensure military discipline is enforced, and you will be subject to these laws from the time you are appointed into your Service. You will also remain subject to the normal laws of the Commonwealth and states while you serve in the ADF. You should be reassured that while the DFDA can be strict on some issues, its laws are logical, reasonable and are fairly applied. You will receive training at ADFA on these laws and your obligations under them.

19. **Drugs.** The ADF has a zero tolerance policy in relation to drug use. Any use of illegal drugs will result in immediate discharge from both the military and the Academy.

20. **Alcohol.** During YOFT alcohol is not to be consumed by any Midshipmen or Officer Cadet. However, after this period military members over the legal age of eighteen years may consume alcohol within the confines of the ACM when not on duty. No member under the age of eighteen years is to consume alcohol at any time. Alcohol is not to be consumed or stored anywhere on the Academy precinct other than in the designated messes or by written approval from the Commandant of ADFA. There also may be instances in which, for safety reasons, the consumption of alcohol may be temporarily banned, such as when weapons are issued.

21. As with most things, moderation is the key. Alcohol abuse will not be tolerated and consumption may be monitored by staff. Alcohol counselling may be encouraged or enforced by ADFA staff depending on the severity of the issue.

Daily life at ADFA

22. After YOFT, first year Midshipmen and Officer Cadets integrate into Academy life and commence attending academic studies in their selected degree streams. Unlike normal civilian university life, Midshipmen and Officer Cadets at ADFA are paid to study for their degrees. This means that all academic and military classes are compulsory and you can face disciplinary action for missing your work duties if you do not attend class.

23. **Typical day at ADFA.** Weekends are usually your own apart from when allocated for duty or to participate in the occasional compulsory division or squadron activity. However, throughout the working week a typical day usually progresses similar to that detailed below.

- a. 0600 h – Reveille and roll call;

- b. 0605 h – 0650 h – Cleaning duties, get dressed and breakfast in the ACM;
- c. 0650 h – 0750 h – Inspection (Monday), drill (Tuesday and Thursday) or military studies (Wednesday and Friday);
- d. 0800 h – 1150 h – Academics;
- e. 1200 h – 1230 h – Lunch in the ACM;
- f. 1240 h – 1730 h (Engineers can expect an 1830 h finish) – Academics;
- g. 1745 h – 1900 h – A-grade sport training (Tuesday and Thursday);
- h. 1800 h – 1930 h – Dinner in the ACM;
- i. 2000 h – 2200 h – Study/personal time, and
- j. 2200 h -2359 h – Study/personal time/sleep.

24. **AMET.** Whilst passing your degree is the main priority at ADF, each year level will also undertake two five-hour blocks a week of Academic and Military Education and Training (AMET) which provides the military side of training at ADF. For first years this usually occurs on Wednesday morning and Friday afternoon and subject matter includes:

- a. **Drill.** Midshipmen and Officer Cadets are expected to move around the Academy in a military manner. Drill facilitates the movement of military personnel within military bases, and it inculcates self discipline, confidence and helps develop a command presence. As noted above, you will undertake two hours drill practice per week to prepare for Academy parades and drill examinations. Drill competency is a graduation requirement and additional drill may be conducted in the lead up to certain events including CDF Parade and Graduation Parade.
- b. **Inspections.** As noted above, formal inspections are usually conducted by divisional staff on Monday mornings. In addition to this, during working hours from 0700 h – 1700 h your rooms are expected to be kept in inspection order. This assists in maintaining a clean and productive communal living environment, and in promoting self organisation.
- c. **Weapons training.** Due to the nature of the profession, all military members will be trained in the use of ADF service weapons. You will be taught weapon specifications, correct weapon handling, various firing positions and marksmanship principles. Weapon qualification will include the firing of live ammunition on a weapons range, and such training and range practices are compulsory for graduation. Whilst Midshipmen or Officer Cadets will not be deployed during their time at ADF,

the requirement to be trained on weapons is directly related to the requirement for all military members to be combat ready before they take up their full duties as officers in their Service.

d. **Physical fitness.** The military is a physically demanding job. All Midshipmen and Officer Cadets at ADFA are expected to be able to pass their single service fitness requirements at all times throughout their time at ADFA and during their ADF careers. Physical Training (PT) is conducted for at least 3 hours per week and you are expected to train additionally to sustain fitness outside these of these sessions. The gymnasium facilities at ADFA are more than adequate to enable you to achieve fitness goals. The Physical Training Instructors (PTI) at the ADFA Indoor Sports Centre (ISC) are military members also and are approachable and willing to help if you are seriously interested in improving your base physical fitness levels.

e. **Defence studies.** Midshipmen and Officer Cadets are educated and exposed to all aspects of military organisation and strategy to prepare them for their careers as officers in the ADF. Whilst at ADFA military studies will include examples from across all three Services to improve the knowledge and understanding of the tri-Service environment.

f. **Leadership studies.** A range of leadership lessons and exercises are conducted to improve your leadership capacity in preparation for your career as a military officer leading sailors, soldiers and airmen. These exercises will also assist you to successfully complete the Leadership Challenges (LC) you will face each year. During third year you will also complete a Leadership Project that may range from holding a leadership appointment through to planning and executing an allocated activity.

g. **Military communications.** Midshipmen and Officer Cadets undertake a program to develop and improve their written and oral communications skills, especially in the Defence environment.

25. **Sports.** Midshipmen and Officer Cadets are encouraged to participate in at least one sporting activity at the Academy in order to improve their skills and fitness as well as interact with a range of other years and staff in a social environment. Once you sign up for a sport, attendance at training and matches is compulsory. Sports' training is conducted after hours generally on the Academy precinct. Sports played at ADFA include AFL, Rugby, Basketball, Netball, Soccer, Rowing, Dragon Boating, Hockey, Touch Football, Volleyball, and Cricket.

26. Out of all the mates you will make as a consequence of sharing common divisions, squadrons, and university classes at the Academy, it can be argued that you will make no closer mates than those formed through sporting clubs. Due to fitness playing such an important role in the military lifestyle, being involved in at least one sport is recommended as it is such a huge part of Academy and defence culture.

27. **Voluntary Extra-Curricular Activities (VECA).** Midshipmen and Officer Cadets also have the opportunity to participate in voluntary groups in areas other than sport. These may include debating, band, stage production, fencing, aviation or maritime interest group, sailing, swimming, community service, and numerous others. Adventure training is of particular note as it offers a great range of exciting activities including rock climbing, abseiling, white-water rafting, kayaking and scuba diving.

28. Both sports and VECAs allow Midshipmen and Officer Cadets the opportunity to undertake leadership the roles within clubs to develop their skills as an officer.

Military training

29. Daily life at ADFA for the most part of the year follows a pretty standard routine during academic sessions. However, during academic recesses do not expect time to always be your own. During some of these recesses leave will not be granted as you will be required to conduct military training or exercises including Single Service Training (SST) or Leadership Challenges (LC).

30. **Leadership challenges.** These Leadership Challenges are conducted once a year and may range from a weekend to a fortnight in duration. The exercises themselves may vary in content from year to year but usually allow each member of a section (group of 8-12 members) to rotate as section commander and second-in-command (2IC) in order to demonstrate their leadership ability. They allow both yourself and your staff to monitor the growth of your leadership potential as well as being an assessable and compulsory requirement of graduation status.

31. My LCI, conducted in first year, was more of an introduction into practical leadership as it just identified which members of the group were willing and able to take charge of a simulated survival situation. Afterwards, we just conducted a debriefing session in which we discussed different leadership styles and some good and bad points that were identified during the exercise. LCII, conducted in second year, was more physically demanding and we rotated as section commander and 2IC to complete different missions assigned at each stand. I really enjoyed that exercise and it was a great opportunity to put some different leadership styles into practice and to receive helpful advice and feedback on my performance. LCIII, conducted in third year, was quite similar to LCII, however, it was intentionally much more physically and mentally demanding in order to test your limits and observe how you and others will react when exhaustion, stress and fatigue are a factor.

32. Over the years the leadership challenges have evolved in direct correlation to world events and the training undertaken, and are better reflective of the expectations of a junior officer in the ADF.

33. **Single Service Training (SST).** Because ADFA military training focuses on tri-service training, SST periods are the first real taste of the Army and Air Force that Officer Cadets will

experience. For Navy, SST usually comprises of naval base visits and the completion of components that form the Naval Officers Leadership Course (NOLC). For Army, SST components 1A and 1B (conducted in July and November of first year), 2A and 2B (conducted in January and July of second year) and 3A and 3B (conducted in January and November of third year) all together form the content that would otherwise be taught during 3rd Class RMC, to get Officer Cadets to the competency level of a section commander. For Air Force, SST usually comprises of the components that would otherwise be taught during Officer Training School (OTS) at East Sale.

34. From the perspective of an Army Officer Cadet, I really enjoyed SST as it was my first chance to experience Army life and start doing the job I signed up for. Initially there was a lot of theory and drills that needed to be learned but after that you are able to put what you've learned into practice and consolidate it in the field. During this time, you'll get to interact with a lot of similar minded people and for many, this is the turning point in deciding whether or not they are suited to military life and the Service they have joined.

Living at ADFA

35. **Living away from home.** Many Officer Cadets joining ADFA are leaving home for the first time. This can be a shock to any young adult. First year cadets are offered support and guidance to help them adapt to living away from home. This includes military chaplains and psychologists, dedicated squadron and divisional staff and of course in an informal capacity, second and third year Midshipmen and Officer Cadets at the Academy.

36. **Residential Support Officers (RSO).** As first year Midshipmen and Officer Cadets, in addition to a Divisional Officer (DO) and Divisional Senior Non-Commissioned Officer (DSNCO), you will also have one to two Residential Support Officers (RSO) allocated to your division. RSOs are fourth year Officer Cadets, Pilot Officers or Sub-Lieutenants finishing their fourth year of study at ADFA. They are accommodated within the staff corridor of the accommodation building and are a good resource for first years because they have already gone through the same experiences you are about to undertake and are full of useful advice to make your time at the Academy easier. They are also very approachable and you can consult with them about issues you may not wish to discuss with your DO or DSNCO.

37. **Communal living.** Living in such close confines with other people can at times be frustrating. It is important to be respectful and considerate of others especially in regards to limiting noise levels and maintaining general cleanliness and hygiene standards. After YOFT, endeavouring to maintain similar standards and routine will ensure a more comfortable living environment. It also helps to maintain good relationships with other section members to avoid conflict or confrontation.

38. **Sponsor families.** ADFA also runs a sponsor family program which pairs new Midshipmen and Officer Cadets with responsible ADF families from the Canberra region.

This voluntary program offers cadets the opportunity for a home away from home, a place to go to when the pressures of ADFA feel overwhelming or merely another mentor to provide advice on all aspects of military life. All Midshipmen and Officer Cadets are encouraged to take part in this program as it can provide long term benefits. There are no obligations associated with the program and you may spend as little or as much time with your sponsor families as you desire. You will be offered the opportunity to participate in this program during YOFT.

39. I participated in the sponsor family scheme and found it very beneficial during my first year. My sponsor family was a lovely couple, both in the Army and holding the rank of Major. They had some great advice and tips for RMC as well as for my future career. We would meet for coffee or dinner regularly during first year and it was a great escape from ADFA as well as people from ADFA. The sponsor family scheme is what you make of it. It has now been some time since I have had any contact with my sponsor family. However, I regret not maintaining a better relationship with them.

40. **Professional behaviour.** It is expected that friendships, and indeed long lasting ones, will form at the Academy. However, during the working day the people with whom you will live are also your work colleagues. It is therefore expected that regardless of personal situations, all members treat each other with professionalism and respect as they would in any workplace.

41. **Relationships.** ADFA recognises that three years is a long time to spend in a training environment and as such, intimate physical relationships will form during this time. ADFA does not try to stop this. There are, however, several rules in place to ensure a professional environment for all living at the Academy. Intimate physical relationships are not permitted during YOFT or the initial three month training period. After this period at a date promulgated in Routine Orders (RO's), they are permitted provided that a professional work manner is sustained, work is not affected, and members do not engage in intimate behaviour in uniform, within the Academy, or when on duty. In addition, intimate relationships of a physical or non-physical nature between ADFA staff and Midshipmen or Officer Cadets are strictly forbidden.

42. **Health.** As full-time military members, Midshipmen and Officer Cadets are provided with health care from the ADF. ADFA and RMC share the Duntroon Health Centre (DHC) which is located adjacent to the Academy ISC and provides routine and emergency health care for all military members. All members undergo yearly medical and dental review to ensure their continued health and ability to perform their job.

43. **Religion.** All military members are encouraged to participate in the observance of any religious worship they choose. ADFA has three service chaplains who are available to assist with any spiritual and personal development, regardless of religious denomination. The ANZAC Memorial Chapel at Duntroon conducts regular church services which cadets are free to attend. The ADFA Chaplains will also assist cadets to contact groups of their own

religious denomination outside the Academy if desired. The Chaplains also provide a counselling and pastoral service to all staff, Midshipmen, Officer Cadets and their families.

44. Compulsory attendance at church services is required for some events that have a religious, but non-denominational element such as ANZAC Day, CDF Parade and Graduation Week.

Expectations of Officers within the ADF and whilst at ADFA

45. ADFA cadets and staff are expected to possess and display the values of the Academy and indeed the wider Australian defence community. The ADFA values are:

- a. Courage,
- b. Respect,
- c. Integrity,
- d. Service, and
- e. Professionalism.

46. These values go hand in hand with the qualities that Midshipmen and Officer Cadets are assessed on throughout their time at ADFA. These officer qualities hold Midshipmen and Officer Cadets to a high standard of behaviour and character which prepares them to be professional officers able to lead their fellow ADF members.

47. I wish you all the best with life at ADFA and your ADF careers. The friendships you make and the lessons you learn in your initial training will stand you in good stead for the rest of your time in the ADF and beyond. There will be high points and indeed lessons learnt from mistakes, but overall ADFA is a rewarding experience particularly if you involve yourself as much as possible in all aspects of Academy life. Remember to get involved and enjoy your time at ADFA as very soon it will be over.



Priscilla Roderick
Officer Cadet (Australian Regular Army)
ADFA