

1 RECRUIT TRAINING UNIT

RECRUIT JOINING INSTRUCTIONS



Amendment Date: 01 May 2014

(Note - Joining Instructions are subject to change without notice)

INDEX OF TOPICS	i-ii
Introduction	1
Travel to 1RTU	1
Course length	1
Course organisation	1 - 2
Course Contents	2
Discharge	2
Working hours	2 - 3
Pre-pack checklist of essential items and documentation	3
Finances	3
Recognition of interdependent partnership	3
Physical fitness requirements	4 - 5
Smoking and alcohol	5
Leave and privileges	5
Accommodation	6
Catering	6
Mail	6
Telephones	6 - 7
Internet and email	7
Personal effects/Luggage	7
Electrical equipment	8
Grooming	8
Motor vehicles	8 - 9
Local facilities	9
Vaccination details	9
Legal Will	9
Child custody arrangements	9
Family preparation	10
Graduation	10 - 11
Conclusion	11

PRE-PACK CHECKLIST Annex A
RECOGNITION OF INTERDEPENDENT PARTNERSHIP.....Annex B
REQUIREMENTS FOR INITIAL FITNESS TEST..... Annex C
PRE-ENLISTMENT PHYSICAL CONDITIONING PROGRAM..... Annex D

Introduction

1. Welcome to the Royal Australian Air Force (RAAF) and No. 1 Recruit Training Unit (1RTU), RAAF Base Wagga, New South Wales. The function of 1RTU is to prepare newly enlisted Airmen and Airwomen for service in the RAAF. Recruit training involves the imparting of basic military skills and knowledge, and the transformation of civilians into Airmen and Airwomen who become proud members of a military service. Teamwork, self-discipline and 'esprit de corps' play a vital role in this training.
2. These Joining Instructions aim to provide recruits and their family with enough information to ensure that personal affairs are adequately arranged before enlistment in the RAAF, and to provide an idea of what can be expected on course.

Travel to 1RTU

3. 1RTU is located at RAAF Base Wagga, approximately 10km to the east of Wagga Wagga, a large city of over 61,441 people, located midway between Melbourne and Sydney. During the enlistment process individual recruit travel will be organised by respective recruiting centres and all questions about travel should be directed to Defence Force Recruiting.
4. The normal means of travel is direct to Wagga. If you are travelling to 1RTU by rail or civilian transport, alternative arrangements will be organised by the Recruiting Centre. If you arrive at Wagga airport and a reception officer is not present, contact the following:
 - a. working hours – 02 6937 5501 (1RTU Induction Centre).
 - b. after hours – 0428 737 116 (1RTU Duty Non-Commissioned Officer – DNCO).
5. Although highly unlikely, if you are travelling by Defence Vehicle or hire car, it is important to note that Defence has strict policy regarding nil alcohol for all drivers.

Course length

6. The length of the course is 12.6 weeks. Under certain circumstances a recruit's time on course may be extended; if a recruit becomes medically unfit to continue training, or fails to achieve the required standard in a practical or theory based assessment. In all such circumstances, recruits are managed on an individual case basis, and further opportunities for training are provided for those recruits who would benefit.

7. Due to the possibility that the length of training may be extended, it is strongly recommended that all recruits avoid making serious personal and financial commitments until after they have graduated from 1RTU.

Course organisation

8. On arrival at 1RTU, the enlistment intake will be divided into groups of approximately thirty recruits and each group will be allocated two Non-Commissioned Officers (NCOs). The respective course NCOs will be responsible for most of the instruction and the supervision of

each course. The course NCO's are a recruit's primary point of contact for any training related, administrative or personal matters.

Course content

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

10. The recruit course is designed to be a total learning experience and as such very little time is available for anything not directly related to recruit training. Recruit training encompasses active outdoor training in practical skills such as drill, weapon handling and firing, airfield defence, fire fighting and physical fitness. There are formal classroom lessons on RAAF history, customs and traditions, service knowledge, first aid, military law, sexual ethics, ethical citizenship skills and character development skills.

11. Recruits are also assessed throughout the course on their standard of behaviour and attitude towards training. Recruits are expected to conduct themselves in a manner consistent with the RAAF Values as these values are an integral part of what it means to be an Airman or Airwoman in the RAAF.

12. The required standards are high, but recruits who display a good attitude towards their training are best placed to achieve the required course outcomes. Failure to meet the required standards may result in suspension from training. Serious breaches and/or patterns of unacceptable behaviour may result in a recruit being discharged from the RAAF.

13. Recruits are required to launder their own clothes and uniforms whilst at 1RTU. Instruction will be provide on how to use a washing machine, clothes dryer, iron, vacuum cleaner and other cleaning products and equipment whilst at 1RTU. Recruits will also be required to perform basic sewing whilst on course. Practising these skills prior to commencement of training may aid in preparation for the transition into military life.

Discharge

14. Recruits may elect to discharge within ninety days of enlistment, however this would not normally occur until you have completed the first thirty days of course. Applications for discharge can be a lengthy administrative process and can take several weeks to be finalised.

Working hours

15. Normal working day will officially commence at 0500 hours, with breakfast at 0600 hours, lunch at 1130 hours and dinner at 1715 hours. Lights out is at 2200 hours. Recruits will receive some weekend time off but this is dependent on recruits maintaining the required standard of performance throughout the course. Training will occur on public holidays and on a number of weekends. Prior to meal parade, it is expected that recruits will have carried out morning routine (males must be clean shaven), made their bed and cleaned the accommodation block.

16. Recruits will be required to perform a significant amount of after hours work in order to maintain equipment and living areas to an inspection standard. This period is also an opportunity for the refinement of individual skills.

Pre-pack checklist of essential items and documentation

17. Attached in Annex A is a pre-pack checklist of essential items that must be brought to 1RTU; in particular, the checklist also mentions required documentation. It is *imperative* that recruits bring all required documentation with them. This documentation is required to ensure that pay can be processed promptly and correctly whilst undertaking training. Failure to provide the correct documentation could result in the delay of both pay and any financial entitlements.

Finances

18. On the commencement of training recruits will be paid a RAAF salary. This is done on a fortnightly basis via electronic transfer into a nominated Australian credit union or bank account. Due to the busy work schedule no time is available to conduct personal banking during business hours. Therefore, it is recommended that you bring a keycard/bankcard to access money from the on base ATM.

19. RAAF base Wagga has an Australian Defence Credit Union with ATM facilities and also a Defence Bank branch on base. **There are no other bank agencies or Post Office on base.** There is no requirement for large amounts of cash at 1RTU.

20. Recruits must have a bank account with an Australian Banking institution and must bring along the relevant banking details including:

- a. BSB number,
- b. Account number,
- c. Account name, and
- d. Tax File Number (all recruits must have a valid tax file number).

21. Any existing financial commitments must be adequately provisioned for before arriving at 1RTU to avoid unnecessary financial stress whilst on course.

Recognition of Interdependent Partnership

22. If recruits intend on applying for ADF Recognition of an Interdependent Partnership (i.e. defacto) whilst attending 1RTU, the application process must be commenced at their recruiting centre prior to arrival at 1RTU, and the required documentation must be brought to 1RTU. Application paperwork is available from all Defence Force Recruiting Centres and Annex B contains a list of eligible supporting documentation. If required paperwork is not brought to 1RTU, the application cannot be processed.

Physical fitness requirements

23. Service in the RAAF requires a high level of fitness. Whilst on course recruits will undergo physical fitness training under the guidance and control of 1RTU Physical Training Instructors (PTI's). In addition to general conditioning classes, recruits are required to participate in the following activities:

- a. Confidence course,
- b. Field Exercises,
- c. Battle PT, and
- d. Cardio / strength training.

24. Possessing a high level of fitness upon arrival will aid in all aspects of the course and those who have prepared themselves will often find they have higher concentration levels, generally leading to better performance in physical and academic assessments. Being physically fit significantly reduces the risk of injury and improves the ability to handle all physical tasks.

25. Recruits will be required to perform the RAAF Initial Fitness Test (IFT) whilst at 1RTU. Requirements for the IFT are detailed in Annex C. The IFT consists of a 2.4km run, unsupported sit ups or feet held sit ups, as well as the flex arm hang or push ups. To minimise stress and injury, it is highly recommended that you undertake a pre-enlistment fitness program before arriving at 1RTU. A program written by the 1RTU PTIs is at annex D.

26. On arrival at 1RTU, in week 1, you will be required to pass an Initial Fitness Assessment (IFA) as per the one completed at your Defence Recruiting Centre. **Failure to meet the requirements of the IFA will result in removal from Course.** It should be noted that a minimum pass is not acceptable by 1RTU standards. Whilst recruits achieving the minimum will be provided a PASS in terms of fitness, they will be provided with a negative assessment in terms of attitude (an important component of the course). Recruits should look to achieve higher than the minimal standard. As a guide, recruits should aim to achieve:

- a. 6.8 on the beep test for all recruits;
- b. 7.8 on the beep test for ADG entrants; and
- c. Sub-maximal effort (i.e. not exhaustive) on strength components (push ups and sit ups).

27. It is extremely important for recruits to note that continual road running in isolation upon receipt of this joining instruction has been shown to increase the likelihood of lower limb injuries prior to 1RTU and can potentially result in removal from course. It is **strongly** recommended that the fitness program attached to this instruction (Annex D) is followed as the pre-course fitness regime.

28. In week 2, recruits will be required to undertake an intro to the IFT. This lesson is designed to identify any recruit that may be at a higher risk of injury due to poor physical condition and personal resilience. This diagnostic assessment enables each individual to self assess their deficiencies and adjust personal training requirements accordingly.

29. The Physical Training (PT) program is designed to increase strength, cardiovascular endurance and core stability to prepare recruits for the Ground Defence phase of training where running and intense physical exertion is required. The PTIs will provide lessons to increase fitness gradually and in week 8 recruits will be required to undertake the final assessment of the IFT. This summative IFT consists of (see Annex C for specifics):

- a. Push ups or flexed arm hang;
- b. Sit ups feet held or unheld; and
- c. 2.4km run.

30. Failure to demonstrate the required fitness may result in removal from training and transfer to the Remedial and Mentoring Section (RMS) for further training and administrative action.

Smoking and alcohol

31. In accordance with State and Federal Law, recruits under the age of 18 cannot purchase or be supplied with alcohol, smoking related products or R rated material, either prior to or upon arriving at 1RTU. Recruits under the age of 18 will not be permitted to consume alcohol at any time whilst at 1RTU (this includes when off base during periods of stand-down).

32. During weeks 1-8 recruits are not permitted to consume alcohol during off-base stand down periods. Recruits over the age of 18 are not permitted to drink alcohol within 8 hours of commencement of duty.

33. 1RTU has a smoking policy that details items such as timings and locations for the purpose of smoking. This policy will be detailed on arrival at 1RTU.

Leave and privileges

34. As recruits progress further through training, weekend day leave may be granted and towards the end of course some overnight leave may be applicable depending on course performance. If remedial training is required due to inadequate performance, leave may be rescinded at the discretion of the Recruit Flight Commander. This can occur on a Friday afternoon and may bring with it restrictions to off-base leave and use of the Recruit Club.

35. It is the responsibility of individual recruits to make sure that friends and family are aware that weekend leave is not a right, but a privilege. Family and friends planning on travelling to Wagga for a leave period must not assume that weekend leave will be granted. Your training takes precedence over any period of leave should further training be required. 1RTU will not reimburse any travel costs should you be required for further training. It is strongly recommended that all travel (including travel for graduation parades) be made using fully refundable tickets.

Accommodation

36. You are required to live in the on-base accommodation provided at 1RTU for the entire duration of your course. Accommodation at 1RTU is dormitory style, with four persons per room and communal shared amenities. You will be required to participate in daily cleaning of living quarters with the cleaning equipment provided.

37. Recruits will be subject to having their accommodation blocks inspected daily for cleanliness and neatness, as are other shared facilities.

Catering

38. All meals are provided in the Airmen's Mess at set times. Although there are a number of menu choices at each meal, the ADF cannot guarantee an environment free of allergens. Many potential allergens such as milk, eggs, nuts, seafood and gluten products are used in menu options. If special/specific dietary requirements exist advise 1RTU staff by calling the Induction Centre on (02) 6937 5501 prior to arrival at 1RTU. Vegetarian meals are available, but are limited in variety. Vending machines are located in the recruit club for snacks and drinks. A licensed recruit club is available for recruits that have been granted access. **State laws apply prohibiting under-age drinking of alcohol.**

Mail

39. You are able to receive mail from friends and relatives. Mail is to be addressed in the following manner:

Rank, Initials, Surname, Employee Id Number (*these will be issued in week one*)
1RTU
Course No XX/XX (*Your actual course number will be given to you at enlistment*)
RAAF Base Wagga
FOREST HILL NSW 2651

40. There is no post office on base, so it is advised that recruits **bring stamps** to 1RTU. Mail is able to be posted out via the 1RTU Induction Centre. There is also an Australia Post branch located just off-base which is open Mon - Fri and in Wagga which is open on Saturdays for use during periods of leave only.

Telephones

41. There is no direct telephone access to/from the accommodation blocks, other than for official Defence purposes. There are no public telephones available on RAAF Base Wagga. Recruits are permitted to bring mobile phones with them; however, the use of mobile phones are restricted until after the daily training program has been completed. This is during the hours of 1800 – 2000 local NSW time. During the evening stand-down period recruits must balance mobile phone usage with the requirement to work with your course to complete additional duties such as cleaning, ironing and personal study, etc. Consequently, phone time is limited according to performance in training. For example, during the first three weeks of training, you will be limited to one half hour (1/2 hour) per night. Access to mobile phones increases as recruit's progress through training and earn privileges based on performance.

42. Mobile phones are not permitted to be used in individual rooms; they can be used in 'break out' areas within the blocks, outside buildings, or within the recruit club during stand down hours only.

43. **NO PHOTOGRAPHS**, including photos from mobile phones with cameras are to be taken within the 1RTU precinct, with the exception of Graduation Day.

Internet and e-mail

44. 1RTU has limited internet access. Recruits will be permitted access during stand down hours when privileges allow. However, due to the large recruit population and limited number of computers available, time spent on internet and e-mail activities will need to be limited. A web based e-mail account is the best option for e-mail communication with friends/relatives whilst on course. **Personal Laptops/computers are not permitted at 1RTU.**

Personal effects/luggage

45. Upon arrival, recruits will be provided with bedding, a personal storage locker with a lock, communal ironing boards, bed, desk and a chair in living quarters. Recruits will also be issued with all RAAF uniforms required for recruit training. Those items that must be brought to 1RTU are detailed in the attached pre-pack checklist. The display of one framed photograph no larger than A4 size is permitted on your desk. All items will be stored either in the recruit locker or issued suitcase and are subject to inspection by 1RTU staff at any time.

46. **Recruits are to ensure that the civilian luggage brought to 1RTU does not exceed normal domestic air entitlements.** Luggage must not exceed 1 x suitcase and 1 x carry on bag, with weight not exceeding 7kg (carry on) and 23kg (checked). It is likely excess baggage will be offloaded by the airline causing delays in the arrival of this luggage at Wagga. Any excess baggage charges are the individuals responsibility prior to boarding the aircraft.

47. The following items **MUST NOT** be brought to 1RTU under any circumstances:

- a. Televisions;
- b. Laptops or personal computers;
- c. Portable stereos or other major electrical items;
- d. Sporting equipment;
- e. Knives or weapons of any description (failure to comply with this may contravene state law. If convicted of possession of a prohibited knife or weapon, penalties include imprisonment and/or fines); and
- f. Amounts of cash in excess of \$100.

Electrical equipment

48. To ensure the safety of Recruits and staff, all electrical items brought to 1RTU are to be safe for use. It is recommended that all personal electrical items (eg irons, clock radios, IPods, chargers etc) must either have been purchased within the last 12 months *or* have attached to them “integrity tested” labels affixed by a qualified electrician or testing facility.

Grooming

49. A high standard of personal grooming is expected of all recruits. Extremes of fashion are not permitted. Compulsory standards of personal grooming are as follows:

- a. **Hair:** Is to be kept in a neat and conservative style that does not interfere with the correct wearing of service headdress. Only natural tones of artificial hair colours, including streaking is allowed.
 - (1) **Males:** Are required to have a service haircut on arrival at 1RTU. This costs approximately \$20 - \$25 at the on-base hairdresser and generally requires maintenance every two weeks. It is recommended that male recruits have a short back and sides style of haircut prior to arriving at 1RTU.
 - (2) **Females:** Are required to have their hair cut above the collar level prior to enlistment (not sitting on the shoulders), or wear long hair in a neat and tidy bun. Bun nets, hair combs and pins must be as close to the hair colour as possible. Ponytails, swinging plaits, heavy mesh nets, excessive number of hairpins or combs, brightly coloured combs and fabric ‘scrunchies’ are not permitted whilst in uniform.
- b. **Shaving:** Males are required to be clean-shaven prior to commencing duty each day. Moustaches are permitted in the Air Force, however beards are not.
- c. **Cosmetics:** The only time recruits are permitted to wear make up while in uniform is on Graduation Day. There is a limited amount of space in the recruit locker for makeup items.
- d. **Clothing:** Recruits are to wear smart and neat casual clothing on enlistment day. For example – Jeans, collared shirt and enclosed shoes as a minimum for males and equivalent for females. Items of dress that are not acceptable are beanies, caps, midriff tops, shirts with inappropriate slogans, sheer or see through clothing, torn or ripped clothing, rubber thongs etc. All civilian dress worn to 1RTU and worn while on leave at 1RTU must comply with the same code as described in this paragraph.

Motor vehicles

50. All private motor vehicles at RAAF Base Wagga must comply with 1RTU Standing Instructions PERS 35-11. Recruits wishing to bring a private motor vehicle onto RAAF Base Wagga are to advise their instructors. Private motor vehicles are not able to be used at 1RTU unless proceeding on approved leave, and may only be parked in the designated recruit car parks.

The storage of all service items, including issued clothing or equipment in private vehicles is strictly prohibited.

Local facilities

51. After hours and weekends, depending on the stage of training, recruits may have access to all the facilities of the 1RTU VC Middleton Club which features televisions, pool tables, amusement machines and a licensed bar. Most on base sporting facilities are out of bounds to recruits, unless under the control of a staff member.

52. Shopping facilities on base are limited; however the Middleton VC Club has a stocked mini shop open Tuesday, Wednesday and Thursday which supplies all the basic personal items at competitive rates.

53. For recruits with leave, nearby Forest Hill (walking distance outside the base) has a small shopping complex with supermarket, take away, post office and newsagent. Wagga city has a large variety of most facilities, shops, banks, entertainment etc. There is limited public transport from the base; however maxi cabs and taxis are available for booking at normal rates.

Vaccination details

54. Whilst undergoing training at 1RTU recruits will receive vaccinations against Hepatitis A and B, Diphtheria, Tetanus, Mumps, Measles, Rubella, Poliomyelitis, Varicella Zoster (Chicken Pox), Meningococcal C and a test for Tuberculosis. There are possible complications with repeating a full dose of some of these vaccinations. Recruits are to ensure they are aware if they have previously contracted the chicken pox virus.

55. In order to prevent any possible complications and interruption to training, all previous vaccination certificates or other documentation, including childhood or baby vaccinations or official records or letters from your Doctor that identifies that you have received the vaccinations should be brought to 1RTU. During flu season recruits also have a flu vaccination at 1RTU.

Legal Will

56. All members of the RAAF, whether married or single, are encouraged to have a current Will. Any current wills are to be brought to 1RTU. For recruits that do not currently have a will and would like one, can apply at 1RTU and will have their circumstances assessed by a legal officer. Priority for drafting Wills is determined by the legal officer.

Child custody arrangements

57. As the recruit training course is a live in course, the opportunity to deal with child custody issues after having commenced training is severely limited. It is vital that any custody arrangements are legally documented and in effect before enlistment.

Family preparation

58. Enlistment in the RAAF and training at 1RTU will have a significant impact on a recruits life and the lives of their family. Whether moving away from home for the first time, or

leaving a spouse to cope alone or with children on their own, families also need to prepare for the absence. There are several things that can be done to assist your family (depending on their circumstances), such as:

- a. provide family members with an opportunity to read these Joining Instructions; and
- b. encourage family to write letters and make phone calls (remember calls to mobiles are limited until after daily training has been completed).

59. Keeping in contact with family is strongly encouraged as it is ultimately in your best interests. The experiences at 1RTU will be unique and often recruit families will not fully understand the training requirements or the demands on your time. You are your family's best source of information whilst undergoing training, however in the event you are unable to be contacted, family are encouraged to make use of the following contact numbers:

- a. Working Hours – (02) 6937 5501 (1RTU Induction Centre).
- b. After Hours - (02) 6937 5511 or 0428 737 116 (1RTU Duty NCO).
- c. Defence Community Organisation - (02) 6931 0011 (Wagga) or 1800 801 026 (24 hours Emergency DCO contact).
- d. Family Information Network for Defence Hotline - 1800 020 031 (free call from anywhere in Australia).

60. Experience shows that recruits often underestimate the impact their absence has on family. **It is strongly recommended that you thoroughly plan your absence, ensuring you have organised your financial, mail collection/re-direction and family support arrangements prior to enlistment.**

Graduation

61. On the Wednesday of week twelve, there is a Graduation Parade that is held on the main parade ground commencing at 1100h. Recruits are encouraged to invite visitors to share in the occasion. After the parade a light lunch is held in the Middleton VC Club and in the evening, the recruit course has the option to arrange for its own end-of-course function to be held off base.

62. The ability to graduate on time rests with each recruit progressing through the course having completed all the requirements within the prescribed time frames. Whilst the majority of recruits do graduate with the course they enlisted with, this cannot be guaranteed due to unforeseen events such as injury or failure to pass required assessments. In these instances recruits may be 're-coursed' to undertake further training with another course.

63. It is recommended that any tickets booked by/for family or friends for the purposes of attending the graduation ceremony are refundable. The RAAF is not responsible for the reimbursement of travel costs associated with a recruit who fails to graduate on the date given at enlistment.

64. The Graduation Parade is a formal occasion and guests should be reminded to show respect for the graduating course by wearing appropriate attire on the day. 1RTU staff can be asked for guidance should you need it.

Conclusion

65. The training at 1RTU will allow recruits to proudly and confidently serve anywhere in the RAAF. In addition to mastering knowledge and skills specific to the RAAF, recruits leave with enhanced interpersonal skills and a greater understanding of the relationship between the individuals own values and the RAAF's values.

66. Recruit training is physically and mentally demanding and crucial to a successful course is a positive attitude. This will ensure that the experience is rewarding, fulfilling and challenging. Preparation for the course should include commencing the approved physical fitness program that is available at the 1RTU internet website and at Annex D.

67. On behalf of my staff, I wish you all the best whilst you are undertaking your recruit course at 1RTU. Good luck.

Yours faithfully,

Original Signed

WFH Merks

Wing Commander
Commanding Officer
No 1 Recruit Training Unit

Ph: 02 6937 5522

01 May 2014

Annexes:

- A. Pre Pack Checklist
- B. Supporting documentation required for recognition of interdependent partnership (de-facto)
- C. Requirements for Initial Fitness Test
- D. Pre-enlistment physical conditioning program

PRE PACK CHECKLIST - ESSENTIAL ITEMS (MUST BE BROUGHT)

DOCUMENTS – You must bring all of the relevant documents from the following

- Australian bank account details (Acct & BSB numbers)
- Tax file number
- Original marriage certificate
- Original Divorce certificate (if applicable)
- Original birth certificate (must be a full certificate, not an extract)
- Certified true copies of children/s birth certificates
- Vaccination certificates/records (yours, not your family's)
- Original or certified copy of current will (if you have one)
- Drivers licence and Wallet (Maximum \$100 cash)
- Evidence of previous government employment
- Evidence for Interdependent Relationship (de facto) recognition (advice should be sought from your recruiting centre or see Annex C)
- Passport and naturalisation documents (if not already an Australian citizen)
- Deedpoll – change of name certificate

CLOTHING

- Plain Black coloured Sports shorts x 1, (suitable for running – lycra type tights are not acceptable for either male or female recruits. Shorts must cover the upper thigh area)
- Dark Blue or Black tracksuit pants x 1
- Dark Blue or Black bike pants x 1
- Dark Blue, Black or Grey windcheater/jumper x 1
- Underwear (minimum 6 pair)
- Sports bras (at least 4)
- Sports socks (minimum 2 pair)
- Nightwear/Pyjamas (minimum shorts and t-shirt, see-through clothing is not acceptable)
- Good casual clothing (a collared shirt is required for entry to the airmen's mess and recruit's club. Jeans are acceptable but must not be ripped / torn).

- Black or blue plain swimming trunks or briefs (males) and one piece swimming costume (females).

FOOTWEAR

- Quality running shoes – not Dunlop Volley type trainers. (New condition, clean – free of dirt, mud etc). Correctly fitted by a sports store is highly recommended.
- Rubber thongs (for showering)
- Dress shoes or boots

TOILETRIES

- Quality Blade razor and spare blades
- Shaving cream/gel, shaving stick or tube
- Soap
- Toothbrush and toothpaste
- Shampoo and conditioner
- Hairbrush and/or comb (free of all hair)
- Deodorant
- Sanitary requirements (females)
- Hairnet, bobby pins, hair combs, hairspray or gel and hair ties (females with long hair. All hair accessories must be as close to hair colour as possible)

ACCESSORIES

- Alarm clock
- Watch (conservative colour and style)
- Steam iron (good quality, no rust or frayed cord)
- Plastic spray bottle
- Shoe polishing cloth (for patent leather shoes)
- Old toothbrush, not too frayed (for shoe cleaning)
- Front loader washing powder or liquid
- Plastic or wooden coat hangers x 20 (must be identical and NOT wire)
- Metal 'clip style' trouser hangers (single style - not for multiple pairs, x 8, must be identical)

- Bath towel
- Sealable clear plastic container of maximum dimensions of 30cm x 20cm x 20cm

OPTIONAL ITEMS (NOT REQUIRED FOR TRAINING)

- Sunhat/cap (a RAAF cap will be provided for training)
- Casual clothing appropriate to the weather conditions
- Personal toiletries & toiletries bag. (aftershave, perfume, face – creams, make-up and moisturiser etc. keep to minimum. Pimple creams/treatments etc will be checked by medical staff)
- Jewellery (keep to a minimum. For females - sleepers: 10mm diameter and studs: 4mm diameter maximum, plain style, gold/silver/diamond/clear stone only)
- Mobile phone – access to use these will be restricted
- MP3 player – access to use these will be restricted
- Framed photograph (no greater than A4 size)
- Camera
- Stationery, pens, letter paper, and stamps (writing material will be provided for all lessons)
- Personal address and phone number book
- Diary

NOTE

All electrical equipment including chargers should be:

- **Purchased within the last 12 months,**
- or*
- **‘integrity tested’ label affixed by a qualified electrician or testing facility.**

**ANNEX B TO
1RTU JOINING INSTRUCTIONS
DATED 01 MAY 14**

**SUPPORTING DOCUMENTATION REQUIRED FOR
RECOGNITION OF INTERDEPENDENT PARTNERSHIP (De-FACTO)**

Below is a list of eligible documentation that can be used as evidence for a request of recognition of an interdependent partnership. **Be aware that you MUST provide a minimum of four (4) pieces of evidence from the list below.**

- Evidence of a will or life assurance policy which nominates your partner as principal beneficiary, or co-beneficiary with children.
- If your partner was, before beginning to live with you, in receipt of Commonwealth pension or benefit from which they may be excluded by law, evidence that your partner has notified the relevant agency.
- Evidence that you have enrolled your partner in a health insurance scheme, or arranged to pay the Medicare levy because of his or her changed domestic status.
- You have named your partner as a person to be notified for Service purposes.
- Statutory declarations from next of kin or close relatives stating that they have regarded you and your partner as interdependent partners for a minimum period of 90 days, and giving any other information that they may consider appropriate.
- If your partner has no interdependent income, evidence of regular financial support by you for a minimum period of 90 days.
- Evidence that you as a couple regularly operate a joint account.
- If you and your partner live in rented accommodation, either evidence that both names appear on the lease, or a statement from the landlord or agent declaring that he or she rented the premises at your address to a couple (rather than two singles or one person). If the accommodation is leased through Defence Housing Australia, evidence that you have applied for an additional person to reside with you, and the subsequent approval. These documents must show a commencement date of a minimum period of 90 days prior to the application.
- Documents to show that you and your partner have purchased or are purchasing as joint owners, valuable property.
- Evidence of a recognised partnership from other Government agencies.
- One partner has changed his or her name by deed poll, or informally calls himself or herself by the name of the other partner (as shown by any documents which refer to him or her as Mr or Mrs "X").
- A copy of a birth certificate of any children of the union.
- Evidence of any financial arrangements for sums in excess of \$1000 which you and your partner may have agreed between you (eg personal loan, payment of one or other's debts, guarantor of loan).
- Evidence that you or your partner has given the other partner access to their personal bank account(s) for bill paying purposes or power of attorney during any separation.
- Evidence of either one household bill in joint names, or two separate household bills, one in each partner's name

**ANNEX C TO
1RTU JOINING INSTRUCTIONS
DATED 01 MAY 14**

REQUIREMENTS FOR FORMATIVE IFT

FLEX-ARM HANG (Seconds)					
	<25 yrs	25–34 yrs	35– 44 yrs	45-54 yrs	55 and over
Male	30	25	20	15	10
Female	30	25	20	15	10
PUSH UP TEST					
	<25 yrs	25–34 yrs	35– 44 yrs	45-54 yrs	55 and over
Male	25	20	15	10	5
Female	10	8	6	4	3
SIT-UP TEST (Feet Unheld)					
	<25 yrs	25–34 yrs	35– 44 yrs	45-54 yrs	55 and over
Male	30	25	20	15	10
Female	30	25	20	15	10
SIT-UP TEST (Feet held)					
Male	65	55	45	35	25
Female	65	55	45	35	25
2.4 KM RUN (Minutes)					
	<25 yrs	25–34 yrs	35– 44 yrs	45-54 yrs	55 and over
Male	12:00	13:00	14:00	15:00	16:00
Female	13:00	14:00	15:00	16:00	17:00
5 KM Walk (Minutes)					
	<25 yrs	25–34 yrs	35– 44 yrs	45-54 yrs	55 and over
Male	38	40	42	44	46
Female	39	41	43	45	47

PRE –ENLISTMENT PHYSICAL CONDITIONING PROGRAM

1. No one is saying that initial training in the Air Force is easy, but the fitter you are, the easier you'll find it. That's why it pays to be as fit as you can be before you join. Once you enlist, Physical Training Instructors (PTI) will assist you in reaching the level of fitness that is required to graduate.

2. This Physical Conditioning Program should be started 6 weeks prior to arriving at 1 Recruit Training Unit (1RTU). The program is designed to ease the body into running so to decrease the risk of injury. It is essential that you avoid skipping ahead in the program. Walking components should be done at a brisk pace (if required at all), using the arms to maintain rhythm and balance. The run should be a light jog, aiming for a soft strike with footfall. Maintain viability without liability.

* Do not be a Dill....Run with skill!

3. It is preferable to perform this entire programme on a soft surface such as grass where able. This will decrease the impact force and lower the risk of injury. If you experience any unusual aches or pains eg tightness of the chest, consult a doctor **immediately**.

Training Advice

4. **Warming up** - before exercise is the best way to prepare the body for and reduce the risk of injuries. In normal conditions, a 5-10 minute warm up is all you'll need – add a few extra minutes in colder weather. Concentrate on warming up the specific muscle groups you will be using in your exercise and include range of movement exercises. For example, light jogging, cycling or brisk walking followed by general upper body movements including light punching and chest presses mimicking a push up.

5. **Cooling down** – after participating in exercise is the process in which you gradually slow down your level of activity. The advantages of cooling down include, returning heart rate to resting levels, prevent blood pooling in working muscles and reduce likelihood of injuries. As a guide a cool down should consist of performing low intensity exercises for 5-10 minutes combined with stretching and holding each major muscle group for 15 – 20 seconds.

Training Program

Exercises – If free from injury and capable of unencumbered training activities, use the column to the far left of the table as your exercise sequence. If sore, injured or mobility challenged, use the column of exercises to the far right of the table until your body begins to adapt accordingly. For full descriptions of each exercise, access a reputable exercise training site on the Internet or download the ADF DFR Fit Test App.

Tempo – This refers to the speed of movement from the starting point of each rep of the exercise, through it's mid-point to the completion of the exercise. This is referred as seconds.

Duration – The length of time you must work continuously for whilst performing each exercise or cardiovascular component.

P.R.E – This abbreviated term refers to Perceived Rate of Exertion/Intensity.

Program Training Table / Performed a minimum of 2x a Week

WEEK 1-2 (workout preceded by a 10 minute general warm-up and ROM stretch sequence. Conclude with a 5 minute warm down)			
EXERCISE	TEMPO/SPEED	DURATION	ALTERNATIVE
ROW OR RUN	70 % PRE - 7	5MINS	BIKE OR STEPPER
FULL SQUAT	1/0/1	60 SECS	SUMO SQUAT
PUSH-UPS	2/0/2	30 SECS	BENCH PUSH-UP
SIT-UPS	1/1/1	30 SECS	FEET ANCHORED
LUNGES	CONTROLLED	30 SECS	STEP REAR LUNGES
AB PRONE HOLD	ISOTONIC	30 SECS	KNEE SUPPORT
Perform 3 rounds without any rest during the ‘work’ phase			
# Effort to be solid but primarily focused on technique			

WEEK 3 - 4 (workout preceded by a 10 minute general warm-up and ROM stretch sequence. Conclude with a 5 minute warm down)			
EXERCISE	TEMPO/SPEED	DURATION	ALTERNATIVE
ROW OR RUN	80 % PRE - 8	4MINS	BIKE OR STEPPER
BOX JUMPS	1/0/1	60 SECS	FULL SQUAT
TRICEP PUSH-UPS	2/0/2	45 SECS	PUSH-UP
SIT-UPS	1/1/1	45 SECS	FEET ANCHORED
LUNGES	CONTROLLED	45 SECS	STEP REAR LUNGES
AB PRONE HOLD	ISOTONIC	45 SECS	KNEE SUPPORT
Perform 4 rounds without any rest during the ‘work’ phase			
# Effort to be solid but primarily focused on technique			

WEEK 5 - 6 (workout preceded by a 10 minute general warm-up and ROM stretch sequence. Conclude with a 5 minute warm down)			
EXERCISE	TEMPO/SPEED	DURATION	ALTERNATIVE
ROW OR RUN	90 % PRE - 9	3MINS	BIKE OR STEPPER
JUMP SQUATS	1/0/1	60 SECS	FULL SQUAT
DECLINE PUSH-UPS	2/0/2	60 SECS	PUSH-UP
SIT-UPS	1/1/1	60 SECS	FEET ANCHORED
SPLIT JUMPS (lunge)	CONTROLLED	60 SECS	LUNGES
AB PRONE HOLD	ISOTONIC	60 SECS	KNEE SUPPORT
Perform 5 rounds without any rest during the ‘work’ phase			
# Effort to be solid but primarily focused on technique			