



06/14 INITIAL OFFICER COURSE

Joining Instruction

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OFFICERS' TRAINING SCHOOL WELCOME

1. Congratulations on being selected to undertake initial officer training at the RAAF Officers' Training School (OTS). The Initial Officer Course (IOC) will teach you values and skills that will benefit you in both your career and personal life long after you graduate from OTS. The IOC will also present many challenges that will test your determination and ability to become a junior officer.
2. You will be supported through your training by military staff who have all undergone similar experiences to those you are about to face. They will provide the guidance necessary for you to achieve your aims, whilst ensuring that the high standards of RAAF training and professionalism are maintained.
3. In addition to the military staff at OTS, the school is ably supported by civilian staff members who provide support services in a number of areas including transport, administration, logistics and health.
4. As you embark on your military career we want you to know that the aim at OTS is to support and graduate operationally focused Air Force Officers who will become valued members of the RAAF.

INITIAL OFFICER TRAINING

Overview

5. **Dates.** 06/14 IOC commences on 14 Jul 14 and concludes on 07 Nov 14, however you will be required to report for duty the day prior to course commencement as detailed in these Joining Instructions.
6. The IOC is a 17 week course during which you will receive training in a variety of skills and disciplines. This will include classroom instruction in Military Management, Leadership, Military Law, Air Power, Fire Safety, First Aid, Ground Defence, Security, Military Skills and Air Force Values and Ethics. You will also receive instruction in written and oral communication and be required to give presentations throughout the course. In addition to being assessed on these topics, you will also be assessed throughout the course on your ability to adhere to the Values and Qualities associated with holding a Commission.
7. There are also field exercises ranging from a non-tactical exercise to ground defence exercises. These include:
 - a. Adventurous Training (AT), to let you discover your own and others strengths and limits
 - b. field deployments
 - c. leadership training in a variety of scenarios, including the deployed environment.

Staff

8. The Chief Instructor (CI) is your primary point of contact (POC) regarding any pre-course administration, and all course questions or issues. The CI is FLTLT Adam Cross, who can be contacted on (03) 5146 6672.

Suspension

9. Attendance on IOC does not guarantee graduation. There are a number of assessment requirements all students must meet in order to graduate from IOC. Failure to meet these requirements can result in suspension from course. There can be different courses of action (depending on the nature of the suspension) OTS will apply if a student is suspended. All students will need to be familiar with the suspension procedures outlined in the OTS Standing Instructions upon their arrival.

Daily routine

10. As a guide, a standard working day at OTS is 0600 h to 1800 h and, on average, includes eight fifty minute tuition periods, appropriate meal and refreshment breaks and Unit parade and inspection duties.

11. You will be required to study in the evenings and there are also some evening tuition periods. You should expect to work on weekends and will have limited opportunity to leave the RAAF Base environment during the periods. There may also be other weekends and public holidays later in the course where you will be required to work. Do not plan any social activities or travel to your home locality until you are aware of your commitments.

Physical fitness

12. The RAAF values physical fitness highly and your level of fitness will be tested at various stages throughout the course. The Health and Physical Training program that you will undertake at OTS can be very demanding and is targeted at preparing you for the physical requirements of the IOC, as well as setting the expected standard for the remainder of your Air Force career.

13. There is a variety of different physical training lessons conducted at OTS that IOC students are expected to do. These training sessions will prepare you to meet the fitness requirements for field exercises that are conducted throughout IOC. The Physical Training (PT) lessons you will be involved in are:

- a. aerobic conditioning
- b. fitness assessments
- c. strength and conditioning exercises
- d. pool PT
- e. endurance marching
- f. mission specific activities

- g. section challenges
- h. team building PT
- i. lift & carry exercises.

14. All students attending OTS are required to pass an Initial Fitness Test (IFT) in order to graduate from OTS. This test is comprised of the following three parts:

- a. **Upper body strength component.** Flexed arm hang or push ups.
- b. **Abdominal strength component.** Sit ups with feet secured or unsecured.
- c. **Cardiovascular fitness component.** A 2.4 km run or 5 km walk.

15. The Initial Fitness Screen (IFS), consisting of push-ups, sit-ups and a 2.4 km sub-maximal run component, is conducted on day one of course. The IFS will be used to confirm your physical fitness and ability to participate in the initial physical components of your IOC. Whilst this assessment contains a different assessment of your aerobic ability it is equivalent to the fitness level you displayed as part of the ADFRI032 *Pre-Enlistment/Appointment Fitness Assessment*. You will be expected to meet the following minimum standard listed in the table below. Students that are unable to meet this standard will not be permitted to continue on course.

Age	Push-Ups		Sit Ups Feet Held	2.4KM Run	
	Male	Female	M / F	Male	Female
<55	10	4	20	15 Min	16 Min
>55	5	3	20	16 Min	17 Min

16. All students are required to wear suitable (shorts and t-shirt) PT attire, sunscreen and hat for the IFS. Issued PT uniform will be provided for the remainder of PT lessons.

17. The RAAF requires that you have a good standard of physical fitness before arriving at OTS and you are advised to begin an exercise program prior to arrival. If you are unsure of how to proceed, refer to enclosure 1 for the PT training program. Ideally, you should aim to exceed the physical standards outlined previously to minimise the risk of injury and help you cope more easily with the physically demanding elements of the course.

18. For those students joining as Aircrew (such as Pilots and Air Combat Officers) a Swimming Proficiency Test (SPT) will be undertaken during IOC. These students are required to pass this component prior to the completion of subsequent aircrew training. You will be given two opportunities throughout IOC to undertake the SPT and the result (pass/fail) is recorded on PMKeyS.

19. **Current ADF member's fitness requirement.** You are required to complete a PFT IAW DI(AF) PERS 33-4 *Physical Training and Assessment during RAAF Courses*. You will be expected to supply evidence of PFT currency and Medical category (MEDCAT2 or better) prior to commencing course. While under training you will be required to successfully

complete additional fitness tests throughout the IOC to ensure you are physically capable of undertaking field training.

Recognition of Prior Learning (RPL)

20. OTS manages RPL IAW Defence policy and procedures. However, due to the holistic structure of IOC and the integral development of attitude, it is typically unrealistic to grant RPL. Any queries for RPL at OTS can be directed to the Training System Flight Commander (TRGSYS FLTCDR) who is contactable via the OTS Induction Centre.

TRAVEL & REPORTING INSTRUCTIONS

Travel arrangements

21. **New members.** Instructions regarding your appointment and travel to OTS will be provided by your Recruiting Centre and Directorate of Personnel staff in Canberra.

22. **Current ADF members.** Parent unit and local Defence Support and Reform Group (DSRG) are responsible for all travel arrangements. IAW PACMAN 9.1.2, the member is entitled to travel by the most economical means of public transport. Public transport to/from Melbourne to Sale is limited to train. Rental vehicle is recommended to/from Melbourne Airport to allow for greater flexibility when booking flights as there are only three train services to/from Sale per day.

23. If travelling by rental vehicle, drop off/pick up of vehicles is the student's responsibility; you will require a cab charge voucher for drop off/pick up of vehicles in Sale. If arriving in Sale over the weekend or after hours, the rental vehicle is to be dropped off at the Freedom petrol station (open 24/7) on the corner of York and Raglan Streets. Dependant on the time and day of travel, travel time from Melbourne Airport to Sale is approximately 3 - 3 ½ hours.

24. If travelling by train, the most economical travel to/from Melbourne Airport to Southern Cross Railway Station is by SkyBus. There is no public transport to/from Sale Railway Station to the RAAF Base. Therefore you will need to ensure a cab charge voucher is issued for travel to and from the Sale Railway Station. Travel time from Southern Cross Railway Station in Melbourne to Sale is approximately 3 hours.

25. If students need to vary booked travel arrangements the OTS Induction Centre can provide guidance, but do not have the authority to make changes.

26. Students may also wish to drive their own vehicles from their home locality.

27. Those members who have not been paid travel allowance prior to departure, or who were not issued with a cab charge voucher for their travel from the station, are advised to retain receipts for travel expenses incurred prior to arrival. OTS Induction Centre staff will require these receipts for authorisation of any entitlement to reimbursement.

Arrival and reporting instructions

28. **Arrival.** Your accommodation room keys and swipe cards will be available for you to collect from the front gate pass office upon arrival – you will need to provide photographic

identification. To familiarise yourself with RAAF Base East Sale and the OTS Precinct, refer to Annex A and B respectively.

29. **Arrival time.** You are to arrive at RAAF Base East Sale no later than 1600 h on the Sunday prior to the course start date. This will allow you time to settle into your room prior to course commencement. Unless previous arrangements are made, you are not to arrive at OTS prior to 1200 h on the Saturday.

30. **Reporting instructions.** After arrival at RAAF Base East Sale you are to meet the course Military Skills Instructor (MSI) at 1600 h on the Sunday in front of the OTS Learning Centre for a familiarisation of the School. At 0700 h on Monday, you will commence training with your fellow course members in the OTS Lecture Theatre under the direction of the CI, Directing Staff (DS) and MSI.

31. **Dress standard.** Male members are to report to RAAF Base East Sale in a minimum dress standard of tailored trousers, long sleeve shirt with collar, tie and comfortable dress shoes. Female members are to be in equivalent dress standard. All members are to bring a plain white, crew neck t-shirt, to be worn underneath the RAAF issue PT track suit from 1230 h on Monday.

ADMINISTRATION (PRE-ARRIVAL)

Contact details

32. If any messages of an urgent personal nature arise, contact should be made with the OTS Induction Centre on 03 514 66600 or 03 514 66626. Members should provide these contact details to family/relatives prior to arriving on course in case of emergency.

33. For any problems after arriving at RAAF Base East Sale a Student Flight Commander (SFC) will be appointed from the course. The SFC is your first point of contact (POC) during and after hours for the duration of your course. The SFC will have after hours contact details for all relevant staff and is authorised to contact them if required. If no SFC has been appointed or they are not available, the RAAF Base East Sale Duty Member can also assist in emergencies after hours and can be contacted on 0429 466 667.

Personal administrative arrangements

34. You will be confined to the base during working hours and it is important that you have all your private affairs arranged before arrival. Do not underestimate the amount of time your initial officer training can take from routine personal administration, especially considering you will be working for four consecutive weeks (including weekends) at the beginning of the course.

35. Further, before leaving home, all members should arrange for the forwarding of mail, bank statements, renewal of drivers' licence, car registration, insurance policies and payments, hire purchase agreements, credit card repayments, and any other accounts that may fall due for payment during the course.

36. Whilst on course, any correspondence may be sent to:

RANK, Initials, Surname
06/14 IOC
Officers' Training School
RAAF BASE EAST SALE VIC 3852

37. Prior to arrival, all personnel are to ensure that they have a service haircut (as outlined in Annex C). A check list of what to bring is also included in Annex D.

Uniforms for new members

38. All RAAF uniforms will be issued at the beginning of the course.

CURRENT ADF MEMBER REQUIREMENTS

39. **Service Documents.** It is essential that you bring the following documents:
- a. **Medical.** You are to bring your complete medical records including all volumes of your Unit Medical Record (UMR), complete medical examinations and Medical Employment Classifications (MECs). You are also to provide OTS a PM101 from your losing unit stating that you are fit to undertake IOC, MEC/SPEC and that you are up to date with the Periodic Health Examinations.
 - b. **Clothing Card.** You are to bring your clothing card with you to OTS to allow issue of any additional items. Current serving RAAF members will not receive a full issue of new uniforms at OTS. Only those items not previously issued and those items that must be replaced due to commissioning will be issued at OTS. Prior to the commencement of the course, you are to fax a copy of your full clothing card to the Clothing Store to allow staff adequate time to identify any deficiencies prior to your arrival
 - c. **Dental.** You are to bring your Dental documents with you.
 - d. **Personnel Documents.** Members are not to bring their Personnel Documents.
40. **Service dress.** SD Uniform 1A, 4A, 5A/B, 6D and 7 will not be required, but you will need to bring SD Uniform 1B, 1C and 4B (Air Force Blue Uniform), including Hat Fur Felt, Garrison Cap, Air Force Baseball Cap and SD Peak Cap. These items are to be in good repair and condition. Worn or damaged uniforms are to be replaced prior to your arrival at OTS.
41. **DPCU.** Issued DPCUs are required for the duration of the course, including DPCU Bush Hat. These items are to be in good repair and condition. Worn or damaged uniforms are to be replaced prior to your arrival at OTS.
42. **PT uniform.** RAAF issue PT clothing (t-shirt, shorts, tracksuit), blue towel and suitable swimwear are required for PT sessions. Please consult AAP 5135.003 for each of the uniform requirements.

43. **E2/3 kitting.** You are not required to bring any E2/3 kitting as it will be issued by the Clothing Store for the duration of course, and returned upon graduation. You are required to bring all Patrol Order issued items and webbing that must be IAW CDF Directive 11/09 'Prohibition on the Wearing of Non-Issued Personal Webbing Equipment'.
44. **Squadron caps.** Students are not to bring Squadron caps for use with the DPCU uniform.
45. **Cold weather clothing.** The weather in the Gippsland area is very similar to Melbourne, with the temperature ranging from below zero during winter to the high 30's during summer. During late Autumn/Winter the weather can be extreme, ensure that you bring all items of cold weather clothing with you (SD jumper, thermal underwear-polypropylene, rainwear etc.).
46. **Defence Restricted Network (DRN) access.** Serving members must click on the 'Move Account Request' icon on your DRN desktop PRIOR to departure for OTS. The 'Move Account Request' wizard will confirm your login details and prepare your account for transition to OTS. Failure to do this will result in delayed DRN access on arrival at OTS and may impact on your ability to participate in some classes. You will retain e-mail and Internet access via the DRN.

MESSING AND ACCOMMODATION

Mess

47. You are required to be a member of the OTS Students' Mess while attending OTS. The Mess is a club for Officer trainees, which is used for after-hours socialising and relaxing. Like all clubs, RAAF Messes have rules and customs that must be followed. Mess etiquette is an important tradition in the Air Force and you will be instructed in Mess etiquette early in the course. All members will require civilian dress in accordance with the Mess Dress Standards, (details provided in Annex C).
48. All members of the Mess are required to pay Mess fees of \$4 per week, covering subscriptions and Dining-In Night costs.
49. You are required to contact the OTS Induction Centre at least one week prior to your arrival advising of any dietary requirements you may have, e.g. allergies, Halal etc to ensure you will be catered for.
50. The Students' Mess is your club and you may invite guests to join you in the Mess for a meal, provided you gain approval from the President of the Mess Committee (PMC) and pay the appropriate charge for your guests. Guests will be required to adhere to the dress and behaviour standards expected of members.

51. Meal hours at the Students' Mess are as follows:

	Mon – Thur	Fri	Weekends/Pub Hols
Breakfast	0600 – 0700	0600 – 0700	0800-0900 (Hot) 0900-1030 (Cont)
Lunch	1200 – 1300	1230 – 1330	1200 – 1230
Dinner	1800 – 1915	1800 – 1915	1800 – 1845

Accommodation

52. You will be required to 'live-in' on the base for the duration of the course. You will be provided with a single room furnished with basic necessities (single bed, desk, wardrobe, and some shelving) and clean linen provided weekly. Students are advised that storage facilities in rooms and accommodation blocks are limited and they should therefore pack only those items that are necessary. Laundry facilities are available, but you will be required to provide your own iron (ironing board is optional). You will be required to clean your accommodation to a high standard for weekly inspection and maintain this standard throughout the course.

53. The requirement to live on the base does not prevent you from having family and friends visit the base during weekend free time. However, base / trainee accommodation is not to be used for accommodating visitors overnight. Do not plan any visits / social activities until you are aware of your commitments.

54. **Living-in meals and accommodation levy.** Students posted to OTS will be required to pay a living-in meals (LIM), living-in accommodation (LIA) and living-in utilities (LIU) levy during training. The amount paid will vary depending on individual domestic circumstances. As a general guide, you should anticipate paying the full rate of LIM, LIA and LIU (approximately \$300.00 per fortnight) and use this assumption when preparing your finances for the period of initial training.

55. **Consumption of alcohol.** Alcohol is not to be consumed within the OTS precinct, including the LIA. You will receive a further briefing upon commencement of course.

PERSONAL ADMINISTRATION & WELFARE

Pay

56. Salaries are paid fortnightly, into a bank account nominated by you, through the Net Pay Deposit (NPD) system. This system automatically removes deductions for tax, superannuation, meals, accommodation and other allotments that you may authorise. You will receive your first pay within approximately two weeks of the commencement of course. For direct entrants, it may take several weeks before all tax and superannuation calculations are confirmed and your pay becomes stable. Serving members pay will continue on the NPD system.

57. To assist in commencement or amendment of your pay and administrative arrangements you are to bring:
- a. your Tax File Number (or a completed Tax File Number Application / Enquiry Form)
 - b. details of your nominated Net Pay Deposit (NPD) account, including:
 - (1) name of the bank
 - (2) account name
 - (3) branch (BSB number) and account number
 - (4) branch address, including postcode.
 - c. two (2) x certified true copies of:
 - (1) marriage certificate
 - (2) original birth certificate (NOT EXTRACT)
 - (3) divorce documents or decrees for all divorces
 - (4) evidence of current residential address (e.g. drivers licence, utility bill, council rates, electoral enrolment etc)
 - (5) certificates of service or discharge pertaining to service in the Defence Forces of ANY country
 - (6) naturalisation or citizenship certificates for all nationalities you hold or have held
 - (7) evidence of at least one previous period of employment during the last five years, e.g. pay slip or Letter of Service. If you were a student during the period indicated above, attach proof of your enrolment or academic results
 - (8) passport
 - (9) university degree/s.

Leave

58. Due to the high workload associated with the first three weeks of the course, IOC students will have limited opportunities to leave the RAAF Base during this period. Where possible, during this period, personal administration time will be programmed to enable students to purchase any necessary items that cannot be obtained on-base.

59. To apply for leave during IOC, a Leave Application form must be submitted in certain circumstances and such leave is at the ultimate discretion of the Commanding Officer OTS. Leave during working hours, including working weekends, is only granted in

compelling compassionate cases. Rules and guidelines for leave will be discussed in the first week of training.

Medical and dental

60. The RAAF provides members with all appropriate medical and dental treatment free of charge as part of the conditions of service. Should you require hospitalisation, you will be sent to a local civilian facility. Your next of kin will be informed should you become seriously ill. However, in less serious cases, the responsibility for such notification rests with you.

61. Immunisation books and any records that you have of prior inoculations should be brought to the course. Inoculations will be provided during the course. ADF members are to bring all their medical and dental documents with them.

62. **Immunisation during OTS.** During OTS, all members are required to complete the vaccination requirements for readiness for deployment.

63. There is a schedule which includes up to 16 injections over the OTS program. Some of these will **NOT** be required **IF** members can supply evidence of previous vaccinations. Any records brought in have the potential to reduce your vaccination requirements.

64. The Australian Childhood Immunisation Register records vaccinations given to children under 7 years of age, the register can be accessed from the link and following the instructions below:

<http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>

a. go to the *Existing customers* tab, then select *immunisation history statement* and follow the options listed.

65. In addition to the register, your immunisation records can be sourced from the below options:

a. contact the Local Shire Council for the secondary schools you attended. They will have records of any vaccinations received during secondary school.

b. find your baby and childhood record book which may have records entered.

c. contact your local GP practice if immunisations were received there.

Transport

66. **Motor vehicles.** Private motor vehicle use is permitted during IOC. Students may only use their vehicles whilst on leave or during stand-down periods. Non-covered, on street car parking is provided for OTS students. Students are not to park in the OTS staff car park.

67. **Defence vehicles and hire vehicles.** Defence has a zero blood alcohol limit policy for drivers of Defence or hire vehicles that have been hired by Defence.

68. **Victorian road rules.** RAAF Base East Sale adheres to the Victorian road rules. Road rules vary from state to state, for the most recent information on Victorian road rules including registration requirements, incoming members are advised to check the information provided on the following website: <http://www.vicroads.vic.gov.au>

69. **Local public transport.** RAAF Base East Sale is located approximately 7km from the Sale CBD. Transport to the Sale CBD from RAAF Base East Sale is limited to taxis.

Telephone access

70. Phone contact to students during the day is limited and evening contact in the accommodation blocks is subject to availability. Mobile telephone coverage on RAAF Base East Sale is generally poor. Urgent and important messages can be left during the day with OTS Induction Centre staff on (03) 5146 6600.

71. If required, the Defence switchboard can be contacted on 1300 333 362.

72. OTS staff understand there may be a requirement to have mobiles on during classes, if this is the case, please advise the CI who can ensure all DS are aware of this requirement.

Religious observance

73. The Chaplain has a formal classroom role and an informal involvement with OTS students, and is also available for consultation on request. The OTS Chaplain will arrange the coverage of specific denominational needs as required.

74. A Chapel is located on the base. There are many local congregations of different denominations should you desire to be part of one of them. Check the local phone book, or ask the OTS Chaplain for more information. If you require assistance with travel to a local congregation, you are advised to contact the OTS Chaplain.

Support services

75. The RAAF provides various services to meet the needs of personnel and their families. All RAAF Bases have Family Liaison Officers, Chaplains, Social Workers and other qualified personnel to assist when required. Should you or your family wish to access any of these services, OTS staff can provide you with the contact numbers.

Personal computers

76. Although bringing your personal computer (PC) and printer is encouraged, they are not essential as the Computer Resource Centre at OTS provides students with access to networked workstations with printing facilities. These PCs provide access to the DRN and Internet services, but accounts may take a few weeks to set-up. Access to private Internet Service Providers (ISPs) is difficult through the Defence telephone lines, and PCs cannot be used to access the DRN Internet services.

77. The DRN is tightly controlled and measures are in place to avoid the transmission or addition of viruses within the system. E-mail and Internet access will be made available via the DRN, however, access to web based e-mail is not permitted. Strict usage guidelines are in place and you will be briefed on these prior to being allowed access to the network. Students

will be required to complete some elements of the course, including study and reading, assignment preparation and examinations, via computer. As a result, basic familiarity with a Windows based system, operating a mouse, various drives and applications such as Microsoft Word and PowerPoint would be extremely beneficial.

BASE HISTORY AND AMENITIES

78. RAAF Base East Sale was formed as an operational and training base in April 1943. It was home to No 1 Operational Training Unit, flying Beaufort light bomber aircraft. With almost 2,500 personnel the unit was responsible for training operational aircrew and patrolling the south-eastern corner of Australia. The main sorties were convoy duties and anti-submarine patrols. From its opening until the cessation of hostilities, RAAF Base East Sale trained 3,158 Pilots, Navigators, Signallers and Gunners. Since World War II, the main function of RAAF Base East Sale has been in postgraduate training of Air Traffic Control Officers, Navigators, Pilots, and Photographers. It is now also responsible for the training of Air Combat Officers, and Initial Officers. Additional history on OTS and the RAAF College is provided in Annex E.

79. RAAF Base East Sale is home to the following units:

- a. No 30 Squadron (30SQN) City of Sale
- b. Headquarters Air Training Wing (HQ ATW)
- c. Central Flying School (CFS)
- d. School of Air Warfare (SAW)
- e. School of Air Traffic Control (SATC)
- f. No 32 Squadron (32SQN)
- g. Officers' Training School (OTS)
- h. No 453 Squadron - East Sale Flight (453 SQN ESL FLT)
- i. Training Aircraft System Program Office (TASPO)
- j. Prince of Wales Light Horse 4/19
- k. 409 Squadron Australian Air Force Cadets
- l. 1 Expeditionary Health Squadron (1EHS) Detachment East Sale (DET ESL).

Base facilities

80. RAAF Base East Sale provides the following on base facilities:

Facility	Days Open
Tracey's Place (General Store) & Post Office (including EFTPOS facilities)	Mon – Fri Closed Sat & Sun
Defence Bank	Mon - Fri
RAAF Clothing Store and Tailor Shop	Mon - Fri
Roulette Cinema	Tue & Sat Nights

81. Sporting facilities available for your use include a gymnasium, a swimming pool (seasonal), golf course and sports ovals.

CONCLUSION

82. I extend my congratulations once again and hope that you find your way to RAAF Base East Sale safely, and ready to take on the challenges that await you. I look forward to personally meeting you and hope that the experience on which you are about to embark proves to be as fulfilling and rewarding as it has for all that have gone before you.

83. Further information prior to the course can be obtained from the CI.

84. The staff and I at OTS welcome you to RAAF Base East Sale for your course and look forward to your attendance.

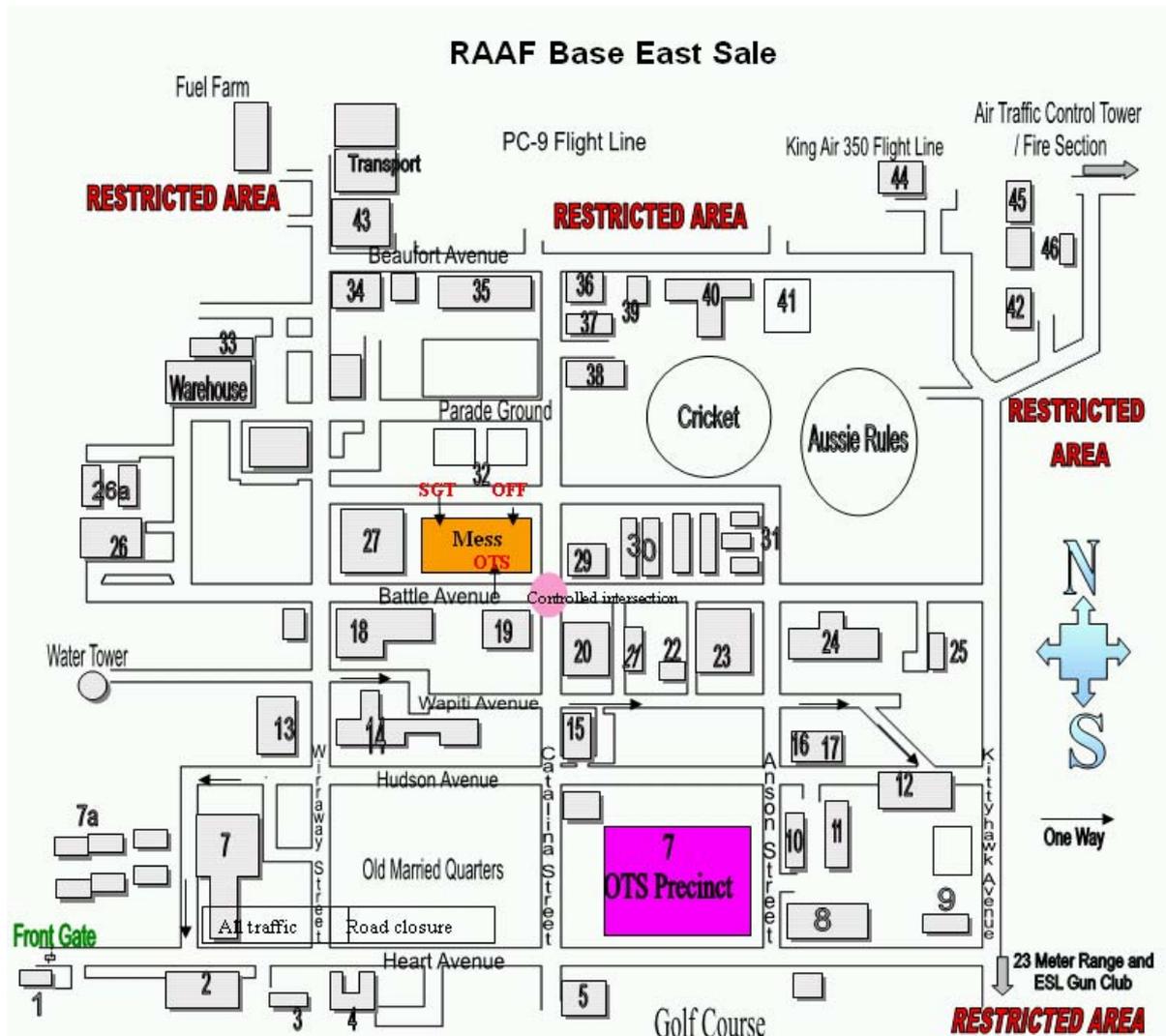


TM Evans
Squadron Leader
Training Flight Commander
Officers' Training School

02 June 14

ANNEX A TO
IOC JI

MAP OF RAAF BASE EAST SALE

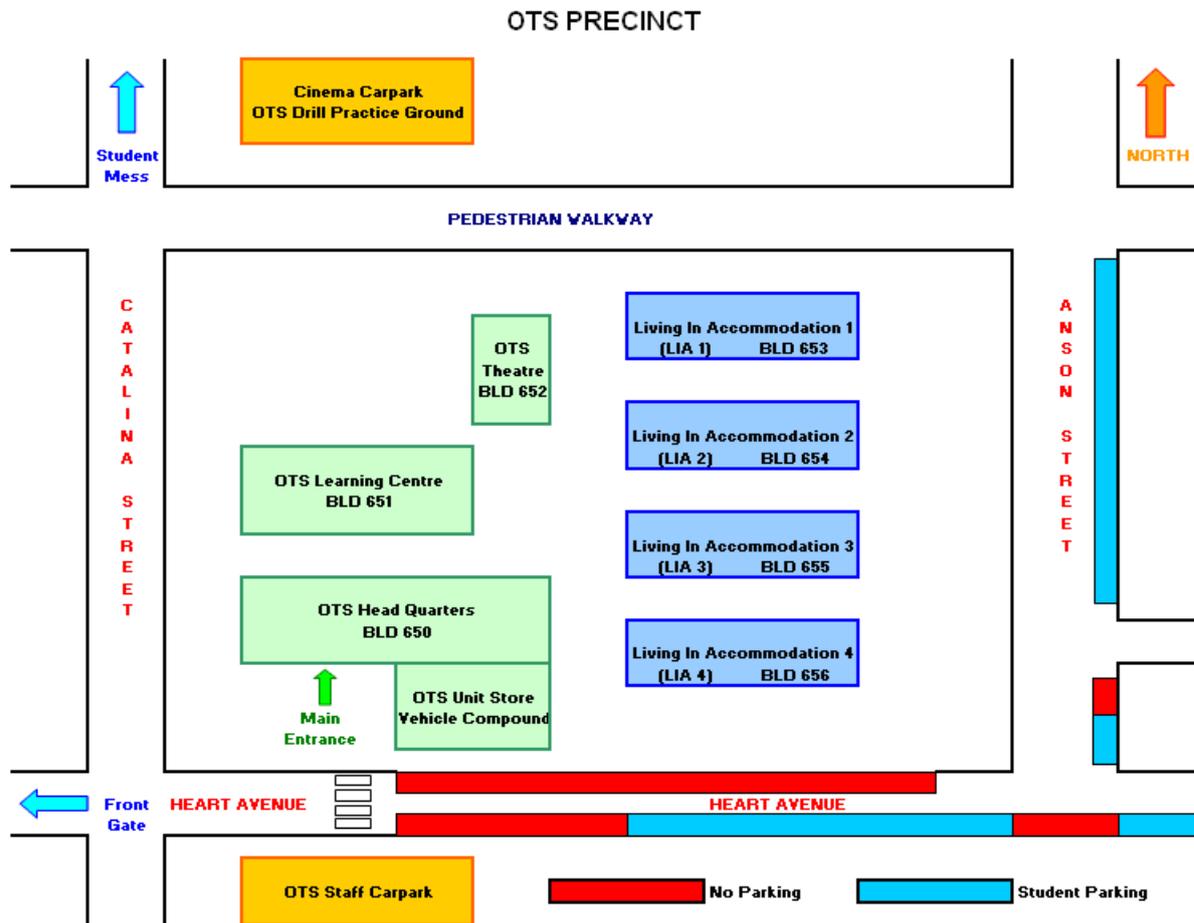


LEGEND

1 Security Control Centre	19 DSG/ Customer Service	39 Met Section
2 Day Care Centre	20 Centre/Transfield	40 Central Flying School (CFS)
3 Kindergarten	21 OTS cardio weights room	41 Swimming Pool
4 KMC Chapels, Chaplain/ Psychologist, Playgroup	22 Cleaners & Supervisor/	42 Hobby Hut
5 Dental	23 Hairdresser/Def Credit/Credit Union	43 Training Aircraft Systems Program Office (TASPO) HQ
6 Officers transit accom.	24 Post Office, Canteen, ESL Family Group, Community Room -ESFG	44 Air Movements/Flight Line
7a SATC/CFS student accom, SNR and JNR Off Quarters	25 School of Aviation Warfare (old SAN)	45 Search & Rescue Helicopters/Pad (SAR)
7 Officer Training School (OTS)	26 Squash Courts	46 Transport Fuel Bowers
8 4/19 PWLH	27 Clothing Store	
9 Golf Club House	28 Transient Accommodation Buildings	
10 ESL Training Facility (Bldg 573) 409	29 Transit Accommodation (Bldg 174)	
11 SQN Air Training Corps	30 Combined Mess	
12 Defence Section/Base Armaments	31 Health Services Flight	
13 Defence Community Organisation (DCO)	32 SAW Accommodation	
14 Base Security Police (SECPOL)	33 Airmen's Quarters	
15 School of Air Traffic Control (SATC)	34 Tennis Courts	
16 Cinema/Auditorium	35 Gym/ Cardio/ Weights	
17 Base Printing Section	36 TASPO Projects Office	
18 Base Library/TPO (Bldg 122)	37 32 SQN HQ	
HQ CSU/HQ ATW & Photographic Training Flight	38 Communications Centre	
	39 44WG Ground Engineering Support	
	40 'Old Gym' Basketball Court	

**ANNEX B TO
IOC JI**

MAP OF OTS PRECINCT



DRESS STANDARDS**STUDENTS' MESS****General principle**

1. A high standard of dress consistent with good taste and the position the Mess holds in the local community as an institution of high standing and presentation is required of mess members and guests at all times. The appropriateness of dress for the mess is not dependent on the cost or "label" of the garment worn, but on the style and standard that conforms with the general demeanour of the Service and mess environment. Members are to exercise mature judgement, commonsense and conform to these rules in the spirit intended. In general, the rules of dress have been designed to provide a sensible alignment between Service and acceptable civilian dress. Dress requirements will be advertised on the Mess Notice Board.

2. Whereas some specific dress rules have been defined, certain less tangible aspects such as style, cut and taste cannot be clearly prescribed. As a general principle, all members are expected to use discretion and avoid extremes. Dress should always be neat, clean and of decorum appropriate to an Officers' Mess.

Service Dress

3. All forms of approved working dress are allowed to be worn in the public rooms at any time and to any normal meals, provided they are in a neat and clean condition. Some restrictions to this rule may apply when certain functions are held.

Civilian Dress – Male

4. The minimum standard during working hours or during any programmed mess function is tailored business style slacks and tailored short sleeved shirt with collar. Denim jeans are only permitted under the provisions of 'Relaxed Dress' detailed below. During warm weather, tailored shorts with long socks may be worn. Jumpers and cardigans of a conservative style and pattern may be worn as an outer garment. If additional warmth is required, a coat of conservative style and cut, e.g. a sports coat, should be worn.

Civilian Dress – Female

5. The minimum standard of dress is to be neat, well tailored and to conform to conservative moderate current fashion styles comparable with male dress.

Special Notes

6. The following notes are provided for the guidance of members and guests:
- a. **Relaxed Dress.** Relaxed dress rules apply outside of normal working hours (Friday to Sunday evenings and including Public Holidays) except when functions are programmed or unless otherwise notified on the mess noticeboard. The minimum dress requirements when relaxed dress standards are in force for all public rooms is tailored (clean / not cut or torn) jeans and polo style shirt with collar. Running shoes are not permitted with relaxed dress.

- b. **Sporting and Casual Attire.** Sporting and casual attire that does not conform to the minimum standard of dress may be worn in the garden and outside areas adjacent to the public rooms of the mess. Sunbathing at tables or on lawns adjacent to the public rooms of the mess is prohibited. Members in sporting attire are permitted to use the dining room for working day lunch only and are to enter and leave via the northern doors leading directly to the dining room.

Unacceptable Dress Items

7. Dress items not to be worn in the public rooms of the mess (i.e. ante-room, main bar, and dining room) include thongs, sandals (for males), slippers, running (except as defined above) or leisure footwear, abbreviated shorts, shaggy cardigans or pullover's, T-shirts, (Bonds-style shirts), windcheaters, duffel coats, canvas material coats, outdoor or wet weather clothing, or vinyl slacks and tops. In addition, scruffy, dirty or otherwise objectionable attire is not acceptable in any part of the mess at any time.

GENERAL

Hairstyles

8. **Males - Haircuts.** The length or bulk of the hair is not to interfere with the correct wearing of head-dress. The hair is to be tapered from the crown to the neck line. The neck line is to be squared across the neck and the neck is to be cleanly shaven and hair is not to cover the ears or overhang the collar. In essence a short back and sides hair cut is required, but it is not to be a 'US Marine' style hair cut. Radical style haircuts are forbidden. Only conservative and natural tones of artificial hair colours are permitted. Acceptability of service haircut is based on neatness and general appearance when wearing service uniform.
9. **Sideburns.** When worn, sideburns are not to extend below the earlobe and are to remain the same width throughout their length. Bushy sideburns are not to be worn.
10. **Moustaches.** The entire upper lip is to be left unshaven when worn; the moustache is to be kept neatly trimmed and is not to extend below the upper lip.
11. **Females - Hairstyles.** A female member in uniform is to wear her hair in a neat and simple style so that it does not extend below the bottom of the collar. The hairstyle should not sit on or sweep across the shoulders. Radical or outlandish styles or cuts, ponytails, heavy mesh nets or excessive numbers of hairpins are forbidden when in uniform.
12. **Wigs.** Wigs or hairpieces may be worn provided they appear natural and comply with the above conditions and are subject to local safety orders.
13. **Hair Combs.** One or two hair combs may be worn when in uniform provided they are of a size, colour and design that adds to neatness and are not conspicuous. Combs are to be of a plain design, no more than 8 cm in length and transparent, black, brown or tortoiseshell to match the hair colour.
14. **Cosmetics.** A female member is allowed to wear facial make-up in accordance with modern styles but is to use moderation in application. However, for the majority of course you will not be wearing make-up and you will be told when you can. False eyelashes or heavy eye make-up is not to be used. Clear, cream or pale pink nail polish may be worn when in uniform.

15. **Jewellery - Earrings.** Female members 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.
16. **Jewellery - Necklets and Chains.** Visible necklets or chains are not permitted when in uniform.
17. **Jewellery - Rings.** Members, when in uniform or on duty, may wear a maximum of four rings on no more than two of the eight fingers. Such rings are to be of subdued appearance and design and of moderate size.
18. **Jewellery - Watches and Cufflinks.** Wrist watches of subdued colour and practical design may be worn when in uniform or on duty, except when safety, operational or ceremonial factors dictate otherwise. Members may wear cufflinks of plain or suitable military design with uniform.
19. **Jewellery - Tie Bars.** Tie bars or pins of a plain gold or suitable Air Force or ADF design may be worn with Dress 1B as an optional item, except where operational or safety factors dictate otherwise. Tie bars and pins are to be positioned 8cmdown from the top of the pocket flap. These items are not to be worn at ceremonial events.

**ANNEX D TO
IOC JI****CHECKLIST OF WHAT TO BRING**

ESSENTIAL ITEMS	
Tickets and travel documents	
Service documentation (should be in a sealed envelope)	
Personal inoculation certificates and / or blood donor cards	
Personal ATM cards	
Full personal bank account details (see paragraph 54)	
Certified true copies of specified documents (see paragraph 54)	
Personal luggage	
Tax file number	
Plain white, crew neck t-shirt	
Sporting shoes suitable for running and sports training that are of a conservative colour.	
Thermal non cotton, polypropylene underwear (brown/black/dark green only)	
Coat and trouser/skirt hangers (with clips). One hanger is required for each item of clothing (for uniform and & civilian attire)	
Clothes pegs	
Sewing kits (current serving members only, all other members will be issued)	
Clock / clock radio	
Padlock	
Washing liquid	
Towels (RAAF towels will be issued, however serving members are to bring at least one issue towel for PT activities). *Can be purchased at clothing store.	
Swimwear (one piece of a conservative style and colour)	
Personal iron and spray starch.	
Personal PT attire suitable (shorts and t-shirt), sunscreen and hat for conducting the IFS	
Undergarments (be aware that your course will involve a significant amount of physical training and you will spend extended periods in a bush environment, therefore you should bring well-supporting, cotton undergarments. Females are advised to invest in some good quality sports bras)	
Extra socks or stockings (Kolotex brand 'Nearly Black' colour)	
Personal toiletries *NOTE: Any aerosol products such as spray deodorants, shaving cream, etc, will not be permitted on exercise. You must find other means (i.e. roll on deodorant, soap shaving cream, etc.)	
*For serving members - a current RAAF Identity Card showing current commissioned rank	

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ESSENTIAL ITEMS	
* For serving members - uniform (including field kit / E2 issue - as detailed in paragraphs 39-42, pages 8-9) and RAAF issue tracksuit.	
* For direct entrants - any luggage that you will require for the duration of the course should be taken to the Recruiting Centre, as you may not have time to return home prior to your departure.	
If you wear glasses, a cloth glasses strap (plain black or navy blue for use during abseiling and rock climbing activities)	

DESIRABLE ITEMS	
Personal computer	
Small stereo	
Camera	
Sunglasses (must be of a conservative style and colour: black or tortoiseshell would be suitable). Lenses must be non-reflective	
Small power board (4 plug). Double adaptors are not permitted	
Fingerless gloves (for handling weapons, plain black or khaki)	
Thongs (for showering)	
Large and small snap lock bags (for keeping clothes dry in the field)	
Small basic First Aid kits will be issued, however it is your responsibility to bring extra supplements on a personal basis (i.e. Panadol, blister tape, etc)	
Ironing board (can be purchased in the area)	
Lint roller	
NOTE: Many of these desirable items are available for purchase from Tracey's Place. All consumables are also available for purchase from Tracey's Place.	
FEMALES - (to assist in the field):	
(Strong) Hair nets, hair spray and hair clips are of great importance for all aspects of the training	
Tampons or sanitary pads/panty liners (field hygiene). Powderless disposable gloves	

(This List is the official OTS list and supersedes any other list you may have been given.)

**ANNEX E TO
IOC JI****HISTORY OF RAAF COLLEGE AND OTS****History of RAAF College**

1. Before World War II, permanent officers of the Royal Australian Air Force (RAAF) came from the Australian Flying Corps, the Royal Australian Naval College, the Royal Military College, or specialist flying training at Point Cook. To meet the need for increasingly specialised training after World War II, the Royal Australian Air Force (RAAF) College was founded on 1 August 1947.
2. Military aviation developed rapidly in the 1950s. On 1 January 1961, RAAF College was reconstituted as the RAAF Academy and affiliated with the University of Melbourne for degree studies in science.
3. The RAAF Academy continued until 1 January 1986 when the Australian Defence Force Academy (ADFA) was established in Canberra. The RAAF Academy was then reconstituted as the RAAF College. Up to that time, the RAAF College and Academy had graduated 660 officers, predominantly in the General Duties (aircrew) Branch.
4. When RAAF College was reformed in January 1986, it integrated Officers' Training School with parts of RAAF Staff College and Engineer Cadet Squadron and was sited on the campus of the former RAAF Academy.
5. In December 2007 Ground Training Wing was disestablished as a HQ Unit and RAAF College took over this role situated at RAAF Base Wagga.
6. RAAF College is the custodian of much of the history of officer training in the RAAF. As all RAAF officers must now pass through the College at least once during their careers, the influence of the College and quality of its training is felt throughout the RAAF.

History of Officers' Training School

7. Officers' Training School (OTS) was formed under the command of WGCDR P.J. McMahon DFC on 12 April 1950. It was originally sited at RAAF Station Rathmines, a World War II flying boat base located at Lake Macquarie, New South Wales. Later reorganisations of training requirements saw each flight at OTS become an independent squadron. Thus, on 16 May 1956 Officers' Training Flight became Officers Training Squadron.
8. The last course to graduate from the Officers' Training Squadron, No. 30 Officer Initial Training Course did so on 3 November 1960. RAAF Station Rathmines was closed in December 1960. On 9 January 1961, the squadron was relocated to Point Cook and renamed Officers' Training School. At the end of 1986, the school was closed and its functions absorbed into the RAAF College Structure. However in July 1998, OTS once again became an independent unit with a Wing Commander as Commanding Officer.
9. In November 2007 the last course graduated from OTS RAAF Base Williams, Point Cook. During December and January the unit relocated to new facilities at RAAF Base East Sale.

Officers' Training School Today

10. OTS is one of the largest units within RAAF College and conducts much of the non-specialist initial officer education and training. This includes Single Service Training for RAAF Officer Cadets of ADFA and training for RAAF Reserve officers. The Initial Officer Course (IOC) is the major activity conducted by OTS.

11. The introduction of the new Professional Military Education and Training (PMET) scheme IOC curriculum in 2002 embraced an adult learning philosophy at OTS. An emphasis is placed on providing graduates who are effective in the modern workplace. The course is designed to develop in officer trainees the knowledge, skills and attributes to function effectively as junior officers. The adult learning philosophy has been further reinforced by the curriculum review, with increased emphasis on structured learning, tutorial discussions, and experiential training. When the OTS motto 'Accept Responsibility' was adopted in 1950, it referred to the Unit's expectations of staff and students. However, more than half a century on, it also neatly encapsulates the philosophy behind adult learning.

12. The curriculum delivered at OTS places an emphasis on leadership training, the development of high levels of individual commitment and team orientation. These develop the attitudes and skills necessary for a professional officer corps that can meet the challenges of the twenty-first century.

13. OTS Directing Staff (DS) have the responsibility of being role models and mentors; emphasis is placed on encouragement and support. Staff are assigned to each course and participate in all aspects of the course including adventurous, physical, full range of classroom and field activities. The practical aspects of the course include several field deployments that develop leadership, management, ground defence and teamwork skills.

**ENCLOSURE 1 TO
IOC JI****OFFICERS TRAINING SCHOOL****PRE-ENLISTMENT FITNESS TRAINING**

This programme is designed to enable you to pass your Initial Fitness Screen (IFS) on day one of Initial Officer's Course (IOC).

CARDIO

RUN - 3 x week max, not on consecutive days.

Warm up – Light jog or run for 10 – 15 minutes.

Main activity – Run briskly /sprint for 30 seconds, followed by a continuous, light jog/brisk walk for 90 seconds.

Repeat seven more times for a total of eight rotations.

The run briskly/ sprint component should leave you breathing reasonably deeply. It's NOT a flat out sprint. It is a very brisk run speed that you can maintain the cadence level for the entire 30 seconds, and be breathing deeply or slightly out of breath at the end.

DON'T stop at the end of the 30 seconds; instead, move straight into the walk/jog recovery phase. DO NOT exceed 90 seconds recovery.

Cool down – Very light jog/walk for 10 minutes. Perform the following five stretches at the end of the walk/jog, holding each for 60 seconds, twice to four times through.



UPPER BODY STRENGTH

PUSH UPS – 3 x week max, not on consecutive days.

Body position for push ups is ensuring that the hips, knees and ears fall onto an imaginary straight line drawn between the ankles and shoulders. Obviously, if you are performing push ups on your knees, this line is between your knees and your shoulders.

Also ensure that both your glutes (bum) and abs are switched on so that you are drawing an imaginary tail down to the ground.

Start at the first level. When you can perform 3 sets of 30 (males), 3 sets of 15 (females), with a 2-1-2 cadence, move to the next level.

Level 1**Level 2****Level 3**

A 2-1-2 cadence is 2 seconds to lower, 1 second pause at the bottom, 2 second raise. It is a slow movement that makes the muscle work hard.

When you think you are ready for push ups on hands and feet, if you lose your form (see picture below), then simply drop to your knees and finish off the set. As you get stronger, you'll be able to perform more reps on your feet.

ALWAYS lower down far enough so that your shoulders are lower than your elbows as indicated in the pictures.



Bad technique:

Head drop,

Rounded shoulders,

Arched lower back, and

Rotated pelvis (tail moving up).

To correct these, tuck your tail towards the ground by contracting your abs and glutes, lift your head and push your chest forward.

N.B. If you can't maintain good form and keep migrating to bad technique, it indicates that you are not strong enough and you **MUST** regress to the previous, easier level.

REDUCED HEIGHT CHIN UPS (to balance the shoulder girdle) - 3 x week max, not on consecutive days.

See pictures below for body set up.



Ensure that your ankles, knees, hips, shoulders and ears are in a straight line.

Using a 2-1-2 cadence, dig your heels in and raise your chest to the bar, pause for one second, then lower for a two count.

Aim for 3 sets of 20-30.

N.B. Ensure that you **NEVER** hold your breath at any stage during any activity. You must always breathe **OUT** on the way **UP**.

Breathe **IN** on the down phase or if this weakens you, breathe in when between reps.

SIT UPS

Below are the start and finish positions for the sit up.

**Main points**

Always look for your feet, **NEVER** look up.

Always curl your back off the ground, **NEVER** lift or lower a flat, straight back.

Always breathe **OUT**, forcefully through pursed lips on the way up.

Wrists don't go past your knees.

One sit up every three seconds i.e. one second up, one second down, one second pause.

Bad technique:

Looking up,

Straight back, and

Breath holding (not breathing out).



Bad technique is correct by:

Always looking for your feet,

Always curling your back off the floor, and always breathing out hard through pursed lips when raising.