



AUSTRALIAN ARMY

ADELAIDE UNIVERSITIES REGIMENT

Hampstead Barracks, Muller Road GREENACRES 5086
Ph. 08 83057325 Fax: 08 83057314

09/03/122 & 123*
AUR 788/09
TRG COY 20/09

See distribution

JOINING INSTRUCTION

CONTINUOUS RESERVE RESPONSE FORCE OPERATIONS COURSE (18-28 FEB 2010) AND COMMAND COURSE (27-28 FEB 2010)

References:

- A. Reserve Response Force Operations Course Training Management Package RRF dated 21 Aug 08
- B. DI(G) PERS 12-2 – Court or Police orders restricting access to weapons or firearms by members of the Australian Defence Force
- C. DI(A) PERS 79-7 Management of Reserve Response Force personnel within the Army
- D. DI(A) PERS 66-1 Alcohol use and the management of alcohol misuse in the Army
- E. DI(A) PERS 66-4 Alcohol testing in the Australian Army
- F. DI(A) PERS 66-2 Involvement by members of the Australian Defence Force with a prohibited substance
- G. DI(A) PERS 66-6 Testing for Prohibited Substances in the Australian Defence Force under part VIII of the Defence Act 1903
- H. CATC Standing orders 3.1.2 Training Development Annex
- I. Defence Road Transport Instructions

Introduction

1. Congratulations on being panelled to attend the Reserve Response Force Operations and Command Course (RRF) being conducted by Adelaide Universities Regiment over the period 18 – 28 Feb 10 (Operations Course) session number (TBA), 27– 28 Feb 10 (Command Course) session number (TBA). These courses will be conducted at Keswick Barracks.

Aim

2. The purpose of this instruction is to provide all soldiers with the information needed to adequately prepare for these courses and to provide information concerning the preparation to be undertaken prior to the courses commencing.

Training objectives

3. The training objectives of the Operations course is to train personnel to conduct Protection and Security Operations in Australian Territories (PSAT) in support of a Joint Task Force (JTF) in order to contribute to ADF domestic security tasks. The purpose of the RRF Command Course is to provide command and control over these activities.

Entry standard

4. The entry standard for the operations course is all Corps Recruit, First Appointment Course. Trainees must be CP2 MED Class 2 and have no Return of Service Obligations (ROSO). Trainees must Demonstrate Current Competency in All Corps skills.

Movements

5. Trainees are to inform their unit on receipt of this instruction as it is the parent unit's responsibility to arrange all movements and pay incidentals for those attending the course. Respective units' movement clerks are to forward an electronic copy of trainees' itineraries to the course manager NLT five working days prior to the commencement of the course.

6. **Air.** If your means of transport is by air, you are to arrive at Adelaide Airport NLT 1900 h 18 Feb 10 (Operators Course) and 1900 h 1930 h 26 Feb 10 (Command Course). Return flights at the end of the course are to be booked prior to arrival on the course if trainees are not involved in the RRF Company deployment. Course staff will provide transport from the Airport to Keswick Barracks as required.

7. **Own means.** Trainees are permitted to travel own means to the course. Parking is available as designated throughout Keswick Barracks.

Reporting procedures

8. Trainees are responsible for ensuring that correct reporting procedures are followed:

- a. **Location.** Trainees are to report to the Course Manager in the Training Company HQ, building 34A Keswick Barracks between 1900 h – 1930 h on the Thursday evening (18 Feb 10) where you will be issued your march-in package. The location of building 34A can be found on the Keswick Barracks map located at annex E of this instruction. The Command course are to report between 1900 h and 1930 h on Friday 26 Feb 10 at building 34A.
- b. **March-in dress.** March-in dress is to be neat civilian attire.
- c. **Early arrivals.** Early arrivals are not authorised unless approved by the Course Manager (CM).

Course returns

9. On receipt of this Joining Instruction trainees are to read and acknowledge that all information is understood by completing and returning annex A and B by fax or surface mail NLT 10 Feb 10 to:

- a. SGT N.E. PRICE
Adelaide Universities Regiment
Training Company
Hampstead Barracks
GREENACRES SA 5086

- b. Fax: (08) 83056821

Domestic violence orders

10. In accordance with reference B, members who are subject to a Domestic Violence Order (DVO) are required to inform the Course Manager (CM) in writing of the details of any current DVO. This advice is to include:

- a. the circumstances surrounding the DVO, and
- b. particulars of the duration and conditions of the order.

11. This advice is to be labelled **STAFF-IN-CONFIDENCE** and submitted to the CM upon arrival.

Driving of military vehicles

12. All drivers are to operate defence vehicles IAW ref I. A defence vehicle includes short and long term rental vehicles. Practically personnel should be aware of chapter 5 paragraph 524, Drivers of Defence vehicles:

- a. are not to consume alcohol whilst operating a Defence vehicle;
- b. are to maintain a zero blood alcohol reading if operating a Defence vehicle;
- c. are not to operate a vehicle if they are considered to be under the influence of alcohol or drugs; and
- d. are not to enter a licensed premises whilst on duty except in the performance of duty or to obtain meals.

Early march-out

13. Approval to march-out from a course can only be granted by the OC TRG COY via Course Manager RRF CSE. Early march-out of trainees may be granted under the following circumstances:

- a. disciplinary reasons;
- b. unsatisfactory progress including failing competencies;
- c. unacceptable behaviour;
- d. for compelling compassionate or personal reasons;
- e. medical reasons; and
- f. at own request (must have parent unit approval).

14. Prior to removal at own request, it is recommended that advice be sought from the trainee's unit on the implications of this option before requesting to be removed from the course. Trainees are reminded that this action, once the course has commenced, means other personnel have missed the opportunity of gaining this employment qualification.

Medically restricted personnel

15. All trainees with medical restrictions, temporary or permanent, or currently using prescribed medication are to advise the CM upon march-in. All trainees are to be a minimum MEC 2 in order to attend the course.

Pre-course preparation

16. Trainee's units are responsible for the payment of all elements of travelling allowance and all necessary retrospect credit/debit action. AUR no longer require trainees pay staff to transfer them via the Cenrespay network. AUR will pay for all reserve member's and gain reimbursement through the 9th Brigade resource cell.

Recognition of current competency/Recognition of prior learning

17. IAW Ref A, the Recognition of Current Competences (RCC) and the Recognition of Prior Learning (RPL) process gives credit for previous learning that is relevant to required formal training programs within the Army.

18. Requests are to be initiated by the applicant and submitted IAW with the details in Ref F. Trainees are to submit the applications for RCC NLT 28 days prior to the commencement of the course. Late submission may not be actioned due to the process not being completed prior to the commencement of the course.

19. Should RCC/RPL application be successful, it does not preclude a trainee from participation in the training or conduct of any practical activity for the competency for which RCC/RPL is granted. The trainee is to remain actively in the activity with the course and may assist staff as determined by the CM. If trainees are not suitably prepared and do not demonstrate proficiency, it will impact on other competency assessments and also be reflected in their Record of Attainment (ROA).

20. The competency units and learning outcomes for the course are located in annex C.

Daily training program

21. The course daily program is available on the intranet. It can be found on the AUR website on the courses page at:

<http://intranet.defence.gov.au/armyweb/sites/AUR/comweb.asp?page=89158&Title=Courses>

The course duty student will be notified of any changes to the program.

Physical training

22. The course is highly demanding and will test the mental and physical resilience of all trainees. It is highly recommended that all trainees seek guidance from their parent units in conducting appropriate physical training (PT) in order to best prepare for the course. PT will be conducted routinely throughout the course. There is a gymnasium located on base for general use. The key to the gymnasium will be held by the CM.

Mouth guards

23. Trainees are to have a mouth guard fitted by their local dental section prior to the commencement of the course, alternatively soldiers can purchase a mouthguard at their own

expense. This is primarily for the Military Self Defence (MSD) component of the course. If a student does not have a mouthguard they will not be permitted to participate in the MSD component of the course and will be RTU.

Stationery

24. Stationery will not be provided to trainees; therefore, as a minimum the following items are to be brought to the course:

- a. pens, pencils, erasers, highlighters; and
- b. writing paper/notebooks, field message notebooks.

Accommodation and messing

25. All interstate military members must live-in whilst attending the course. Accommodation will be in Keswick Barracks. Messing is provided through Keswick Barracks and is managed by civilian contractors. As trainees do not have direct access to the contractors, all complaints or issues are to be raised through the course chain of command. Keswick Barracks has a combined Offices and Sergeants Mess.

26. Meal timings will be promulgated upon arrival.

Dress and equipment

27. A list of dress requirements and the required load list is detailed in annex D. It is the trainee's responsibility to ensure all equipment is serviceable. Only issued individual load carrying equipment is allowed to be used during range practices. Course staff will conduct an equipment check as a part of the march-in process.

28. Nametags are to be worn on all forms of uniforms in accordance with ASODS. If you do not have your DPCU nametags, you should commence procurement action now.

29. It is important to be prepared for the seasonal weather changes during the course, regardless of the location. It is advised that during the winter months to bring your entire issue of cold and wet weather items. A large component of the course will be composed of field activities and as such it is critical that trainees arrive with all equipment required to operate in the field.

Leave

30. No leave will be granted to trainees whilst on the course unless serious compassionate grounds are presented to the CM. Trainees are to arrive on the course with sufficient personal items to last for the duration of the course.

Allowances

31. Trainees are advised to check with their movements or pay office staff regarding entitlements for allowances prior to the course commencement. It is not the responsibility of the RRF Course staff to process claims for allowances. There will be no entitlement to Field Allowance at any time on this course.

Documentation

32. As a minimum, the following documentation is required:
- a. ADF Drivers Licence;
 - b. Competency Logbook (AD 223) must hand on 12 Nov 09, for mapping of current competencies;
 - c. Medical Record (PM 4);
 - d. Q Record (SQ 064);
 - e. Conduct Record (PD 103) if raised;
 - f. Notification of Member's Status, complied and signed by UPR;
 - g. Receipt of Regimental Documents; and
 - h. Personal Data Sheet and Questionnaire.
33. All trainees should resolve all personal administration matters prior to arrival to ensure they can focus entirely on the course.

Mandatory training

34. Trainees are to have completed all mandatory training as mandated by Defence and LHQ prior to attending the course.

Postal Address

- 35 The postal address whilst on the course is as follows:

(Number- Rank- Name)
 RRF Cse
 AUR
 TRG COY
 Hampstead Barracks
 GREENACRES SA 5086

Medical and dental

36. The Exercise RMO will be the primary medical care for the duration of the course. There is a large RAP located on Keswick Barracks, however does not operate on the weekends. Sick parade timings for the medical flight (RAP) at RAAF Edinburgh will be provided during the march-in procedure.

Emergency contact numbers

37. Should there be a requirement for you to be contacted in an emergency, the following numbers can be utilised and a message will be passed on;
- a. During work hours:

- (1) CM – telephone: 0404171238; or
- (2) Hampstead Barracks Duty Officer – telephone; mobile 0428 415 915.

Mobile telephones

38. Mobile telephones are permitted to be used by trainees as directed by course staff. At no stage are mobile phones to be carried during range practises or field training activities. However, frequent contact with family and loved ones is encouraged and time will be allowed for this to occur on a daily basis.

Area facilities

39. **Physical and recreational facilities.** Keswick Barracks has an area gymnasium. Physical Training to be conducted is within the course programme. The gymnasium is operated on a swipe card system that will be held by the course duty student.

40. **Banking facilities.** There is a DEFCREDIT facility located in building 198 on Keswick Barracks however is not open on weekends.

41. **Post Office.** There is no post office located within the barracks. Course staff will ensure a mailing service is provided for trainees whilst on course.

42. **Canteen facilities.** There is no canteen facility at Keswick Barracks and as such trainees should bring sufficient personal equipment and toiletries required for a prolonged activity. The William Kibby VC club is available for use when the course training programme permits. No alcohol is to be consumed 8 hours prior to duty.

Conclusion

43. The RRF Course is both physically and mentally demanding as is the role of an RRF member. The course staff will do their utmost to provide an environment which is enjoyable, interesting and challenging. In order to obtain the best results possible trainees are encouraged to prepare themselves and their equipment to the highest standard.

S.N. Ridgway
S.N. RIDGWAY
 LTCOL
 CO
 AUR

0/ Jan 10

Annexes:

- A. Receipt of Joining Instruction
- B. ACSTR Personal Data Sheet
- C. Units of Competency
- D. Dress and Equipment List
- E. Map of Hampstead Barracks

Distribution:

CO AUR	(electronic)
OC TRG Coy	(electronic)
OPSO	(electronic)
ADJT	(electronic)
RSM	(electronic)
OPSWO	(electronic)
TDO	(electronic)
RRF Team	(electronic)
File/spare	(1)

RECEIPT FOR JOINING INSTRUCTION

1. I acknowledge receipt of the Joining Instruction and understand the requirements for attending the RRF Course.
2. I accept that I am responsible to notify my employer/ education facility and my next of kin of my whereabouts whilst on course.
3. I understand that, if I fail to notify the course manager and my unit of my withdrawal within less than 7 days prior to commencement of the course, I may be required to repay any cost incurred by Defence in relation to my movements being cancelled at short notice.

Name	Rank	Signature	Date
------	------	-----------	------

4. This Performa is to be completed immediately upon receipt and faxed to (08) 83056821 or mailed to the address below NLT 29 Jan 10:

SGT N.E. PRICE
RRF CSE
AUR, TRG Coy
Hampstead Barracks
GREENACRES
SA 5086

**ANNEX B TO
AUR 788/109
DATED/JAN 09**

Return by FAX no later than 29 Jan 10 to: SGT N.E. PRICE RRF CSE AUR, TRG Coy Hampstead Barracks, GREENACRES SA 5086	
--	--

ACSTC PERSONAL DATA SHEET

This sheet is to be returned to Course Manager NLT 14 days prior to the commencement of the course

Course Title: RRF Ops Course	Employer ID (PMKEYS): Service No:
Worn Rank:	Corps and ECN:
Surname:	Christian Names:
Unit Title:	Medical PES:
PMR: No / Yes	PMR Restrictions:
Date of Birth & Age:	Gender: Male / Female
Date of Enlistment:	Service Category: ARES / HRR
Categorisation: MWD / MWOD / MWDU / Other (define)	Live In / Live Out
Date Promoted Current Rank:	Have you attended this course previously? No / Yes
Unit Postal Address	Home/Residential Address
Unit Phone No: Unit Fax No:	Home Phone No:

Rank, Inits, Name, Post Nominal's of CO / OC (E) RSM / CSM (E) Note: OC/CSM Independent Subunits Only	Awards & Commendations (circle) CSM / AASM / Interfet Medal / ASM / DFSM / DLSM / RFM / UN Medal – (list): ICB / ACB / Unit Commendation / Functional Commander's Commendation / Other (list):
Functional Command: FORCOMD / DMO / ADFHQ / Army Office Other (define)	PTE (P) Date: (For PTE's attending Subject One CPL only)
NOK Full Name:	NOK Relationship:
NOK Religion:	
NOK Full Address	NOK Phone No: (incl additional no's)
Additional information	
Intended mode of transport to/from Cse <input type="checkbox"/> <input type="checkbox"/>	
Service Means	
Length of Service (yrs) as applicable: Time in Rank – PTE (Yrs) Time in Rank – CPL (Yrs) Time in Rank – SGT (Yrs) Time in Rank – SSGT (Yrs) Time in Rank – WO2 (Yrs)	Other Promotion Courses held: N/A
Do you wish to attend this course? Yes / No	If No, State Reasons:
Are there any reasons personal, administrative or otherwise which may prevent you from completing this course? Yes / No	If Yes, Provide a brief reason:
Do you have a SCMA waiver for any component of the course? Yes / No	If Yes, Provide details:

COURSE UNITS OF COMPETENCY

1. Listed below are the Unit of Competency, and Element of Competency applicable to the RRF course:

1.1 Conduct Battle Procedure for RRF Operations	.1.1.1 State reason and role of RRF Operations
	1.1.2 Comply with intent and content of orders
2.1 Conduct RRF Operations	2.1.1 Apply liaison protocols for ADF and civil agencies
	2.1.2 Construct barriers and obstacles
	2.1.3 Construct Area Security positions
	2.1.4 Employ pedestrian and vehicle access control techniques
	2.1.5 Apply low risk search techniques
	2.1.6 Apply VAP techniques
	2.1.7 Apply effective communication techniques
	2.1.8 Apply unarmed impact techniques
	2.1.9 Search and detain personnel
	2.1.10 Reporting and documenting incidents at operational locations
2.2 Employ Graduated Response measures	2.2.1 Apply Powers of a Defence Member during DFACA operations
	2.2.2 Apply Graduated Response Measures IAW Operational Orders
	2.2.3 Describe Crowd Dynamics IAW Operational Orders
2.3 Employ Cultural Awareness protocols	2.3.1 Respond to varying cultural situations
	2.3.2 Apply Media Protocols

DRESS AND EQUIPMENT

Orders of dress

1. During the course trainees will require:
 - a. DPCU;
 - b. Civilian clothes, (for off-duty activities), to include a collared shirt, a minimum of dress jeans or trousers and enclosed (covered) shoes.
 - c. PT kit including a tracksuit (prefer black shorts, white socks, Unit PT shirt);
 - d. Marching order DP1 issue as per annex F; and
 - e. Towel / toiletries, and Padlock.

Dress and equipment

2. The following are to be brought by trainees:

DPCU (minimum three sets);

 - a. Issued Cold Weather Equipment;
 - b. Hat Utility;
 - c. Boots GP and 3 x pairs of Army socks as a minimum;
 - d. PT shorts;
 - e. Unit PT Shirt;
 - f. Running Shoes;
 - g. Field Order (including issued sleeping bag cold weather);
 - h. Towel and toiletries;
 - i. Small amount of money;
 - j. Waterproofed field Notebook and pencil;
 - k. Binder, Notebook, paper with writing implements and a ruler;
 - l. Small field torch;
 - m. **Mouth Guard** (for safety during the Military Self defence Module), and
 - n. 1 x Vui- Tui, and any other equipment you require to operate in the field.

3. The items listed below are essential for conduct of the 24 hour exercise at Keswick Barracks

Shortfalls of equipment listed will be replaced through the Q-system, and a SD16 L&D report will be completed by the member, to be paid at his own expense.

CARRIED ON THE MAN	REMARKS	
DPCU, BUSH HAT	IN GOOD REPAIR	
BOOTS GP X 1 PR	IN GOOD REPAIR	
ID TAGS		
ID CARD		
NOTEBOOK, PEN, PENCIL	WATERPROOFED	
WATCH		
CLASP KNIFE	SECURED TO PERSON	
B. CARRIED IN PACK / ON BASIC WEBBING		
PISTOL BELT		
COMFORT PAD		
POUCH AMMO F88 x 2	MAY REPLACE WITH F89 POUCH	
POUCH F89 x 2		
POUCH GRENADE x 2		
HARNES		
POUCH WATER BOTTLE x 4		
1 LITRE WATER BOTTLE x 4		
TOGGLE ROPE		
FIELD DRESSING x 2	WATERPROOFED	
CANTEEN CUP x 2		
DPCU SHELTER (HOOCHIE)	with Bivvy bag optional	
KFS SET		
TORCH		
SOCKS	3 minimum	
INSECT REPELLENT	To be issued by CM	
20 MTS HOOCHIE CORD		
BLACK TAPE	1 ROLL	
PACK FIELD LARGE		

ANNEX E TO
AUR /09