



AUSTRALIAN ARMY

16th Field Battery, Royal Australian Artillery

Paterson Barracks, 2 St John St, LAUNCESTON TAS 7250

10-03-050

See Distribution

JOINING INSTRUCTION

NON-CONTINUOUS RESERVE RESPONSE FORCE OPERATIONS COURSE – 200713 SESSION 0139, 19 MAR – 13 JUN 2010

Reference:

- A. Reserve Response Force Operations Course Training Management Package RRF dated 19 Sep 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. PACMAN (AL 16), 2008
- D. DI(A) PERS 79-7 – Management of Reserve Response Force personnel within the Army
- E. DI(A) PERS 66-1 – Alcohol use and the management of alcohol misuse in the Army
- F. DI(A) PERS 66-4 – Alcohol testing in the Australian Army
- G. Defence Road Transport Instructions Ed1, 2001, AL4
- H. DI(A) PERS 66-2 – Involvement by members of the Australian Defence Force with a prohibited substance
- I. DI(A) PERS 66-6 – Testing for Prohibited Substances in the Australian Defence Force under part VIII of the Defence Act 1903

General

1. You have been selected to attend the 200713 Non Continuous Reserve Response Force Course Session 00197 on the following dates;
 - a. 19 - 21 Mar 2010, Buckland Military Training Area (BMTA);
 - b. 16 - 18 Apr 2010, Stony Head Training Area (SHTA);
 - c. 21 - 23 May 2010, Anglesea Barracks; and
 - d. 11 - 13 Jun 2010, BMTA.
2. The directives, instructions and orders contained within this joining instruction are to be adhered to by all personnel involved in the course.

Aim

3. The aim of this instruction is to identify the trainee administration and logistic requirements for attendance on this course.

Objectives

4. The course is to be conducted IAW ref A and trainees will be deemed competent for this activity if the following competencies are completed:

- a. **CLO1.1 - Military Self Defence Exposure Training**
 - 1) **MLO1.1.1 - Military Self Defence Exposure Training**
- b. **CLO1.2 - Operate and employ the NVG and NAD**
 - 1) **MLO1.2.1 - Explain NVG characteristics**
 - 2) **MLO1.2.2 - Operate and maintain the NVG**
 - 3) **MLO1.2.3 - Explain NAD characteristics**
 - 4) **MLO1.2.4 - Operate and maintain the NAD**
 - 5) **MLO1.2.5 - Operate the Dry Zeroing Device (DZD)**
- c. **CLO1.3 - Conduct RRF Operations**
 - 1) **MLO1.3.1 - Conduct Battle Procedure for RRF Operations**
 - 2) **MLO1.3.2 - Employ Cultural Awareness Protocols**
 - 3) **MLO1.3.3 - Understand Graduated Response Measures**
 - 4) **MLO1.3.4 - Apply RRF Procedures**
 - 5) **MLO1.3.5 - Apply Control Techniques**
 - 6) **MLO1.3.6 - Apply Search Techniques**

Key Appointments

5. The key course appointments are as follows;
- a. Chief Instructor (CI) – LTCOL S. Ridgway (CO AUR),
 - b. Senior Instructor (SI) – MAJ D. Hughes (OC Tas COY AUR),
 - c. Course Manager (CM) – WO2 C. Hodge (Tas COY AUR),
 - d. Trade Testing Officer (TTO) –SGT C. Woodhall (16 Fd Bty), and
 - e. Trade Testing Authority (TTA) – WO2 R. Barrett (12/40RTR).

Course Manager

6. Enquires regarding the course are to be directed to the CM, WO2 C. Hodge, on 03 6237 7136 and by e-mail to craig.hodge@defence.gov.au.

Reporting

7. Reporting for duty is to be IAW the daily training program promulgated which will be released on arrival 19 Mar 10.

Administration

8. Trainees are not to arrive on this course with any outstanding administrative issues.

Domestic Violence Orders (DVO)

9. IAW ref B, members subject to DVO are required to inform the SI in writing prior to the commencement of training with the details of any current DVO. This advice is to include;

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

10. This advice is to be headed **STAFF-IN-CONFIDENCE** and submitted by post to the following address:

CAPT J. Abundo
 16 Fd Bty RAA
 Patterson Barracks
 2 St John St
 LAUNCESTON
 TAS 7250

Documentation

11. The following trainee's documentation will be held with the 16 FD BTY orderly room;

- a. Unit Medical Record (PM 004),
- b. Unit Dental Record (PM 341), and
- c. Australian Army - Competency Log Book (AD223).

12. In addition trainees are to have the following items in their possession at all time except during PT;

- a. Army ID card, and
- b. ADF drivers licence.

Dress and Equipment

13. Whilst transiting to training areas or whilst conducting training trainees are to wear 4A (with hat utility), 4B and battle PT gear with brown or unit shirt (no civilian shirts). No Kepi, berets or Hat KFF are to be brought or worn whilst on course.

14. A suggested list of the dress and equipment required for the course is contained in Annex A.

Mobile phones

15. Mobile phone coverage in BMTA and SHTA is extremely poor. Mobile phones may be brought on course but are to remain switched off and are to remain in the accommodation buildings during all training activities.

16. Requests to hold a mobile phone switched on during lesson delivery is to be approved by the CM and only under extreme circumstances.

Security

17. All trainees and staff are responsible for the security of their personal property and items issued whilst on course. All personal effects are to be clearly marked with the member's name and PMKeys number.

Stationery

18. Stationery for the course will not be issued to trainees. Trainees as a minimum are to bring the following items:

- a. pens, pencils and eraser;
- b. writing paper, note book or field message note book (for recording of lessons);
- c. an A4 folder with clear plastic sleeves for retaining hand outs and précis; and
- d. Vui-tui.

Pre-course requirements

19. All trainees are to be AIRN compliant before attending the course.

20. A Tasmanian State election will be held on Saturday 20 March 2010. Voting is compulsory and all members attending the course as either instructors or trainees are to arrange to vote in advance of the election date or to submit a postal vote.

Pay and Allowances

21. All queries are to be directed to the 16 Fd Bty Pay Cell SGT Melissa Death, Tel: (03) 6332 6624, Fax: (03) 6334 3713 and e-mail: melissa.death@defence.gov.au.

22. As directed by the BRM IAW ref C members travelling outside of 120 km on force concentrations over the periods 19 – 21 Mar, 21 – 23 May and 11 – 13 Jun 10 are entitled to incidentals. 16 Fd Bty Pay Cell is responsible for the admin requirements of these payments.

Movements

23. The following codes are to be used for associated additional movements of support staff and trainees;

- a. Conduct RRF Operations Training Weekend 19 - 21 Mar 2010 – 2372591,

- b. Conduct RRF Operations Training Weekend 16 - 18 Apr 2010 – 2880921,
- c. Conduct RRF Operations Training Weekend 21 - 23 May 2010 – 2880951, and
- d. Conduct RRF Operations Training Weekend 11 - 13 Jun 2010 – 2880971.

Training Program

24. A daily training program for the course is to be issued to all trainees before the opening address on Fri 19 Mar 10.

Assessments

25. During the conduct of the course, trainees will undergo several summative assessments IAW ref A.

26. Collusion is considered as Unacceptable Academic Behaviour and will not be tolerated. Trainees who are found to collude or plagiarise their work will dealt with IAW ref A.

Reassessment

27. Reassessment is to be conducted IAW Comd CATC Directive outline in ref A and will be briefed to trainees as required.

Competent/ Not Yet Competent (C/NYC)

28. To achieve overall objectives of this course, trainees must be deemed C in all assessments. All trainees will be given to opportunity to be retrained and reassessed IAW ref A. Where a trainee has attempted a re-test and is still deemed NYC, the trainee will be deemed NYC for the course and this will be indicated on the Statement of Attainment and PMKeyS.

RRF Contracts

29. As vacancies currently exist in the 9 Bde RRF Coy, qualified trainees are strongly encouraged to give due consideration to sign a RRF contract IAW ref D.

Area Facilities

30. **Local leave** - No local leave will be granted during this course.

31. **Banking** – No local banking facilities are located at BMTA or SHTA.

32. **Physical and recreational** – No gymnasium exists at BMTA or SHTA.

33. **Pay phones** – No pay phones exist at BMTA or SHTA. In the event of an emergency the Scale A military phones may be used. Approval for the use of this phone is controlled by the CM and only under extreme circumstances will access be given to trainees.

34. **Laundry facilities** – Laundry facilities exist at BMTA and SHTA. Washing powder will be not be supplied for the course period.

35. **SAL** – There are separate male and female SALs at all training areas.

36. **Postal** – Due to the short length of the course there will be no postal service will be conducted at BMTA or SHTA for this period.

37. **Dry Canteen** – 16 Fd Bty Regimental Trust Fund will provide a limited stock of chips, chocolates and soft drinks for the duration of the course. There will be no facilities to purchase cigarettes or other items.

Rations

38. Fresh rations will be consumed for the duration of the course.

Accommodation

39. All personnel will be accommodated within the Scale A buildings with separate sleeping facilities for male and female staff and trainees.

Emergency Contact Numbers

40. The telephone contact number for routine and emergency calls is as follows;

- a. BMTA Scale A Orderly Room – (03) 6257 5150,
- b. SHTA Scale A Orderly Room – (03) 6382 1251,
- c. CM – WO2 C. Hodge – 0418 146 289 (limited mobile coverage in BMTA/SHTA);
- d. SI – MAJ Hughes – 0429 101 892 (limited mobile coverage in BMTA/SHTA);
- e. 16 FD BTY Orderly Room – (03) 6237 7567 (Hobart); and
- f. 16 FD BTY Orderly Room – (03) 6332 6604 (Launceston).

Medical

41. Due to inclusion of unarmed impact techniques trainees who are on medical restrictions are not attend.

42. In the event of requiring further treatment during normal working hours 0900h – 1630h Mon – Fri trainees are to be evacuated to either Hobart Private Hospital or Launceston General Hospital. For treatment outside of these hours trainees are to be taken to the Emergency Department of the Hobart Private Hospital and Launceston General Hospital.

Dental

43. Due to inclusion of unarmed impact techniques trainees are to be issued mouth guards on Sat 22 May 10.

44. No military dental personnel are posted to Tasmania. Therefore, if any trainees require dental treatment they are to be evacuated to Hobart or Launceston to the contracted civilian dentist as directed by Anglesea Barracks Medical Centre.

Consumption of Alcohol

45. IAW ref E trainees and instructors are not to consume alcohol 8hrs prior to arriving at BMTA.
46. Alcohol is not to be consumed during the course.
47. Disciplinary action may be taken against trainees and instructors with regards to the consumption of alcohol 8 hr prior to arriving at BMTA and during the course.
48. Alcohol testing may be conducted and is to be conducted IAW ref F. IAW reference G all personnel are reminded that paragraph 5.24 requires that 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 and drugs, and
 - d. are not to enter a licensed premises whilst on duty except in the performance of duty or to obtain meals.

Use of prohibited substances

49. In accordance with ref H trainees and instructors are reminded of the consequences if found in possession of, or are using prohibited substances.
50. Prohibited substances testing may be conducted throughout this course IAW ref I.

Acknowledgement and personal particulars

51. To enable confirmation of receipt of the Joining Instruction, your attendance on this and to enable pre-course administration to be carried out find attached the Personal Particulars Proforma at annex C. This Proforma is to be sent to CM NLT then 10 Mar 10.

Conclusion

52. The Commonwealth Government has committed the Army Reserve to the establishment and sustainment of a credible response force capable of supporting the country's security forces. Members selected for service in the Reserve Response Force could well find themselves involved in real-time incident resolution/stabilisation within Australia's borders. Therefore, it is important that all participants in the Reserve Response Force Course to apply their competencies fully and enthusiastically to the training ahead in preparation for such tasking.

Original signed

D. HUGHES
MAJ
Senior Instructor

28 Feb 10

Tel: (03) 6237 7116

Annexes:

- A. Dress and Equipment
- B. CENRES Pay Transfer form
- C. Joining Instruction Acknowledgement.

Distribution:

BC
XO
BSM
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