



AUSTRALIAN ARMY

ARMY RECRUIT TRAINING CENTRE

1ST RECRUIT TRAINING BATTALION

KAPOOKA NSW 2661

In reply please quote:
ARTC/OUT/2008/
1 RTB/OUT/2009/

JOINING INSTRUCTION FOR THE AUSTRALIAN ARMY'S RECRUIT COURSE

Purpose

1. The purpose of this instruction is to assist you with your preparation for training at the Army Recruit Training Centre (referred to as ARTC). You should read this instruction carefully because this will allow you to prepare fully for your career as a soldier in the Australian Army. You are to bring this instruction with you so that you can refer to the details when required.

Location of Army Recruit Training

2. ARTC is located at Kapooka, approximately 12 km from the city of Wagga Wagga, in the Riverina area of New South Wales. You should be aware that the temperature in Wagga Wagga ranges from minus two degrees to 40 degrees.

Outline

3. The recruit course is physically challenging and mentally demanding. You will be required to work hard for up to seven days a week with little time available for recreation. You will learn and develop many new skills during your training. Some trainees find the change to a military lifestyle difficult, but most satisfactorily make the transition and go on to complete their training. You should be aware that when you enlist, you have voluntarily signed a contract to serve in the Australian Army. Once enlisted, you will be subject to military discipline. On arrival at ARTC, staff members from the 1st Recruit Training Battalion will meet you and brief you on the requirements of military discipline.

Recruit Training

4. Recruit training is the same for male and female entrants. During the 80 day Recruit Course, you will be required to take part in physical training, weapon handling and firing, first aid, drill and field craft. The majority of your time will be spent in barracks receiving theory and practical instruction. You will learn how to wear your uniform correctly, and maintain your personal equipment and room to the standard required by the Army.

5. The training is deliberately challenging and has been designed to prepare you to be a soldier in today's Army. The training is intense, with limited time for personal administration. Recruits gain a sense of achievement, purpose and confidence during basic training, and on march-out feel justifiably proud of what they have achieved.

6. To mark the completion of the Recruit Course, you will take part in a ceremonial parade. Visitors are invited to view this parade which takes place at 10.00 am on the last Friday of the Recruit Course. Shortly after commencing your Recruit Course, your nominated family will receive an information package outlining details of your march out parade; included in this package will be an accommodation guide to assist in planning their visit. A luncheon is held for you and your family after the march out parade.

7. On completion of the Recruit Course, all soldiers who successfully pass their training will proceed to their respective corps schools to commence initial employment training.

Pre-enlistment Medical Board

8. Before commencing training at ARTC you need to be medically and physically fit. A psychologist and a doctor will assess you at your recruiting centre. If you are in doubt about anything that might affect your training, you should discuss your concern with the enlistment officer, doctor or psychologist. ***Failure to disclose an existing injury or medical condition will result in your removal from training and discharge from the Australian Army.***

Medical Documentation (PM4 – Unit Medical Record)

9. You must bring your Army Medical Documents (PM4 – Unit Medical Record) with you when you meet the transport to take you to ARTC. The Induction Coordinator will ask for these documents before you depart for ARTC and if the documents cannot be located you will not travel to ARTC. It is strongly advised that you bring this paragraph to the attention of your Recruiting Officer and Medical staff.

Pre-Enlistment Physical Conditioning / Pre-enlistment Fitness Assessment

10. Physical preparation prior to commencing training at ARTC cannot be over emphasised. A pre-enlistment conditioning program for you to follow is in annex A.

11. You are required to pass the recruit pre-enlistment fitness assessment (PFA) within the eight week period prior to enlistment into the Army. The PFA is a fitness assessment consisting of push-ups, sit-ups and a shuttle run. Should you fail the PFA assessment you will not be enlisted. Your recruiting centre will provide you with a brochure detailing PFA requirements. Further details on the PFA are at annex A.

12. You will again undertake the PFA on day two of the Recruit Course at ARTC. The assessment does not differ from the PFA you completed prior to enlistment. Should you fail the PFA at ARTC you will be re-tested and you may be discharged from the Australian Army if you subsequently fail to achieve the required standard.

13. The PFA is the minimum standard of fitness that you are required to achieve at the start of your training at ARTC. During your training, you will participate in more physically demanding activities including obstacle courses, bayonet assault courses and endurance marching over distances up to 15 km carrying up to 25 kg of equipment.

Checklists

14. You will find a checklist of items to be brought with you to ARTC at annex B. It is important that you bring all items on the list.

Food and Accommodation

15. You will be housed in barracks style accommodation where you will share a room with other trainees. Rooms contain a bed, a wardrobe, a small desk and a chair for each trainee. Male and female trainees can be accommodated in the same barracks, but do not share the same room. Female trainees are accommodated with at least one other female trainee. The accommodation area is cleaned and maintained by you and fellow trainees and is subject to daily inspections. Personal items such as photographs are permitted; however, they are not to be displayed around your room. Generally, most trainees will be required to pay for meals consumed. Currently the cost of this is \$119.00 per fortnight, which will be deducted directly from your pay. Some trainees may be entitled to an exemption. Further details on eligibility will be given to you on arrival.

16. The Army will provide you with all of your nutritional requirements. Trainees are not permitted to bring food, drinks or supplements for consumption during training. Any such items in your possession on your arrival at ARTC will be removed.

Progress and Assessment

17. Throughout your time at ARTC you will be continually assessed in the skills, knowledge and attitude required for service in the Army.

18. Some trainees may be unable to complete their training in the minimum allocated time due to unsatisfactory progress, medical problems or disciplinary issues. There is opportunity for medical rehabilitation, and extensive re-training and re-assessment to ensure trainees are given appropriate opportunity to complete their training. If you are unable to successfully fulfill all of the requirements of the Recruit Course you may be discharged from the ADF.

Medical

19. The Australian Army will provide full medical cover during your training except for pre-existing conditions that were not declared at recruiting. Medication is available when required and prescribed by ARTC's medical officer. If you are currently taking prescribed medication, you should bring this with you to ARTC and the medical officer will decide if further prescription is necessary.

20. If you wear prescription glasses you are recommended to bring two pairs of glasses as well as a copy of the prescription.

Married Trainees

21. Married (or Defence recognised inter-dependant relationship) trainees **are not** to move their family to the local area during training. The Australian Army recognises bona fide inter-dependant relationships. If you consider that you reside in a inter-dependant relationship speak to your local Recruiting Unit and ensure you are given a 'inter-dependant package' that includes an application and details for completion. You are required to bring the completed package, including the documents listed in annex B, to ARTC. If you do not bring a complete package, with all copies required as per annex B, ARTC will be unable to correctly enter your categorisation, which will cause you severe financial detriment.

Single Trainees with Dependants

22. Single trainees who have dependants may be eligible for additional allowances. These trainees must bring a copy of the following documentation to ARTC:

- a. dependants Birth Certificate;
- b. current lease agreement (if applying for rental assistance); and
- c. current rental receipts (if applying for rental assistance).

Rental Assistance

23. Trainees that maintain a home for their dependants may be eligible for Rental Assistance (RA). Trainees that are eligible to receive RA must bring a copy of the following information:

- a. marriage Certificate / approved defacto pack,
- b. current lease agreement, and
- c. current rental receipts.

Defence Community Organisation (DCO)

24. The Australian Army recognises that the mobile lifestyle of Army personnel and their families can create problems. A range of social work, family liaison, educational and military support services and related programs is provided through DCO to enhance the well-being of Army personnel, their families and communities. These services are provided by professional, qualified and experienced staff who are located conveniently with defence establishments throughout Australia. Additional information regarding DCO can be obtained at www.dco.dod.gov.au.

25. Serving members, partners and other dependants may contact DCO directly. The DCO office in Wagga Wagga is open during normal working days and has personnel on call, after hours for emergency situations. Office details for the Wagga Wagga DCO are:

Defence Community Organisation
 First Floor, Suite 104
 76 Morgan Street
 WAGGA WAGGA NSW 2650
 Phone: (02) 6931 0011, Fax: (02) 6931 0007
 A/Hrs emergency: (02) 6933 8200 (Kapooka Duty Officer)

Leave

26. Short duration local leave is programmed during various stages of your training. Such leave is subject to the demands of the training program and you will be advised accordingly of any changes to the leave policy. If you have family or friends who are in the local area at this time, there is the opportunity for you to meet them in Wagga Wagga for the duration of your local leave. It should be noted that normal return times will still apply as training may be scheduled to commence immediately after a period of local leave.

Visitors

27. You are not normally permitted visitors as this conflicts with training requirements. Visitors are invited to attend the Recruit Course March-Out Parade.

Postal Address

28. Your mail should be addressed to you as follows:

Recruit (Initials and Surname)

 Pl, Coy

1st Recruit Training Battalion

ARTC

Blamey Barracks

MILPO KAPOOKA, NSW, 2661

Note: The details of your platoon (Pl) and company (Coy) will be advised to you on arrival at ARTC.

29. You should be aware that parcels are to be opened in front of your platoon staff and items such as valuables and food/beverages will be removed. The following items are prohibited and should not be sent through the mail:

- a. magazines/ reading material of an inappropriate nature and not relevant to the military/ training;
- b. alcohol;
- c. tobacco products (for trainees under 18 years old);
- d. knives or any other type of weapon; and
- e. prescription or other medication (this can be prescribed to you by Medical Officers at Kapooka).

30. Prohibited items will be removed and in the case of weapons, given to the Military Police. All other confiscated items will be returned to trainees prior to march out of Kapooka.

Telephones, Mobile Phones and Photographic Equipment

31. Telephone facilities are available within ARTC and personal **emergency** phone calls can be phoned through to the ARTC Duty Officer on (02) 6933 8472. During your first few weeks you will be very busy and accordingly, you should warn your family and friends that your available time and opportunities to write or telephone will be very limited.

32. Personal mobile telephones are permitted to be used at limited times during training. As a general rule, you will be permitted to use your mobile phone each evening before or after the evening meal and on Sundays between 8.00 and 10.30 am. However, there will be occasions where the daily program will not permit the use of mobile phones.

33. You should note that the Defence and Crimes Acts prohibit unauthorised persons from photographing Defence establishments. Therefore, the use of photographic equipment (this includes using the photographic function of mobile phones) is prohibited at ARTC. If your

mobile phone has a camera function, you are not permitted to use that camera function whilst at ARTC. Disciplinary action may be taken against those members who use the camera function of their mobile phones at ARTC.

Pay

34. On the second day after your arrival at ARTC, you will receive a pay advance of \$100.00; however, it is recommended that you bring a small amount of money (\$20) with you to purchase ancillary items that you may require. This pay advance is to purchase items necessary for personal administration. Subsequent pay will be placed into your nominated bank account. Trainees should ascertain the current Net Rate of pay from their recruiting unit and ensure that it is sufficient to cover all of their financial commitments. If it is not, trainees should make alternate arrangements to meet their financial obligations. There is little opportunity to rectify these problems once training has commenced. Particular attention should be made to personal banking arrangements.

Banking

35. You are to bring your Tax File Number, along with the account number and BSB for your bank account, to allow direct payment into your bank account. Failure to do this may cause you severe financial detriment.

36. The major banking and finance facilities at ARTC are the Australian Defence Credit Union (ADCU) and the Defence Force Credit Union Ltd (Defcredit). There is a Rediteller Automatic Teller Machine provided by ADCU close to your accommodation which accepts all major credit and debit cards. The Kapooka Post Office is an agency for the Commonwealth Bank and provides all the 'electronic' services normally available at other Post Offices. All major banks are represented in Wagga Wagga, but not at ARTC.

37. A keycard account with a major organisation is recommended in preference to a bank book account to allow for easier access. The Edmondson VC Club (Soldiers Club) at ARTC has EFTPOS facility with a cash limit of \$30. There will be an opportunity to open an ADCU or Defcredit account upon arrival at ARTC. Both institutions offer informative websites that can provide you with further information prior to your arrival - www.adcu.com.au and www.defcredit.com.au. If you do not have a bank account you will require two forms of identification and your Tax File Number.

38. There are limited opportunities to pay bills and conduct personal administration throughout training and therefore it is strongly advised that you pre-arrange your payments prior to attending ARTC.

Hair Cuts

39. Provision is made at Kapooka for haircuts within 24 hours of arrival. Males will have their hair cut with a number-two comb, and tapered at the back and sides. Males with particular religious requirements may seek approval for an exception. The cost of a haircut is \$6.00.

40. Female's hair is to be neatly groomed at all times so that it does not fall below the eyebrows or extend below the lower edge of a buttoned collared shirt. Females with long hair can secure their hair in a bun using hair pins/combs that are of the same colour as their hair. Two toned or multi coloured hair colours are not permitted. Females will need to bring

sufficient hair pins/combs and hair nets with them to suffice for the duration of the training.

Vaccinations

41. Trainees will receive vaccinations against Typhoid Fever, Hepatitis A and B, Diphtheria, Tetanus, Mumps, Poliomyelitis, and Rubella (females only), and undergo a test for Tuberculosis. Influenza vaccinations may be offered at certain times of the year.

42. In order to prevent complications with repeating a full dose of some of these vaccinations, you are to bring with you to ARTC any available vaccination certificates or other documentation that identifies that you have previously received vaccinations. This documentation is to be included in your PM4 - Unit Medical Record.

43. All members of the Australian Army require these vaccinations in order to gain protection from infectious diseases and become medically fit for deployment. If you refuse to receive these vaccinations, you will be discharged from the Australian Army.

Clothing and Equipment

44. **Military clothing.** Military clothing will be supplied to you shortly after your arrival at ARTC. You will be required to maintain this clothing including washing and ironing to the standard required by the Army. Washing machines and clothes dryers are provided in the laundry facilities near each barrack block. You will require an iron and should bring one with you, along with 'iron cleaner'.

45. **Civilian clothing.** Civilian clothing may only be worn during leave. You are required to dress smartly at all times when in civilian dress - a good pair of trousers (dress jeans as a minimum) and a sports shirt with collar (no explicit motifs) for males, and a similarly appropriate standard for females. It is highly advisable to bring a good quality pair of shoes that are specifically designed for running. As space is restricted, you are to bring only one suitcase with you.

46. **Current serving members.** If you are currently serving in the Army as a Reserve Soldier you need to ensure that you undergo a 100% Q clearance from your current unit prior to arriving at ARTC. You are not to bring any issued military equipment with you to ARTC and you are to arrive with an empty Q Record. You will be issued with all necessary military equipment upon your arrival at ARTC. Your unit RQMS/SQMS will be able to assist you with the necessary clearance.

47. During your recruit course you will visit the Australian War Memorial in Canberra, you are encouraged to bring a suit or dress trousers (or skirt for females), dress shirt (or blouse for females) and appropriate footwear. This standard of dress is a good guide for what to wear on your enlistment day.

Facilities

48. You will have limited opportunity to use the recreational facilities available at ARTC; however, dependent upon your training activities, you will have access to the following facilities:

- a. **Edmondson VC Soldiers' Club.** This Club is operated by ARTC Regimental Trust Fund. Frontline is located within the Edmondson VC Soldiers' Club is the Defence provider for clubs and general trading services including canteen services

to soldiers at Kapooka. Other garrisons across Australia have similar arrangements. They provide items such as toiletries, stationery, shoe polish, confectionery, cards, small gifts, white goods and a licensed bar.

- b. The ARTC cinema, showing recent release films on Friday and Saturday nights. Attendance is determined by training requirements.
- c. Commonwealth Savings Bank agency (through Post Office), an ADCU branch, a Defcredit branch, and a Rediteller ATM.
- d. The Post Office, suitable for the payment of bills and purchasing of items such as mobile phones, gifts and military equipment.
- e. Barber.
- f. 'Soldiers' Shop' for military memorabilia.

Private Vehicles

- 49. You are not to bring your private vehicle to ARTC.

Use of military vehicles

50. All personnel who are tasked to operate a Defence owned or short/long term rental vehicle are to conform to DRTIs, KMA and 1 RTB Standing Orders.

51. The following restrictions apply:

- a. Military vehicles are for military purposes only.
- b. **Road Laws.** All members are to be conversant with NSW State Road Laws.
- c. **Speed.** All members are to comply with All State, Territory and Commonwealth speed limits they are also to comply with DRTIs and the KMA Standing Orders;
- d. **Reversing.** Drivers are to use a guide, when available, when reversing a military vehicle. If a guide is not available, the driver is to dismount and inspect the area around the vehicle prior to reversing.
- e. **Parking.** All vehicles, both military and civilian, are to be parked within the KMA IAW the KMA Standing Orders.
- f. **Rental vehicle.** Rental vehicles when hired by Defence are considered as Defence Vehicles. Therefore, members that drive a rental vehicle car for the purpose of their duties are to comply with this policy and DRTIs.

52. **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.

Recognition of Previous Service or Employment for Furlough Purposes

53. Any previous service with a Commonwealth, State or Local Government Department may contribute towards qualification for Long Service Leave. You should bring documentation to substantiate periods of Government employment. See enclosure 1 for the information required.

Recognition of Current Competency (RCC)

54. Recognition of Current Competency is the process used to determine if you possess some or all of the competencies attained during your stay at ARTC. You may have attained these competencies through previous service in the Australian or a foreign Defence Force or by receiving training from an accredited civilian organization. If eligible you will be assessed after initial processing and issuing of personnel equipment, usually during week two or three of recruit training. On successful completion of this training you may be placed in a later stage of training or moved direct to your corps school or unit.

Religious Observance

55. Chapels (Catholic, Anglican and other Protestant denominations) are available. Christian religious services are held on Sundays and religious holidays for Catholic, Protestant and Anglican denominations. Non-Christian faiths are also respected and arrangements will be made where appropriate and practicable.

Reserve members attending the Army Recruit Course

56. Members of the Reserve are able to attend the Army Recruit Course if training vacancies exist. Approval to do so must be received by the member's unit from Training Command - Army. Once approval has been received you must comply with the guidance provided within this Joining Instruction. Additional considerations for Reserve soldier attending a ARC are as follows:

- a. **Student Booking Request (SBR).** Your unit must arrange your movements by submitting a Student Booking Request (SBR) to the Personnel Movements Coordination Centre (PMCC). You will receive a Student Booking Confirmation (SBC) that will detail your travel arrangements to and from ARTC. You are to be in possession of this Student Booking Confirmation (SBC) on arrival at ARTC.
- b. **Q Clearance.** Reserve soldiers need to undergo a 100% Q clearance prior to arriving at ARTC in accordance with paragraph 45 of this instruction.
- c. **Army Reserve Training Salary (ARTS).** Your unit is responsible for paying your ARTS for the duration of the course.

d. **Administration.** You should update your personal details and ensure that all outstanding personal administration is completed prior to arriving at ARTC. I.E. if you are in a De Facto or Interdependent Relationship, this should be approved and processed through your unit prior to arriving at ARTC. Failure to do this may cause you severe financial detriment. If you have any questions or concerns you should contact you unit Chief Clerk who will be able to provide you with guidance and direction.

Minors (Members under the age of 18 years)

57. If you are under the age of 18 years you are considered a minor and therefore, you will not purchase or consume any alcohol, either on or off base. Those of you over 18 years will not purchase or supply alcohol to those people.

58. If you are under the age of 18 years you will not purchase or consume any tobacco products, either on or off base. Those of you over 18 years will not purchase or supply tobacco to those people. In addition minors are not to:

- a. enter licensed premises when on approved local leave,
- b. purchase adult products, and
- c. obtain tattoos and body piercings.

Conclusion

59. Recruit training has been designed to challenge you, and derive your best efforts. You are encouraged to embark on your new career physically and mentally well prepared, and with a determination to succeed.

Original signed

S.C PALMER

Lieutenant Colonel

Commanding Officer/Chief Instructor

1st Recruit Training Battalion

09 November 2009

Annexes:

- A. Enlistment Physical Conditioning Program and Pre Fitness Assessment
- B. Clothing and Equipment

Enclosure:

- 1. Recognition of Previous Service or Employment for Furlough Purposes (For full time service personnel only)

PRE-ENLISTMENT CONDITIONING GUIDE

General Information

1. It has been found in the past that applicants have over, or under, prepared themselves for enlistment into the Australian Army. This article will guide you through a typical four-week example program, and address the issues such as over training, stretching and progression, so as to enable you to arrive at ARTC fit and ready for training.

Over Training

2. Over training happens when not enough rest and adequate progression is followed when training. The typical over training scenario is "I've got to get fit so I'll go for a 10 km run". Two days later you wonder why you have sore shins or lack of energy. Some signs and symptoms of over training are tiredness or trouble sleeping; irritability; decrease in performance; slow to recover from exercise; and knee pain and/or shin soreness.

3. If you have not been exposed to recent, regular exercise then brisk walking is preferable to running. This decreases the risk of over training.

Stretching

4. Stretching is important especially when commencing an exercise program. When you exercise, your muscles become tight and shorten in length. If they stay tight and short then injuries can occur. Stretching lengthens and relaxes tight muscles and should be done after exercise.

Recommended Training Program

5. Find out what your maximum push-ups and sit-ups are and insert that figure in the following Table. Then determine 60%, 75% and 90% of your maximum push-ups and sit-ups.

	Push Ups	Sit Ups
My maximum amount is		
60 % of max is		
75% of max is		
90% of max is		

6. Once you have completed the above Table you should complete the following training program for at least four weeks before attempting the Pre-Enlistment Fitness Assessment.

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 1	Walk 30-40 min	Push-up Sit-up 60% max 2 x sets	Walk 40 min	Rest	Steady Walk Hills 2-3 km	Rest	Rest

WEEK 2	Walk 30-40 min Push-up Sit-up 3 x sets 75% max	Rest	Walk/Run 2-3 km Push-up Sit-up 3 x sets 75% max	Swim 100m	Walk Hills 40-50 min	Rest	Rest
WEEK 3	Walk 30-40 min Push-up Sit-up 3 x sets 90% max	Swim 200m	Walk 50-60 min Push-up Sit-up 3 x sets 90% max	Rest	Run 2-3 km Push-up Sit-up 3 x sets 75% max	Swim 300m	Rest
WEEK 4	Walk 30-40 min Push-up Sit-up 4 x sets max	Rest	Run 3-4 km Push-up Sit-up 4 x sets max	Swim 400m	Walk 30-40 min Push-up Sit-up 4 x sets max	Rest	Rest

Pre-enlistment fitness assessment

7. The aim of the Pre-enlistment Fitness Assessment (PFA) is to determine if a potential recruit is at a sufficient level of fitness to safely commence training. ***This assessment must be passed.*** Recruits will be assessed on day two of training.

8. The required standards for the PFA are listed below:

	MALE	FEMALE
PUSH-UP	15	8
SIT-UP	45	45
SHUTTLE RUN	7.5	7.5

Push-ups

9. Push-ups are a military push-up, where the toes and hands are in contact with the ground and the back is straight. The shoulders are lowered so that a 90-degree angle forms between the upper and lower arm at the elbow. It is important the back remains straight whilst performing each push-up. The push-up style is the same for both male and female recruits.

Sit-ups

10. Sit-ups are a military style sit-up. The feet are anchored and a 90-degree angle is formed between the upper and lower leg at the knee. The hands are run along the top of the upper leg and a sit-up is counted when the wrist reaches the kneecap. Hands are not used to pull the torso up but are to run freely up and down the legs. One repetition is to be completed every three seconds to a CD cadence.

11. Sit-ups and push-ups are an indicator of the abdominal and upper body strength.

Shuttle Run

12. The shuttle run consists of a series of 20 metre sprints. Each level of the test is composed of a number of sprints or "shuttles". As the test progresses, the time allowed for each shuttle reduces and has the effect of increasing the running speed necessary to complete the shuttle in the time allowed. The test begins at a speed just above a quick walking pace and increases to a full running speed by the time level 7.5 is reached. The test to level 7.5 involves 56 shuttles (a total distance of 1120 metres), and takes approximately 6 minutes and 30 seconds to complete. The test is an indicator of individual aerobic capacity fitness and the bodies ability to withstand the dynamics associated with the recruit training program.

**ANNEX B TO
RECRUIT TRAINING JOINING INSTRUCTION
09 NOV 09**

CLOTHING, EQUIPMENT AND DOCUMENTATION

1. The following is a list of the clothing, equipment and documentation that you must bring with you.

Clothing and Equipment Required

Tick items as
You pack

Underwear		
Sports Bra (females only) (limited qty, 3 are issued on arrival)		
Suit (or female equiv) (optional, most trainees wear a suit or similar when visiting Canberra)		
Shirts (must have collar, be in good repair, with no explicit motifs)		
Trousers / slacks (denim dress jeans in good repair are acceptable)		
Skirt and Blouse (females only) (must be in good repair with no explicit motifs)		
Jumper		
Jacket (optional depending on season)		
Pajamas / Nightwear (required for first two nights only, issued pajamas to be worn after issue)		
Shoes (to be worn with civilian clothes on local leave)		
Thongs (for shower)		
Towel x 1 (further towels issued on arrival)		
Civilian Socks x 4 (socks will be issued for use in training. Females may bring pantihose)		
Toilet articles (including shaving gear, no electric shavers)		
Iron		
Iron cleaner		
Polishing cloths		
Stamped envelopes		
Telstra Smart Phone Card or mobile Phone (Telstra Homelink, Homeaway and Telecard also acceptable)		
'Sports strap' (for personnel who wear glasses)		
Coat hangers x 10 2 sets of trouser hangers recommended (non coloured wire only)		
Running shoes		
Prescription glasses x 2 (also bring a copy of the prescription)		
Documentation Required	Tick	Tick
❖ Medical Documentation (PM4 – Unit Medical Record)		'Inter-dependant relationship Pack' if applicable
❖ Bank account number		Copy of Marriage Certificate
❖ BSB number		Copy of dependants Birth Certificate
❖ Tax File Number		Copy of lease agreement (Rental Assistance)
❖		Copy of current rental receipts (Rental Assistance)

Note:

1. Only the minimum amount of civilian clothes should be brought, as most of your time will be spent in issued military uniforms.

2. As space is very limited all the above items are to be packed in one suitcase.

**RECOGNITION OF PREVIOUS SERVICE OR EMPLOYMENT
FOR FURLOUGH PURPOSES**

STATEMENT BY FORMER EMPLOYER

1. Full name of employee _____

2. Name of employing Department or Authority:

3. Period(s) of full-time continuous employment (not including any employment paid only by fees, allowances or commissions):
 - a. Date commenced: _____

 - b. Date ceased: _____

4. Period(s) of part-time employment (not including any employment paid only by fees, allowances or commissions):
 - a. Date commenced: _____

 - b. Date ceased: _____

 - c. Average hours worked per week: _____

5. Details of any long service leave, or of any part in lieu of long service leave, or of any similar benefit, granted to the employee:
 - a. Long Service Leave:
 - (1) Date commenced: _____

 - (2) Date ceased: _____

 - b. Period of long service leave or similar benefit (*NOT annual leave*) for which pay in lieu was granted:

 - c. Period of employment in respect of which the above benefits were granted

6. Particulars of any leave of absence granted to enable employee to undergo full-time training under any scheme of vocational training provided by the Commonwealth for ex-members of the Defence Force:

a. Date commenced: _____

b. Date ceased: _____

c. Was such leave regarded as qualifying service for long service leave under relevant Commonwealth or State legislation?

7. Particulars of any absences not recognised as service for long service leave purposes:

a. Date commenced: _____

b. Date ceased: _____

8. Reasons for termination of employment:

Signature of Chief Officer of Department,
Authority, etc, or Authorised Representative

Dated: _____

Stamp of Department, Authority etc: