

See distribution

2018 JOINING INSTRUCTION

AUSTRALIAN COMMAND AND STAFF COURSE (JOINT)

Background

1. The Australian Command and Staff College (ACSC) offers courses designed to prepare selected career officers for command and staff appointments, and to develop selected Australian Public Servants (APS) and professionals working in roles in single Service, joint and integrated environments.
2. The Australian Command and Staff Course (Joint) [ACSC(J)] is a full time residential course of 46 weeks duration commencing in mid-January and finishing in early December. It is preceded by an orientation week for Overseas Course Members (OCM). Each course is attended by approximately of 180 full time course members at 04/05 level.

GENERAL COURSE INFORMATION

3. **Purpose.** The purpose of this instruction is to provide Course Members (CM) with the preparatory information to facilitate attendance on the ACSC(J) 2018. Information on ACSC(J) is posted on the Australian Defence College (ADC) website www.defence.gov.au/ADC/ACSC
4. **Location.** ACSC is located within the ADC campus in Weston, Canberra. ADC is located off Cotter Road on Kirkpatrick Street, Weston, and is adjacent to the Royal Society for the Prevention of Cruelty to Animals (RSPCA) – in google maps search for Australian Defence College, Kirkpatrick Street, Weston.
5. **Course Dates.** ACSC(J) commences on Monday 29 January 2018. The Course graduation ceremony and last day of the Course is on Friday 07 December 2018.

ACTIONS REQUIRED BY COURSE MEMBERS

6. **Movements.** You are to plan your personal administration and movement in order to commence the Course on Monday 29 January 2018.
7. **Demi-Official Letter.** A demi-official letter is not required.
8. **March-in Administration.** March-in administration will be conducted on the morning of Monday 29 January 2018 in the foyer of the Geddes Building. You are to arrive in accordance with the following timings and will complete the march-in administration prior to being seated in the Blamey Theatre:
 - a. CM with surnames beginning in A-L are to arrive between 0800-0840 hours; and,
 - b. CM with surnames beginning in M-Z are to arrive between 0845-0915 hours.
9. **Dress for March-in Administration, Orientation and Induction.** Dress is neat civilian attire for the march-in administration, induction and orientation program.

10. **Personnel Administration.** ACSC(J) Coordination (COORD) Section does not provide administration support to members posted to ACSC(J). The organisations responsible for administration of ADF members are as follows:

- a. RAN members – HMAS Harman;
- b. ARA/ARes members – Customer Service Centre (CSC) at ADFA;
- c. RAAF members – AFHQ; and,
- d. APS members – Coordinated by Candace Aitchison, Defence Learning Branch, in consultation with Director ACSC(J).

11. **Documentation.** Management of personal documentation is as follows:

- a. **Medical Documents.** You are to bring your medical documents to ACSC for collection during march-in administration. These will subsequently be held by the ADC medical centre located on the Weston Campus.
- b. **Dental Documents.** You are to mail or deliver your dental documents to Russell Health Centre at:

Russell Health Centre- Dental Department
R9 Russell Drive
Russell ACT 2601

If your dental documents are at the Russell Health Centre you are to advise the Russell Health Centre representative of your change of address.

- c. **Q Records/Clothing Card.** The ADF has transitioned to Personal Inventory Management System (PIMS).
- d. **Personal Documents/Files.** Relevant personal files (less paragraphs 11a to 11c) will be held at your Service specific administration units identified in paragraph below. You are responsible to forward your personal files to the addresses below, prior to your arrival at ACSC.

- i. **RAN personal** documents/files are to be sent to:

HMAS HARMAN
Command (150-G)
Department of Defence
PO BOX 7918
Canberra BC ACT 2610

Email: hmasharman.persops@defence.gov.au

- ii. **ARA/ARes personnel** documents/files are to be sent to:

ADFA CSC
Military Building (GF-G10)
Department of Defence
PO BOX 7916
Canberra BC ACT 2610

iii. **RAAF personnel** documents/files are to be sent to:

Air Force Headquarters
R1-06-A077
Russell Offices
Canberra BC ACT 2601

Email: afhq.milpersadmin@defence.gov.au

iv. **APS personnel** documents/files are to be held by member. Prior to commencing the course, APS employees will establish a performance agreement (PFADS) outlining the course objectives and terms of agreement that apply for the duration of their time at the college. This process will be managed by the Defence Learning Branch – Candace Aitchison. APS DLB can be contacted via email to: candace.aitchison@defence.gov.au

12. **Pay.** You are to update your pay station through your current pay administrator before posting to ACSC. While at ACSC all pay enquiries are managed through the Customer Service Centre (CSC) at ADFA. Please forward any MPA documentation for processing to csc.adfa@defence.gov.au. If you wish to speak to a Customer Service Officer please contact 1800 Defence (1800 333 362).

13. **Defence Travel Card (DTC)/Defence Purchasing Card (DPC).** ADO members are to clear all transactions on DTC and DPC before arriving at ACSC. CASG issued cards are not to be used for any ACSC(J) activities or travel. ADO members are also required to change the Default Cost Centre Code to 743411, admin centre to Australian Defence College and details of their card supervisor to Sue Rose - email; sue.rose1@defence.gov.au

14. **ADF Individual Readiness (IR) and Personal Administration.** In accordance with individual Service requirements all ADF personnel are personally accountable for their compliance with IR standards. Furthermore, all personnel are responsible for their personal administration including administrative march-in/out within seven days of posting, completion of Mandatory Annual Awareness Training (MAAT) requirements by 01 April 2018 annually, attending scheduled medical/dental appointments, maintaining an annual leave balance of less than 50 days and clearing CMS transactions within 30 days. Fitness assessments and weapons IR activities are scheduled in the program. The first fitness assessment is scheduled on 07 March 2018 and the first weapons test is scheduled on 22 February 2018. All ADF staff and CM are required to participate in all programmed fitness activities including both IR fitness activities; for RAN and RAAF you are only required to record the results in one of the programmed fitness assessments.

15. **Course Travel Event / Requirements and Passports.** There are a small range of travel opportunities for ACSC(J). In the first six months of the Course, all CM and Directing Staff (DS) will travel outside the Canberra region in the week 12 to 16 Mar. Later during the year other proposed visits include: to ADF bases outside Canberra predominantly for Overseas CM (OCM); and other international engagement visits for a small number of ADF CM and DS. You are to bring your Official Passport to ACSC for collection during march-in where it will be secured IAW Defence Instructions. You are to retain a copy of the 'Identity Information' page of your official passport, with your personal files. ACSC(J) does not fund renewal of Official Passports. If you do not hold an Official Passport that is current until July 2019 on arrival at ACSC(J), you will not be considered to participate in the limited spaces available for international engagement visits.

16. **Personal Particulars and biography.** Although ACSC(J) COORD has access to PMKeyS we require individual course members to confirm their attendance at ACSC(J) 2018, their rank, first and surname, PMKeyS number and corps/trade/specialisation. In addition

ACSC(J) COORD requires a recent personal biography, no-more-than one-page in length. Biographies will be held by ACSC COORD and are for staff use only. Your details and your biography are to be emailed to acsc.coord@defence.gov.au by Friday 27 October 2017.

17. **ANU requirement.** You are required to complete the Proforma – CM ANU Requirement at annex A and email it to ANU Military and Defence Studies Program (MDSP) Team militarystudies@anu.edu.au by Friday 27 October 2017.

18. **Non-Military Course Members.** All non-military CM (Australian Public Servants (APS) and professionals) are to provide a certified true copy of their academic transcript to the ANU Military and Defence Studies Program (MDSP) Team at militarystudies@anu.edu.au no later than Friday 27 October 2017.

19. **Bring Your Own Device (BYOD) Guidance and Policy** – All CM are required to BYOD. College Policy on BYOD is at annex B.

SUPPORTING INFORMATION

20. **Orientation Program.** The Orientation Program will be conducted in the week 29-31 Jan 18. With the exception of the march-in administration requirements on Mon 29 Jan 18, the Orientation Program is conducted from 0830 to 1700 hours daily. This week is designed to provide you with the necessary information to commence the Course. You will be introduced to the College, the Course curriculum, the military and ANU staff, and the local amenities that you will access in your time at ACSC. Lunch on the first day of the Course is provided by ACSC for all CM and staff.

21. **Australian Defence College (ADC) High Performance Program (Insight).** All CM will be required to participate in one ADC High Performance Program Workshop that will be conducted in one block over three consecutive days, during 16 Apr to 02 May 17. CM will be advised which period they will be required to attend once the ADC High Performance Workshop program has been confirmed.

22. **Pre-Course Preparation.** You have been selected by your Service based on your performance to date and your potential. There is no formal pre-course requirement. There are several things that CM can address or revise to help transition into the course, they include: understanding how to write a suitable essay at the post-graduate level; revise English grammar; work on effective reading and typing skills, including to be able to ‘speed-read’ and ‘touch-type’ noting that the majority of assessments are typed and submitted electronically.

23. **CM Weekly Workload.** The average workload per week for an ACSC(J) CM is set at 50 hours per week as broken down in the following table:

ACSC(J) Activity	Note	Number of Hours per week
Military Academic Contact	Lectures, Syndicate discussions, Syndicate Tutorials and Joint Operational Planning	12 hours
Military Activities	Scuttlebutt, Command, Leadership and Ethics Activities, Professional military development, MAAT and IR, Sport and Guidance Officer activities	6.5 hours
Reading	Average 300 pages per week	15 hours
Study / Assignment Preparation	Study for exams and research and writing of essays. 1500 - 2000 words per week	15 hours
Assessment	On average, 3 hours of assessment per fortnight	1.5 hours

24. The standard week is structured as follows:

		ACSC(J) DAILY PROGRAM					
TIME		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
0830-1000	1.5 Hours	Coursework	Coursework	Coursework	Scuttlebutt	Coursework / EXAM	
					Coursework / Military Activity		
1000-1030	30 MINS	Morning Tea	Morning Tea	Morning Tea		Morning Tea	
1030-1200	1.5 Hours	Coursework	Coursework	Coursework	Morning Tea	Coursework	
					Coursework		
1200-1300	60 MINS	Lunch	Lunch	Lunch		Lunch	
1300-1430	1.5 Hours	Coursework	Coursework	Coursework	Lunch	Director's Reserve	
					Coursework / Military Activity		
1430-1600	1.5 Hours	Coursework	Coursework	Military Activity / Sport		Coursework	
1600-1700	60 MINS	Coursework	Coursework	Coursework	Coursework	Coursework	
					Coursework		
Evening	3 Hours	Private Study	Private Study	Private Study	Private Study	Private Study	

25. **Awards.** All successful Graduands are awarded the internationally recognised qualification 'Passed Staff College (Joint)' [*psc(j)*]. ACSC is a world class education institution that provides excellent professional military vocational education; in partnership with an ANU accredited post-graduate level integrated professional Military and Defence Studies Program (MDSP). The ANU MDSP post-graduate academic qualification is an additional achievement highly valued by CM. All eligible CM are required to enrol in the MDSP.

DRESS AND BEARING

26. **Dress Standard.** CM are reminded that a wide range of both formal and informal uniform and civilian attire will be required. Neat casual civilian attire (trousers and collared shirt for the male, and female equivalent) or Single Service summer/winter uniform, as appropriate, is normally worn at the College during scheduled working hours. Dress during march-in and orientation is civilian attire. Thereafter, you can expect to continue wearing civilian attire on more occasions than uniform. The Director of the Course may require specific uniforms to be worn on particular occasions. In this case, the order of dress will be notified in the daily program. ADF CM are required to possess a set of uniforms for field use, as it is the required dress on some visits and ACSC exercises. OCM are to wear their equivalent uniforms.

27. CM and staff are not normally required to wear headdress within the ADC perimeter. Headdress is however, to be worn when on duty outside the ADC grounds. CM engaged in private study at home may wear plain clothes to visit the ADC during working hours and casual clothing outside of working hours to use the ADC facilities. Dress in the ADC Mess must conform to the standard laid down in the Mess Rules (collared shirt and tailored trousers or female equivalent). Summer/Winter Mess Kit is required for Mess Dinners. Mess Kit will be required for a Course Commencement function, which will be held in the first term of the Course.

28. **Course Dress requirements.** The range of dress requirements worn while on Course is as follows:

- a. RAN - S2, S7, W7, DPNU, business casual civilian attire and Summer/Winter Mess Dress.
- b. ARA - 1B, 2E, 2F, DPCU, business casual civilian attire and Summer/Winter Mess Dress.
- c. RAAF - 1B, 1C, 4A, 5D, 6D, GPU, business casual civilian attire and Summer/Winter Mess Dress.
- d. APS – for the majority of the Course the equivalent of business casual civilian attire will be required. At times, business suit with tie and female equivalent will be required. The majority of formal functions will require black-tie equivalent and for activities involving travel, neat civilian attire.

29. **Course Commencement Function.** There will be a compulsory Commencement function in the first three months of the Course for CM and their partner. Dress for the Commencement function is likely to be:

- a. RAN – Summer Mess Kit –S5
- b. ARA – Mess Dress White Jacket – 6B
- c. RAAF – Mess Dress Warm Weather - 5B
- d. Male APS – Dinner Jacket
- e. Female APS – Formal dress or ‘after-six’ evening attire.

30. **Warrant Officers.** Selected Warrant Officers from RAN and RAAF attend the Course as professional career development; they are fully integrated into all course-work. All CM are encouraged to take advantage of the opportunity this interaction provides.

LEAVE MANAGEMENT

31. **Leave and Study Periods.** ACSC(J) policy is that CM take 10 days recreation leave during the specified leave period in Jul, in order to appropriately rest and reflect. In addition there are two periods scheduled during the Course program for assignment preparation and research time, in Apr and Oct. All these opportunities occur during the NSW and ACT school holiday periods. The leave period following graduation on 07 Dec 18 is a normal stand-down period. CM are to ensure they have sufficient leave balance to enable them to take leave between graduation on 07 Dec 18 to the commencement of their next posting. There is no capacity for a CM to work at ACSC following graduation.

32. Although the policy provides CM appropriate rest and reflection time it is important to understand that ACSC(J) programmed activities take priority. Whilst at ACSC(J), APS students are strongly encouraged to take leave from Monday 09 – Friday 20 July 2018 (inclusive). If you choose not to take leave, you must report for duty to your normal place of work (i.e. your ‘home area’). You will be required to advise your supervisor and Candace Aitchison, Defence Learning Branch, minimum of two weeks prior to your return to work so that appropriate tasks can be arranged for the duration. Alternatively, you may choose to participate in ACSC regional tours if these are available.

33. **Extra-Recreational Leave.** Extra-Recreational Leave will not be approved for ACSC(J) CM.

ADC WESTON CAMPUS SITE INFORMATION

34. **Parking at ACSC.** There is designated parking for CM within the College. Car-pools are also encouraged in addition to cycling to reduce demand for car spaces.
35. **Mess.** Mess membership is compulsory for all military CM and Staff. It is strongly encouraged for all civilian CM and staff. The current Mess subscription is \$22 per month. This cost contributes to functions throughout the year and funds daily morning tea.
36. **Meals.** The Weston Mess serves lunch daily at a current cost of \$7.00 and is available to CM, Staff and other ADC Staff and Defence members. Mess guests are subject to the current cost of \$14.00 for this meal. Take-away meal options are also available.
37. **Gym.** The Weston Campus Gym is well appointed and students are strongly encouraged to use the facility whilst at college. Action to gain access to the gym is required; see BSI – General 01/17, Access and Use Procedures for ADC-W Gymnasium at annex C.
38. **Stationery.** You are to provide your own basic stationery throughout the year.
39. **Security.** Security is the responsibility of everyone every day. Security is the protection of our people, property, information, capability, partners and reputation. To protect yourself, your colleagues and your country, it is important for you to follow security policies and procedures at all times. CM will be briefed on local security arrangements on march-in.

Health support

40. **Medical Facility.** The ADC Medical Facility is located in the main ACSC building (Geddes Building) and is open 0800 to 1600 Monday, Wednesday and Thursday. Medical treatment outside these times is provided through the Duntroon Health Centre, Russell Health Clinic or via the Defence health hotline on 1800 IMSICK (1800 467 425).
41. **Dental Health Care.** ADC utilises the Russell Health Centre for dental treatment. You can book treatment through (02) 6265 5979.

COORDINATION

42. **Contacts.** The ACSC(J) COORD Section is the central POC for all CM prior to March-in:

ACSC(J) COORD
G3-16
Australian Command and Staff College
Australian Defence College (Weston)
Department of Defence
PO BOX 7917
CANBERRA BC ACT 2610

Tel: 02 6266 0315

Email: acsc.coord@defence.gov.au

CONCLUSION

43. The 2018 ACSC(J) is demanding from day one. It is therefore important for all CM to have fully met and completed all of the requirements detailed in this Joining Instruction in order to ensure that they are ready to start the Course on Monday 29 January 2018 without distraction.

Natasha Ludwig

Colonel

Director

Australian Command and Staff College

Annexes:

- A. Proforma – CM ANU Requirements
- B. Bring Your Own Device (BYOD) Guidance and Policy
- C. BSI – General 01/17 – Access and Use Procedures for ADC-W Gymnasium

Distribution

Internal:

ACSC (Attn: COMDT, DOS-N, DOS-L, DOS-AF, DDACSC(J) COFS, Health Centre - Weston), COORD, DITC

External:

ADC (Attn: COFS, COMADC)