

JOINING INSTRUCTION
AUSTRALIAN COMMAND AND STAFF COURSE (JOINT) 2009

GENERAL INFORMATION

1. **Purpose.** The purpose of this instruction is to provide Course Members with the preparatory information to facilitate their attendance at the Australian Command and Staff Course (Joint) (ACSC(J)) 2009.
2. **Location.** ACSC is located within the Australian Defence College (ADC) campus in Weston Creek, Canberra. Maps of the campus, surrounding area and Canberra are at annex B to assist you in locating the Campus and ACSC.
3. **Handbook.** Generic information on ACSC(J), the Australian Command and Staff College and the Australian Defence College can be found in the *Australian Command and Staff College Handbook 2009*, which is enclosed.
4. **Website.** General information on the ADC and specific information on ACSC is readily available through the internet at www.defence.gov.au/adc/acsc_home.htm. This website is updated regularly and you are encouraged to review the pages contained within to prepare yourself for attendance on the ACSC(J).

FOR ACTION

5. **Course Dates.** ACSC(J) commences for Overseas Course Members on Monday 19 January and for Australian Course Members on Tuesday 27 January 2009 and concludes with the course graduation ceremony on Thursday 3 December 2009. Further information on course scheduling and activities is detailed in the Handbook and throughout the website. The 2009 Course Planner is available through the ACSC website at www.defence.gov.au/adc/ACSC2009Planner.htm.
6. **Personal Particulars.** You are to complete the personal particulars form located at www.defence.gov.au/adc/ACSCparticulars.aspx and submit this **no later than 30 October 2008**. This form is processed securely to ensure the security of your personal information. Submitted content is protected by the College within the confines of the existing IT infrastructure. If you experience difficulties completing this form, contact Training Coordination in accordance with the contact details in para 27.
7. **Movements.** Course Members are to plan their personal administration so they are ready to commence the Course on Tuesday 27 January 2009. Leave to complete personal administration of a routine nature will not be granted after joining the course.
8. **March-in.** March-in will be conducted on the morning of 27 January 2009; you are to be seated in the **Blamey Theatre by 0830h** dressed in the following:
 - a. ADF – S7 (RAN), 2E (Army), or 1C/6D(RAAF); and
 - b. Civilian – equivalent of tailored slacks with short- or long-sleeved open neck business shirt.
9. **Documents.** All regimental/unit documents and personal files are to be brought to march-in. ADC administrative staff will manage the distribution of these documents to the appropriate authorities/areas.

10. **Passports.** All CMs will undertake official travel and are required to hold an official passport which is valid through to March 2010. This will be collected during march-in and secured IAW Defence Instructions. If you do not hold an Official Passport, you are to obtain one prior to march-in.

11. **Orientation.** The first week of the ACSC program is the orientation week. This week is designed to provide you with all the details you will need to undertake the Course. You will be introduced to the College, the curriculum, the staff, the Universities of New South Wales and Wollongong and the local amenities that you will access in your time at ACSC. You will be required to attend between 0830 and 1700 each day during this week. Lunch on the **first day of the Course is provided by ACSC** for all Course Members and Staff.

12. **Initial Level of Commitment.** Course Members are required, and spouses/partners are invited, to attend the following activities in the initial weeks of the Course:

- a. **Wed 4 Feb 09 – Spouse and Partner Orientation Evening.** This is an activity only for spouses and partners to facilitate their introduction to the College, the Course, and other spouses and partners. Identification cards will be produced for spouses and partners to allow access to the site. Course Members are not expected to attend this evening but are welcome to attend if desired.
- b. **Fri 6 Feb 09 – Commencement Mess Dinner.** This is a compulsory activity for all Course Members and Staff and is the first formal evening of the Course. Dress is Summer Mess Dress for military personnel and black-tie for civilians. The College funds this event.
- c. **Fri 13 Feb or Fri 20 Feb 09 – Guidance Group Dinners.** This is a compulsory activity for Course Members. Spouses/partners are invited to attend. Guidance Groups and spouses/partners will dine together in the Mess in semi-formal surroundings.
- d. **16 Mar 09 – Parliamentary Games.** This activity comprises a series of sporting and social activities with members of the Australian Parliament. This is a relatively new addition to the ACSC Calendar that draws attendance from the highest echelons of Defence as participants and spectators. You should note that this is a compulsory activity and is conducted on the Canberra Day public holiday.

13. **Dress.** The range of Service dress requirements worn while on course year are as follows:

- a. Navy – S7, W7 (with utility jacket), S2, DPNU ¹, and Summer/Winter Mess Dress;
- b. Army – 2E, 2F (with utility jacket), 1B, DPCU, Summer Mess Dress and Winter Mess Dress;
- c. Air Force – 1C, 6D, 1B (with utility jacket), 4A, DPCU and Summer/Winter Mess Dress; and
- d. Civilians – for the majority of the Course the equivalent of tailored slacks with short- or long-sleeved open neck business shirt will be required. At times, business suit

¹ Disruptive Pattern Naval Uniform is planned for Service-wide issue late 2008 and will be worn at ACSC in March 2009. Issue in Canberra will be problematic. All RAN personnel are strongly encouraged to obtain their issue prior to commencing the Course.

with tie and equivalent will be required. The majority of formal functions will require black-tie equivalent and for activities involving travel, neat civilian attire suitable to the demands of Northern Australia will be the prescribed dress.

14. **Readiness.** ADF members are to arrive at ACSC with your individual readiness current until 30 Apr 09. ACSC will not schedule individual readiness achievement opportunities for personnel that do not meet this requirement.

15. **Pre-Course Preparation.** While no formal pre-Course study is prescribed, you are advised to take advantage of spare time to revise English grammar, basic writing skills, oral and written communication.

SUPPORTING INFORMATION

16. **Release from the Course.** Course Members will not be released early from the Course. Course Members may withdraw from the Course at any time but should consider the impact this will have on their careers.

17. **Leave.** Three periods of recreation leave are included in the course program and all Course Members are expected to take leave during these periods to ensure adequate respite during a busy year of studies and related activities. APS members are advised that the College will be closed under the shutdown provisions of DeCA F15.20 during these periods. In 2009, 14 days' leave has been programmed during the following (inclusive) dates:

- a. Friday 10 - Sunday 19 April (includes Easter),
- b. Saturday 11 - Sunday 19 July, and
- c. Saturday 3 - Sunday 11 October.

18. As shown on the 2009 Planner, these dates each coincide with one week of the ACT and NSW school holiday periods.

19. **Extra-Recreational Leave.** ERL is not granted to members of ACSC and ACSC does not process ERL on behalf of other units. ERL credits from your current or previous work areas are to be processed by that area.

20. **Mess.** Mess membership is compulsory for all military Course Members and Staff and strongly encouraged for all civilian Course Members and Staff. Mess subscriptions are \$15 per month. This cost contributes to functions throughout the year and funds daily morning tea, tea, coffee and milk throughout the Course.

21. **Meals.** The Weston Creek Mess serves lunch daily at a current cost of \$5.75 for a three course meal for Course Members, Staff and Defence members. Mess guests are subject to the current cost of \$19.00 for this meal. Other meal arrangements are available and will be advised during orientation.

22. **Medical.** The ADC medical facility is located in the main ACSC building (Geddes Building). It is staffed from 0730 to 1230 Monday to Friday. Medical treatment outside these times is provided through the Duntroon Health Centre or via the Defence health hotline on 1800 IMSICK (1800 467 425).

23. **Dental.** ADC utilises the Russell Health Centre for dental treatment. Treatment can be booked by members through (02) 6265 4462. Further details on dental treatment will be provided during orientation.
24. **Pay.** All pay enquiries are managed through the Customer Support Centre (CSC) in the Geddes Building. Contact details for the CSC will be provided during march-in. To streamline your changing personal administration, you should advise your current pay administrator to alter your pay station to the Australian Defence Force Personnel Centre – Canberra (ADFPC-C) prior to departure from your current location. ADFPC-C is accessible through the DRN at <http://intranet.defence.gov.au/dsg/sites/adfpcc/>.
25. **Parking.** With the expected number of Course Members in 2009, car parking within the College will be at a premium. Once the Course commences you are strongly encouraged to car-pool or use alternate arrangements for transport to and from the Course.
26. **360° Reporting.** ACSC will offer Course Members the opportunity to participate in 360° reporting (where feedback is provided from supervisors, peers and subordinates) in 2009. A briefing on the concept and benefits of the process will be provided in the early weeks of the Course.
27. **Contacts.** ACSC Training Coordination are the central POC for all Course Members. They can be reached via the following:

ACSC TCOORD Cell
G3-16
Kirkpatrick Street
WESTON CREEK ACT 2600

Tel: (02) 6266 0313

Fax: (02) 6266 0450

Email: ACSC_TRAINING-COORD@defence.adc.edu.au