



AUSTRALIAN DEFENCE COLLEGE
Australian Command and Staff Course

ACSC/2007/1145196/2

RAN STAFF ACQUAINT COURSE 28/09

COURSE PLANNING MEMORANDUM

1. Welcome to the RAN Staff Acquaint Course conducted at the Australian Command and Staff College. Course 28/09 runs from Sunday 5 July 2009 until Friday 17 July 2009. You should plan to arrive at the Wardroom HMAS HARMAN on Saturday 4 July 2009, not later than 1700. You will meet Directing Staff and other students that evening over drinks and dinner.
2. **Posting.** I have initiated posting action to RANSAC for NR students not on CFTS through each individual's local RRP. These students are to ensure that a current Health Declaration is held by their RRP and that they have 15 personal training days available to allow this posting to occur. This covers the period from Saturday 4 July to Saturday 18 July. The two Saturdays are travelling days.
3. **Travel.** A copy of the Panel Authority signal for the course (DGNPT WEB/Z4P/BAB 122350Z MAR 09) is available on the ACSC Internet Website: www.defence.gov.au/adc/acsc_RANSAC.htm . This is your authority for travel. All officers are to initiate travel for the course by completing and submitting a form AD428 – Student Booking Request (SBR) and returning it to the ACSC Travel Cell on 02 6266 0621 by 01 Jun 09. An electronic copy of the SBR is available on the website. Details of confirmed travel arrangements will be confirmed to Course Members by PMCC Townsville via email in the week prior to travel. Cab charges for travel to and from the airport will not be provided by PMCC Townsville. Course Members should pay for the Taxi themselves, keep the receipt and then claim for refund through PMCC Townsville via the after travel certification process.
4. **Accommodation.** Accommodation for all course members has been arranged. This is a live-in course and even those course members who live in Canberra are strongly urged to move in with the course for the duration of the residential periods. There is a considerable amount of out-of-hours preparation and study required and experience has shown that the communal assistance available from classmates and Directing Staff is invaluable in gaining best use of your time. You should report to the Gangway on arrival at HMAS HARMAN to sign for your room key.
5. **Dress.** The course is held during winter and therefore the dress requirements will be as follows: W3, W5 and W7. There will be a compulsory Course Completion Mess Dinner on Friday 17 Jul. Summer Mess Undress is acceptable for those NR members who have not been issued with Winter Mess Undress.
6. **Course Preparation.** Please complete and return by email or facsimile (02 6266 0546), no later than 01 Jun 09, the Personal and Family Data Sheet (available on the ACSC website), and a single-page Personal Biography.
7. Exercise FORETHOUGHT is also to be submitted before you start the Course. The submission requirements, including submission date, have been included in the exercise

instruction available on the ACSC website. An exercise submission cover sheet for this exercise is also available on the website. All written exercises at the College must be covered by one of these sheets, completed by you. The sheet provides a place for you to say how long the assignment took you. This information is important for all assignments so that the College is aware of your overall course workload and can adjust material as necessary to ensure the load is not excessive. The cover also includes a declaration of authorship indicating that the work is yours unless otherwise indicated by you.

8. The Australian Command and Staff College Standing Instructions will be available on the College open student network when you arrive at the College and can be viewed online prior to arrival. These Instructions will acquaint you with the Course and the College routines.

9. A copy of the Study Guide - Phase One is available on the website and any updates will be provided to you on arrival at HMAS HARMAN. This document provides details of course organisation and an outline of the aims of the tutorials, lectures and exercises that you will undertake during the course.

10. You are encouraged to participate in sporting activities, including volleyball, tennis, squash and jogging at the College, so you should bring sports gear with you. Two afternoon sessions have been allocated in the timetable for inter-syndicate sport.

11. On Sunday 05 July 2009 you will be briefed on College and course procedures, issued with course material, and provided with initial exercises. As extensive use is made of word processing, now is the time to acquire keyboard skills if you do not have them.

12. Information on the ACSC website includes three course readers. The 'Effective Written Communications Reader' will help you to improve the effectiveness of your written expression. The 'Effective Speaking Reader' gives guidance on the oral communications aspects of the course. The 'Defence Writing Reader' covers the formats and rules employed in Defence correspondence and used in the course (including in Exercise FORETHOUGHT). As these readers will be discussed on the first day of the course, you will need to be conversant with the material before you join. To further assist your preparation for the Course an electronic copy of ADFP 102 - Defence Writing Standards has been provided and you should read, and attempt if you have time, Exercise DEFENCE WRITING before the course.

13. Please contact me if you have any problems or queries about the course or your arrangements. I can be contacted by phone (0437 149 580) or via e-mail (tana.oreb@defence.gov.au), and please contact me early if you become unable to attend for any reason.

OSB

T.B.P. OREB
LCDR, RANR
RANSAC Planning Officer

29 Apr 09