

# **AUSTRALIAN DEFENCE COLLEGE**

## **AUSTRALIAN COMMAND AND STAFF COLLEGE**



### **RAN STAFF ACQUAINT COURSE**

**28/09**

## **STUDY GUIDE PHASE TWO**



**AUSTRALIAN DEFENCE COLLEGE**  
Australian Command and Staff College  
**MINUTE**



**RANSAC PHASE TWO**

1. The attached study guide, having been approved, is promulgated for action by CM and staff.
2. The study guide has been produced for private study by RANSAC CM. It is to be used for no other purpose and is not to be reproduced.

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Director RANSAC

Jul 09

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**Distribution:**

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RANSAC CM – Course 28/09

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## DISTANCE LEARNING ARRANGEMENTS

1. Phase Two of the RANSAC is conducted by distance learning and comprises three exercises. Exercises will be centrally briefed during Phase One.

### TIMETABLE

2. Key Phase Two dates are contained in the following tables:

Serial	Date	Activity	Remarks
1	During Phase One	Issue maritime strategy texts to CM	
2	16 Jul 09	Phase Two brief Issue Study Guide	LCDR Rob Bryson

### EXERCISE REPORTER

Serial	Date	Activity	Remarks
R1	25 Jul 09	EX REPORTER available to download from RANSAC Internet page.	Online
R2	30 Aug 09	EX REPORTER topics approved by Guidance Officer (GO)	By phone, fax, e-mail
R3	30 Sep 09	EX REPORTER Introduction and Aim approved by GO	By phone, fax, e-mail
R4	30 Nov 09	EX REPORTER submitted online to <a href="mailto:RANSAC.ASSESSMENT@defence.gov.au">RANSAC.ASSESSMENT@defence.gov.au</a>	e-mail
	31 Jan 10	Marked EX REPORTER returned to CM	e-mail

### EXERCISE CONSULTANT

Serial	Date	Activity	Remarks
C1	30 Nov 09	EX CONSULTANT available to download from RANSAC Internet page.	Online
C2	28 Feb 10	EX CONSULTANT submitted online to <a href="mailto:RANSAC.ASSESSMENT@defence.gov.au">RANSAC.ASSESSMENT@defence.gov.au</a> and by mail to RANSAC Planning Officer	e-mail and by mail
C3	31 Mar 10	Marked EX CONSULTANT returned to CM	e-mail

### EXERCISE TRAFALGAR

Serial	Date	Activity	Remarks
T1	30 Jan 10	EX TRAFALGAR available to download from RANSAC Internet page.	Online
T3	30 Apr 10	EX CONSULTANT submitted online to <a href="mailto:RANSAC.ASSESSMENT@defence.gov.au">RANSAC.ASSESSMENT@defence.gov.au</a> and by mail to RANSAC Planning Officer	e-mail
T4	31 May 10	Marked questionnaires returned to CM	By e-mail

## TIME MANAGEMENT

3. Experience has shown that time management is a key issue for CM working in the 'distance learning' environment. Many experience panic when suddenly a deadline is discovered to be next week when, subconsciously, there is still plenty of time to complete the task at hand. CM are strongly urged to document their own personal timetable with a specific time slot(s) each week dedicated to their Phase Two work. If external pressures result in a slot being consumed by some other activity CM should replace it with some other time that same week and not just let it slip by.

## ASSIGNMENT PREPARATION SUPPORT

4. Each CM has been assigned a Phase Two GO who will be the first point of contact for curriculum or exercise matters. An alternative officer has been allocated to cover the unexpected absence of the primary GO. Guidance officers are listed at annex A.

5. A discussion board has been established on the Navy Reserves website. CM can use this board to post queries or comments, or to respond to any posts. The board will be scanned from time to time by the GOs, but any critical requests to your GO should be sent direct to the GO concerned. GOs may also post material of general interest from time to time, but again any critical material for assignment completion will be forwarded direct to CM. CM will be given the password to the board in the Phase Two brief.

## PREPARATION OF ASSIGNMENTS

6. The Phase Two GOs are available to assist with the development of assignments and can provide comments on draft submissions. Contact can be made by fax, e-mail, and reverse charge telephone call to the College or by ringing the GO and requesting the GO to call back. Addresses and telephone numbers are provided in annex A. Responses that are non-essential but generally useful will also be posted on the discussion board.

7. CM should make use of the military and public libraries in their areas. The ACSC library staff members are available to assist CM with their research.

8. Draft exercise material can be sent to your GO by e-mail or mail; however the preferred method is by e-mail. It is recommended that SMSs be used to track and acknowledge receipt of e-mails.

9. When writing assignments, CM must follow the conventions in *ADFP 102—Defence Writing Standards* and should heed the advice in the relevant RANSAC publications.

## ASSESSMENT

10. Completed assignments will be assessed by the Marking GO in the following areas:

- a. **Knowledge.** Knowledge refers to the writer's grasp of the subject matter. Have all the relevant factors been considered?
- b. **Critical evaluation.** Critical evaluation describes the extent that the writer has judged information used for relevance and validity and has related it to the topic.

- c. **Structure and logic of argument.** How has the argument been formulated? Has the issue been defined? Is the argument valid? Is there a good balance between descriptive information and persuasive use of that material to generate reasoned conclusions and recommendations?
- d. **Format and expression.** Is the sentence construction simple and direct or convoluted? Does the submission conform to the format requirements of Defence writing? Is the level of prose appropriate to the material and the intended audience? Are the grammar and spelling correct?

11. Based on the analysis of the submissions against these criteria the GO will derive an overall assessment. The balance of criteria will vary between assignments.

### **SUBMISSION OF ASSIGNMENTS**

12. Completed submissions for each of the three Phase Two exercises are to be forwarded as per the Phase 2 Timetable. E-mail address for submissions is [RANSAC.ASSESSMENT@defence.gov.au](mailto:RANSAC.ASSESSMENT@defence.gov.au).

13. The mailing address for the EX CONSULTANT is:

RANSAC Planning Officer  
ADC G3-16A  
Department of Defence  
CANBERRA ACT 2600

#### **Annexes:**

- A. ACSC-RANSAC contacts directory
- B. Phase Two Guidance Officers – Course 28-09



**ANNEX A  
TO STUDY GUIDE PHASE TWO**

**ACSC-RANSAC CONTACTS DIRECTORY**

<b>NAME</b>	<b>Internet e-mail</b>	<b>Phone</b>
CMDR Andrew St.John-Brown	astjohnb@pobox.une.edu.au	0427 474 642
CMDR Paul Taylor	avitaylor@mpx.com.au	0400 478 464
CMDR Rod Harrod	Rodney.Harrod@defence.gov.au	02 6266 7671
CMDR Fabian Purcell	fabianpurcell@oze-mail.com.au	0408 537 200
CMDR Ted Wynberg	theodore.wynberg@defence.gov.au	0412 257 932
CMDR Daniel Gibbons	danielson2662@hotmail.com	0411 639 132
LCDR Rob Bryson	rob.bryson@aad.gov.au	0417 395 133
<b>OTHER ACSC CONTACTS</b>		
RANSAC Planning Officer LCDR Tana Oreb	ACSC.RANSAC@defence.gov.au	0401 331 243
Fax: ACSC Training Coordination Cell		02 6266 0546
ACSC Reception Phone		02 6266 0612



**ANNEX B  
TO STUDY GUIDE PHASE TWO**

**PHASE 2 GUIDANCE OFFICERS – COURSE 28-09**

<b>CM NUMBER</b>	<b>COURSE MEMBER</b>	<b>GO</b>	<b>ALTERNATE GO (1)</b>
S1	LCDR BOB DOKTER	CMDR DANIEL GIBBONS	LCDR ROB BRYSON
S2	LCDR PHIL HALL	LCDR ROB BRYSON	CMDR DANIEL GIBBONS
S3	LCDR CRAIG MCGUIRE	CMDR FABIAN PURCELL	CMDR ANDREW ST. JOHN-BROWN
S4	MR GEOFF MOLLOY	LCDR ROB BRYSON	CMDR DANIEL GIBBONS
S5	LCDR TONY PATERSON	CMDR PAUL TAYLOR	CMDR FABIAN PURCELL
S6	LCDR STEVE RAYNER	CMDR PAUL TAYLOR	CMDR FABIAN PURCELL
S7	LCDR TIM BINNS	CMDR ANDREW ST. JOHN-BROWN	CMDR PAUL TAYLOR
S8	LCDR LARRY COOK	CMDR ROD HARROD	CMDR TED WYNBERG
S9	CMDR PETER DOWTON	CMDR TED WYNBERG	CMDR ROD HARROD
S10	CMDR KIRK HAYDEN	CMDR ROD HARROD	CMDR TED WYNBERG
S11	LCDR CHRISTINE HILLAM	CMDR ANDREW ST. JOHN-BROWN	CMDR PAUL TAYLOR
S12	LCDR MICK MILLER	CMDR FABIAN PURCELL	CMDR ANDREW ST. JOHN-BROWN
S13	LCDR GEOFF WAGHORN	CMDR TED WYNBERG	CMDR ROD HARROD
S14	LEUT DAVID GRAHAM	CMDR DANIEL GIBBONS	LCDR ROB BRYSON

**Note 1:** In the first instance you are to contact your GO, however the alternative GO has been allocated to cover the unexpected absence of the primary GO.