

IMPORTANT INFORMATION FOR ALL CANDIDATES

INFORMATION FOR ALL CANDIDATES (OFFICER OR GENERAL ENTRY)	4
Motivation.....	4
What will make you more competitive	4
Information Required for the Defence Interview at your Assessment Session	5
Speaking with your Defence Interviewer	6
Medical Assessment.....	6
GENERAL RESERVES INFORMATION (OFFICER OR GENERAL ENTRY)	7
Why you need your employer's support	7
Travel Considerations	7
THE FOLLOWING INFORMATION IS APPLICABLE TO OFFICER ENTRY CANDIDATES ONLY	7
Officer Training Establishments.....	7
Navy Initial Military Training - HMAS <i>Creswell</i> (Full-time candidates only).....	7
Navy Initial Military Training - HMAS <i>Creswell</i> (Reserve candidates only)	7
Army Initial Military Training – Royal Military College, Duntroon (Full-time and Reserve candidates)	8
RAAF Initial Military Training - RAAF Base East Sale (Full-time candidates only)	8
RAAF Initial Military Training - RAAF Base East Sale (Reserve candidates only).....	8
Additional areas examined in the Defence Interview.....	8
The Officer Selection Board.....	9
Useful Websites for Officer Entry Preparation.....	9
THE FOLLOWING INFORMATION IS APPLICABLE TO GENERAL ENTRY CANDIDATES ONLY	10
Recruit Training Establishments	10
Navy Initial Military Training - HMAS <i>Cerberus</i> (Full-time candidates only).....	10
Navy Initial Military Training - HMAS <i>Cerberus</i> (Reserve candidates only)	11
Army Initial Military Training - Kapooka (Full-time and Reserve candidates).....	11
RAAF Initial Military Training - RAAF Base Wagga (Full-time candidates only)	12
RAAF Initial Military Training - RAAF Base Wagga (Reserve candidates only).....	13
Useful Websites for General Entry Preparation.....	13
IMPORTANT REQUIREMENTS OF ADF SERVICE – POLICIES AND CONDITIONS	13
Operational Service	14
Sea Service.....	14
Citizenship	14
Defence Force Discipline Act.....	14
Military Discipline System	14
Unrestricted Service	14
Military and Trade Skills.....	15
Initial Minimum Period of Service (Full-time candidates only)	15
Age Restriction.....	15
Postings and Deployments (Full-time candidates only)	15
Impact on Partners and Family	16
Medical and Physical Fitness	16
Dress and Grooming Standards	16

Religious or Cultural Concerns	16
Body Embellishment Restrictions	17
Tattoos and Brands	17
Regulation of Lifestyle	17
Workplace Behaviour.....	17
Police History Checks	17
Security Checks	17
Pre-entry Medical Examination	18
Pre-entry Physical Fitness Assessment	18
Drugs	18
Compulsory Drug Testing	18
Alcohol	18
Performance Appraisal System	18
Training Failure	18
Conclusion	18
CONDITIONS AND BENEFITS OF SERVICE (HOUSING, LEAVE etc.).....	18
Superannuation (Full-time candidates only)	18
Categorisation.....	19
Interdependent (De Facto) Relationships	19
Recognised Relationships and Dependants.....	20
Accommodation (Full-time candidates only).....	20
Removals (Full-time candidates only)	20
Leave Entitlements (Full-time candidates only).....	20
Long Service Leave (Full-time candidates only).....	20
Annual Leave Free Travel (Full-time candidates only).....	20
Leave Travel for Trainees (Full-time candidates only)	21
Medical and Dental Treatment (Full-time candidates only)	21
Further Education for Serving Members (Full-time candidates only)	21
RESERVE SUPPORT.....	22
ADF immersion activities for civilian employers of reservists (Reserve candidates)	22
FITNESS STANDARDS REQUIRED FOR ADF ENTRY.....	23
PFA Standards.....	23

INFORMATION FOR ALL CANDIDATES (OFFICER OR GENERAL ENTRY)

This document provides you with some practical advice that will assist you through the selection process and the requirements for service in the Australian Defence Force (ADF). If you are seriously thinking about a career with the ADF then read on. The information in this document is relevant throughout your recruiting process and after enlistment or appointment in the ADF. You should review it regularly, especially when you get closer to enlistment or appointment.

Motivation is a major point which will be evaluated in detail by each of the interviewers during the recruitment process. You must be well prepared and learn everything you can about the roles and responsibilities of the position you are applying for. As a candidate, expect the interviewer to ask questions aimed at satisfying themselves on these issues.

Once you have successfully completed a Job Opportunity Assessment (JOA), Career Coach (CC) Session and submitted all the required documentation, you'll attend an Assessment Session. This will include a Medical Assessment, a Psychological Interview and a Defence Interview.

Academic results, health and fitness are only some of the factors considered when selecting applicants for entry. It is important to remember that your application will be considered in competition with others on a national basis.

As your application progresses through the recruitment process you will be constantly assessed against the ADF's values and ethics. This may include the consideration of available information including your employment history, associations, and any police involvements.

On the 1st of October 2020, the Secretary and CDF announced the Defence Values and Behaviours. The Defence Values, also known as 'Our Values', have replaced all other Group and Service values. They are:

- Service – The selflessness of character to place the security and interests of our nation and its people ahead of my own.
- Courage – The strength of character to say and do the right thing, always, especially in the face of adversity.
- Respect – The humanity of character to value others and treat them with dignity.
- Integrity – The consistency of character to align my thoughts, words and actions to do what is right.
- Excellence – The willingness of character to strive each day to be the best I can be, both professionally and personally.

In accordance with Defence's policy regarding the use of social media, candidates are reminded that certain online behaviours, including the posting of material that is considered offensive towards any group or person, based on any personal traits, attributes, beliefs or practices that exploit, objectify or are derogatory of gender, ethnicity or religion may amount to conduct that could constitute an offence against provisions of the *Defence Force Discipline Act 1982*. Candidates' online activity, not limited to the maintenance of social media accounts, may be reviewed and considered as part the Australian Defence Force Careers (ADFC) assessment process, to determine a candidate's suitability for entry into the ADF.

What will make you more competitive?

- Motivation and attitude
- Knowledge of the Australian Defence Force
- Demonstration of Defence values
- Ambition and knowledge about the roles that you wish to undertake
- Being able to meet all of the eligibility criteria
- Your General Aptitude Score
- Performance at your interview
- Performance at your Pre-entry Fitness Assessment
- Your overall merit compared to other candidates competing for similar employment categories.

Information Required for the Defence Interview at your Assessment Session

As part of the selection process, you will be required to undertake an interview with a Defence Interviewer. The Defence Interview is an opportunity for you to demonstrate your motivation and knowledge about the ADF and the job or jobs you have applied for. Based on your responses the interviewer will make an assessment about your suitability for the position(s) and your ability to withstand the demanding requirements of ADF service.

You should know the answers to the following:

Motivation

- Why do you wish to be in the ADF?
- Why do you wish to join the Service you are applying for? (Navy, Army, Air Force)
- Why do you want to be a...? **Career Choice** e.g. Army Officer (General Service Officer), Australian Defence Force Academy (ADFA), Warehouse Storeperson, Vehicle Mechanic
- What do you think are some of the challenges you will face at initial military training?
- How will you overcome these challenges?

Job/Training Understanding

- What is your initial minimum period of service (IMPS)?
- What are some of the responsibilities of the Service you are applying for?
- Why does the ADF have values?
- Initial Military Training: location, duration, course content?
- Initial Employment Training: location, duration, course content?
- What can you expect to be your day-to-day role once posted to your unit?

Fitness

- What is the physical fitness standard for enlistment? *Please refer to "FITNESS STANDARDS REQUIRED FOR ADF ENTRY" of this document for specifics.*
- When was the last time you attempted all the elements of a Pre-Entry Fitness Assessment (PFA) at the same time?
- Describe your structured physical training program?
- For Navy and Army applicants, what are the specific swim test requirements and can you pass the swim test?

ADF Policies and Conditions

- What are the ADF Policies and Conditions? Understand and be prepared to describe them:
 - Drugs and alcohol – non-medical use of drugs
 - Defence Force Discipline Act
 - Workplace Behaviour
 - Initial Minimum Period of Service (IMPS)
 - What is unrestricted service?
 - Your understanding of a combat role

Understanding the ADF

- What are some of the actions/activities the ADF has been involved in overseas?
- What are some of the domestic operations/local tasks the ADF has been involved in?

Additional Questions for Officers:

- Why do you want to be an Officer and not be a sailor, soldier or aviator?
- What is your understanding of the roles and responsibilities of leadership and management and how does this apply to the role of an Officer?
- What is your understanding of the Officer Selection Board?

Please Note:

The above questions are only a guide. These questions indicate the minimum standard of knowledge we expect you to have. It is in your best interest to study as much relevant information as possible to prepare for the interview. There are a number of useful websites referred to throughout this document that may assist you in accessing this information. Some employment categories in the ADF are a popular career choice and there can be long waiting times for them depending on existing vacancies and competition.

Should you desire, you will be able to bring pre-prepared notes with you into the Psychology Interview and Defence Interview. You will be able to consult your notes during the interviews to supplement your answers, however, you are still required to be well prepared and to understand the role(s) you are applying for prior to the interview. Excessive use of notes may be detrimental to the psychologist's or Defence Interviewer's ability to accurately assess your understanding of the role(s) and may lead to you being asked to set them aside.

Your notes can be typed, handwritten or photocopied. Whilst there is not a limit on pages you can bring, we recommend a maximum of 8 pages (A4 or smaller). They should be formatted in a manner that is easy for you to scan through quickly to prompt you or jolt your memory, rather than something you read from verbatim.

Candidates who bring notes to their Assessment Session are advised to put them together themselves rather than rely on something pre-prepared by another person or a straight cut-and-paste from the ADF Careers website. Your preferences are unique to you and the information you know you will want to share during your interviews is also specific to you. You will only be able to refer to your notes if you bring them as a quick prompt on a few occasions at most, and finding what you need quickly will best be achieved if you prepared them.

Speaking with your Defence Interviewer

The Defence Interviewer is a member of the ADF from any of the three Services. The interview is confidential and there is no set time limit; however, most interviews take approximately 30-45 minutes. The best advice to candidates is to be honest and be yourself. If you get nervous, don't worry. There's no harm in telling your Defence Interviewer that you're nervous.

The questions the Defence Interviewer will ask are varied and are in no particular order. Don't be concerned if you can't answer all the questions; however, the more prepared you are, the more questions you should be able to answer and the more confident you'll be. The Defence Interviewer does not expect you to be able to recite all the information available on the ADF Careers website. Instead, concentrate on being able to express yourself in your own words.

At the end of the interview, your Defence Interviewer will either recommend you for the job(s) you have applied for or provide advice and suggestions on areas you need to address to improve your competitiveness.

Full-time candidates please note: some specialist General Entry jobs may also be required to appear before a Selection Board e.g. Air Force Crew Attendant and Loadmaster. Refer to the Additional Requirements section of your job listing on the ADF Careers website (www.adfcareers.gov.au) for more information. The section below regarding Officer Selection Boards can also be used as a guide.

Medical Assessment

As part of the selection process you will be required to undergo a medical assessment. Detailed information regarding the process is contained in the pamphlet 'The Medical Process for Candidates Applying for Entry into the Australian Defence Force' found in the 'Documents and Brochures' section of the ADF Careers website. You should familiarise yourself with the detail contained in this pamphlet as there are a number of actions required for successful completion of this assessment.

GENERAL RESERVES INFORMATION (OFFICER OR GENERAL ENTRY)

Defence Reserves make a commitment to train and serve in the defence and protection of Australia. The ADF is increasingly drawing on the skills and expertise of these Reserve military personnel to maintain capability. Defence Reserves are not only committed to the defence and protection of Australia, but also in most cases, committed to a civilian career as well. The support of their employers and families, as well as the community, is vital. It is, therefore, important for Reserves to manage their Defence commitment along with their civilian career obligations and aspirations. There shouldn't be a conflict between military and civilian careers, especially as the skills Reserves gain benefit both their military employment and their civilian employer. It is, therefore, important that your employer supports you – the Reserve member.

Why you need your employer's support

Having your employer's support of your Reserve service is invaluable when managing your service obligations, such as requesting leave to attend training or an exercise. This is especially important if you are nominated for a period of continuous Service training or a deployment. Being open and honest about your commitments as a Reserve member and telling your employer about the skills and training you receive as a result will help a great deal. Your employer will be more likely to support you if they recognise the extra skills and qualities, you are gaining and how these skills can assist their business or organisation.

Further Information:

Reserves website: <https://www.reserveemployersupport.gov.au/>

Travel Considerations

When contemplating an application for the Reserves, it is worth noting your travel time to and from the unit as you will have to meet your minimum parading commitments. For all Army Reserve candidates, it is preferred that you reside within 90 minutes of your unit and for Air Force General Entry Reserve candidates, it is preferred that you reside within two hours of your unit. If you live outside of this, approval will need to be obtained before you can receive an offer to enlist. For further details, please discuss this with a Military Recruiter (including during your CC interview).

THE FOLLOWING INFORMATION IS APPLICABLE TO OFFICER ENTRY CANDIDATES ONLY

Officer Training Establishments

Navy Initial Military Training - HMAS *Creswell* (Full-time candidates only)

The Royal Australian Naval College at HMAS *Creswell* is situated 35 km south-east of Nowra, on the NSW South Coast within the Jervis Bay Territory and Booderee National Park.

Although training days can differ, a typical day during the first four weeks of training will commence at 0530 and often does not finish until 2200. Navy Officer training is conducted over 15 weeks and is designed to give you sufficient knowledge and skills to provide a basis for your Service career. The training includes both classroom and practical activities. Most subjects are individually tested. Examinations are set to ensure Officers are sufficiently prepared to undertake further specialist training. Private study areas are available in the college.

Officers who successfully complete training participate in a graduation parade, which is held in the last week of training. Officers will have the opportunity to invite family and friends to view the parade.

For additional information on Navy Officer Training go to <https://www.navy.gov.au/naval-college>.

Navy Initial Military Training - HMAS *Creswell* (Reserve candidates only)

The Royal Australian Naval College at HMAS *Creswell* is situated 35 km south-east of Nowra, on the NSW South Coast within the Jervis Bay Territory and Booderee National Park.

Training for Navy Reserve Officers comprises of four phases, as follows:

- Phase 1:** You will undertake Phase 1 upon appointment. This training is residential, undertaken at the Royal Australian Naval College over 16 days.
- Phase 2:** This phase currently comprises modules delivered through flexible learning, either in eight days residential or external over no more than 12 months.
- Phase 3:** You will undertake Phase 3 training at the Royal Australian Naval College over ten days. It comprises combat survivability (fire-fighting and damage control), survival at sea and first aid.
- Phase 4:** The final phase is a sea training deployment on a major fleet unit for a period of five to 14 days.

For additional information on Navy Reserve Officer Training go to <https://www.navy.gov.au/naval-college>.

Army Initial Military Training – Royal Military College, Duntroon (Full-time and Reserve candidates)

The Army Officer Course is conducted at the Royal Military College, Duntroon located in Canberra, ACT. The course is physically challenging and mentally demanding. General Service Officers undertake 18 months of training, made up of three terms of approximately six months duration. Specialist Service Officers undertake up to 42 days training.

For additional information on Army Officer Training go to <https://army.adfcareers.gov.au/joining-and-training/officer-training-at-rmc>

RAAF Initial Military Training - RAAF Base East Sale (Full-time candidates only)

The Officers' Training School is located at RAAF Base East Sale, in East Sale, VIC, approximately 220 km east of Melbourne. The major elements of the course involve introduction to military life, Defence values and attitudes, ground defence and weapons training, leadership and personal development, communication skills and Air Force operation studies.

The training is a live-in course, conducted over 17 weeks.

RAAF Initial Military Training - RAAF Base East Sale (Reserve candidates only)

The Officers' Training School is located at RAAF Base East Sale, in East Sale, VIC, approximately 220 km east of Melbourne. Reserve Officers can complete the full-time course or complete the modularised Initial Officer Course within a two year period. The course requires residential attendance, and is broken into five phases:

- Phase 1:** Induction and Orientation phase (six weeks)
- Phase 2:** Academic Consolidation phase (three weeks)
- Phase 3:** Leadership Preparatory and Ground Defence Preparatory phase (three weeks)
- Phase 4:** Ground Defence Assessment phase (2 weeks)
- Phase 5:** Leadership Assessment phase (2 weeks).

Additional areas examined in the Defence Interview

An ADF Officer is a leader. They are required to influence others to achieve planned objectives (professionally, with courage and dedication). Leadership is the major ingredient which binds a team together through loyalty, honesty, and good communication, thus allowing the team to achieve the desired objective.

Your ability to lead others and communicate effectively is an important part of being an Officer. Success on military courses and promotion examinations, as well as an Officer's day-to-day performance, depends greatly on strong communication skills, both written and oral. Accordingly, your Defence Interviewer will note your conversational skills, your vocabulary, and your sentence structure and grammar. Additionally, they will assess your understanding of leadership concepts, your experience and potential for leadership positions as an Officer. This may include an assessment of:

- Leadership positions you may have held
- School appointments
- Leadership camps

- Public speaking
- Community involvement
- Team sports participation
- General knowledge and understanding of current ADF operations – read national newspapers; read Defence newspapers (online)
- Self-confidence
- Maturity
- How you plan to balance your current civilian employment or studies with your new commitments, particularly whilst undertaking training (Reserve candidates only).

The Officer Selection Board

If you intend to apply for entry as an Officer and you successfully pass the JOA, CC Session and Assessment Sessions, you will be required to appear before an Officer Selection Board (OSB). Recruiting needs to be satisfied that you have leadership potential and that you have the individual abilities considered critical to the role of an Officer in the ADF. The individual Service makes this determination through the OSB.

The OSB consists of a series of activities designed to test aspects such as leadership, teamwork and individual abilities, as well as a range of challenging problem-solving exercises designed to test your competitiveness for available vacancies. The OSB usually consists of a number of activities including:

- Oral presentation
- Formal interviews (all positions and Services)
- Attend Aviation Screening Program (ASP) for all avenues of entry for Pilots and Mission Aircrew

The formal interviews will be conducted before a panel of Officers usually including:

- President (ADF member)
- Specialist Officer (ADF member)
- Psychologist

The OSB will offer you the opportunity to make a favourable impression upon the Board. Whilst Board members will make allowances for applicants who are nervous, and will do their best to put them at ease, they will expect you to overcome and control nervousness and present yourself in the best light.

The following are points for you to consider to improve your presentation:

- Pay careful attention to dress and grooming—first impressions are important
- Be confident and sell yourself
- Answer all questions completely and honestly
- Think before you speak
- Listen carefully; be alert and responsive at all times

To help you prepare for the OSB, you are encouraged to attend an OSB Information Session. Your attendance is not a requirement of the recruiting process but is recommended to assist in your progress. There are many questions you must ask yourself before applying for an appointment as an Officer. You must be absolutely sure that you really want to be an Officer in the ADF, and know the reasons why. Careful preparation is essential to ensure a knowledgeable and confident presentation at interviews and the OSB. There are some websites listed below which may assist with your preparation.

Useful Websites for Officer Entry Preparation

Website	Address
ADF Careers	https://www.adfcareers.gov.au/
Navy	https://www.navy.gov.au
Army	https://www.army.gov.au/
RAAF	https://www.airforce.gov.au

Australian Defence Force Academy	https://www.adfcareers.gov.au/students-and-education/australian-defence-force-academy
Royal Australian Naval College	https://www.navy.gov.au/royal-australian-naval-college
Royal Military College	https://army.adfcareers.gov.au/joining-and-training/officer-training-at-rmc
ADF Reserves	https://www.adfcareers.gov.au/reserves/ https://www.reserveemployersupport.gov.au
ADF Operations	https://www.defence.gov.au/operations

THE FOLLOWING INFORMATION IS APPLICABLE TO GENERAL ENTRY CANDIDATES ONLY

Recruit Training Establishments

Navy Initial Military Training - HMAS *Cerberus* (Full-time candidates only)

The Royal Australian Navy Recruit School in HMAS *Cerberus* is situated on Western Port Bay, Victoria, about 70km south-east of Melbourne. The school has its own administration building, accommodation blocks and classrooms. On arrival you will be issued with a tracksuit, bedding and towels for immediate use and you'll be allocated a bunk in shared accommodation.

Your first four days at HMAS *Cerberus* will mainly be taken up with medical and dental checks, issue of initial kit (uniform), a haircut, completion of documentation, parade training and fitness training. Although training days can differ, a typical day will commence at 0430 and often does not finish until 2130.

Navy Recruit training is continued over the next nine weeks and is designed to give you sufficient knowledge and skills to provide a basis for your Service career. The training includes both classroom and practical activities. Most subjects are individually tested. Examinations are set to ensure recruits are sufficiently prepared to undertake further specialist training at category schools. Private study areas are available in the school and a Duty Instructor is available for assistance during non-instructional hours.

Recruits who successfully complete training participate in a graduation parade, which is normally held on Friday of the last week of training. Recruits will have the opportunity to invite family and friends to view the parade. For additional information on Navy Recruit Training go to <https://www.navy.gov.au/royal-australian-navy-recruit-school>.

Physical Training & Swimming Preparation for Navy Recruit School

Physical:

- **Do you consider yourself a person who is physically prepared to join the Navy?**

You will undertake a fitness test at the start of week two and another at the start of week four. During these tests you will be required to hold a plank position for a minimum of one minute and continuously run 2.4km in the time below (see table).

Supplementary PT will be provided for people who are unable to pass the Physical Fitness Test (PFT) but this will reduce time available to undertake other mandatory tasks.

We encourage you to actively start working towards these fitness targets. The ADF Active app is a great place to start.

PFT 2.4km Run/Walk Standards Table

	<35	35-44	45-54	55-59
Male	14:00	16:00	18:00	19:00
Female	16:00	18:00	20:00	21:00

Swimming:

- **Do you consider yourself a weak swimmer, non-swimmer or have ever had a traumatic experience around water?**

Navy life is inherently linked to the water. It is a requirement for all Navy personnel to pass the Swim Test prior to undertaking Survival at Sea training which is mandatory for all Recruits prior to graduation. The swimming test includes jumping from a 3m platform, swimming underwater for 10 meters without breaking the surface, a 25m swim and treading water for 15 minutes, all while fully clothed. The more confident you are in the water, the easier you will find this test.

Potential candidates should also consider if previous traumatic experiences may restrict their ability to undertake mandatory water borne training requirements. If you are not a confident swimmer, you should consider some adult swim lessons in the lead up to your enlistment to increase your skills and confidence in the water.

Navy Initial Military Training - HMAS *Cerberus* (Reserve candidates only)

The Royal Australian Navy Recruit School in HMAS *Cerberus* is situated on Western Port Bay, Victoria, about 70km south-east of Melbourne. The school has its own administration building, accommodation blocks and classrooms. On arrival you will be issued with a tracksuit, bedding and towels for immediate use and you'll be allocated a bunk in shared accommodation.

Training for Naval Reserve (NR) Recruits comprises of three phases, as follows:

- Phase 1:** You will undertake Phase 1 upon enlistment. This training is residential, undertaken at the Recruit School over 19 days (including weekends). NR Recruits will join general entry recruits for three weeks of training, which includes 'kit up', swim test, general induction (rites of passage), basic Navy knowledge and parade training.
- Phase 2:** This currently comprises summative assessments and is normally undertaken out of hours whilst conducting the Phase 3 training.
- Phase 3:** You are required to complete Phase 3 within 12 months from enlistment. Depending on your availability, Phase 3 may be conducted immediately following Phase 1. This training is residential and is conducted over a 12 day period. It comprises combat survivability (fire-fighting and damage control), survival at sea and first aid.

For additional information on Navy Recruit Training go to <https://www.navy.gov.au/royal-australian-navy-recruit-school>

Army Initial Military Training - Kapooka (Full-time and Reserve candidates)

The Army Recruit Course is conducted at the Army Recruit Training Centre. Army Recruit Training Centre is located at Kapooka, approximately 12km from Wagga Wagga, NSW. The course is physically challenging and mentally demanding. You will be required to work hard for up to seven days per week with little time for recreation. The working day is lengthy starting at 0600 and finishing at 2200.

The training is the same for both genders. You will be required to partake in physical training sessions on most days and achieve set standards (by assessment). Other training includes: weapon handling, first aid, drill, navigation, communication (using a radio), administration, dress and bearing, military lifestyle, discipline, and field craft (i.e. living in the field as a member of a group).

Physical training is a vital requirement of military training. A qualified instructor will instruct you. Fitness will cover the following areas: Pre-entry Fitness Assessment, swim test, endurance training, strength training, pool activities, small team games, high wire confidence course, obstacle courses, endurance marching (over increasing distances), and bayonet training. The final fitness test is "THE CHALLENGE", a combination of endurance marching, obstacle courses, shooting and other activities. This test not only assesses fitness but also determination, teamwork, mateship and confidence.

You will also be instructed in the handling and firing of the F88 Steyr and the F89 Minimi. This includes the stripping, assembling, cleaning, and firing of the weapons. Safety is critical in this phase of training.

Drill is also taught and is a part of everyday life in the Army, whether it is for a morning parade or a ceremonial duty. Field craft includes camouflage, movement in the field and reaction drills. It also involves learning to live in the field and how to prepare and eat ration pack food, signalling etc.

You will be accommodated in a three-story brick building (barracks) and share a room with three other recruits. The rooms contain a bed, wardrobe and a chair for each recruit. Each floor can accommodate up to 50 recruits and this is known as a platoon. Within the platoon are groups of 10 recruits. This is known as a section. Each section has a Corporal in charge. Each platoon has a Sergeant and a Lieutenant. Platoons can be of mixed gender; however, male and female recruits will not share the same accommodation room. You will be instructed on maintaining the barracks and your room. Inspections are conducted on a regular basis.

The Army provides all your nutritional requirements. You will not need to take foodstuffs, drinks or supplements with you. You will eat in the Other Ranks Mess.

You will not normally be permitted visitors while undertaking training; however, friends and relatives are encouraged to come to the march out (graduation) parade.

Some of the administration that will be conducted while at Kapooka includes: induction briefs, a blood test, issue of equipment and clothing, pay and allowances, maintaining barracks, dental checks and inoculations. You will also receive instruction on maintaining equipment and clothing, the Army's drugs policy, unit and standing orders, the Defence Force Discipline Act, Work Health and Safety, workplace behaviour awareness, Corps in the Army, leave and removal entitlements.

The aim of the training at Army Recruit Training Centre is to impart the basic requirements of a soldier and prepare you for your job training. It will also inspire other soldierly attributes such as: teamwork, dedication, duty, honour, courage and mateship.

For additional information on Army Recruit Training go to <https://army.adfcareers.gov.au/joining-and-training/soldier-training-at-kapooka>

RAAF Initial Military Training - RAAF Base Wagga (Full-time candidates only)

1 Recruit Training Unit (1RTU) is located at RAAF Base Wagga, in Wagga Wagga, NSW. The aims of the recruit course are to:

- a. Provide an orderly transition from civilian to Service life;
- b. Equip recruits with the basic military knowledge, skills and physical fitness to perform their future roles in the RAAF; and
- c. Develop the values, attitudes and personal qualities required of RAAF members.

The length of the course is 9 weeks; however, your time at 1RTU may be extended if you are back-coursed due to injury or training failure. You should, therefore, avoid making serious personal and financial commitments in anticipation of definitely graduating after 10.6 weeks.

In the first week of initial military training, you will undertake the RAAF Annual Fitness Test (AFT), which includes a 2.4 km run, receive initial briefings, and post-enlistment induction activities.

On arrival at Wagga your enlistment intake will be divided into course groups of approximately 30 recruits, and each course will be allocated a serial number and two Non-Commissioned Officers (NCOs). Your course NCOs will be responsible for most of the instruction and supervision during your course and will also be available to assist with any problems that you or your course mates may have; whether related to training, administration, or personal matters.

The content of the recruit course is the same for all enlistees; irrespective of their age, gender, experience or intended employment mustering. The course covers common aspects of military knowledge, skills and attitudes that are necessary for all aviators to operate effectively in the Air Force.

The course is designed to be a total learning experience, which will dominate your life for the time you're at Wagga. You will undertake active outdoor training in practical skills such as drill; weapon handling and firing, airfield defence, firefighting, abseiling and fitness; as well as formal classroom lessons on Air Force knowledge, military law, personal administration, interpersonal skills and first aid. You'll also be required to maintain your personal behaviour, appearance, belongings and accommodation to high military standards at all times. All aspects of the training are assessed by practical and/or written examinations and personal assessments. You must pass every area of the course in order to graduate. Although the standards required are high, they are well within the reach of all enlistees.

If you need to undergo training for your specific mustering it will be conducted at another training school after you successfully complete recruit training. All necessary information on your mustering training is available to you on the ADF Careers website. If you have any pre-enlistment questions about your mustering training, including dates, course length and content, you should ensure they have been answered by your ADFCC or sourced on the ADF Careers website, before you come to 1RTU.

RAAF Initial Military Training - RAAF Base Wagga (Reserve candidates only)

Reserve candidates undertake the same course (9 weeks) as full-time candidates at 1RTU located at RAAF Base Wagga. Reserve candidates can elect to undertake the full-time course in one attendance or can choose to attend the course in modularised phases over a longer period of time. Reserve candidates are encouraged to attend the full-time course; however, the part-time option is available where civilian employment cannot support an extended time away from the workplace.

The modularised phases are broken down as follows; however, it is recommended Reserve candidates complete the first two phases consecutively. All phases must be completed within two years of joining the RAAF Active Reserve.

- Phase One – 2.6 weeks
- Phase Two – 2 weeks
- Phase Three – 3 weeks
- Phase Four – 3 weeks

Your time at 1RTU (9 weeks) may be extended if you are back-coursed due to injury or training failure.

Useful Websites for General Entry Preparation

Website	Address
ADF Careers	https://www.adfcareers.gov.au/
Navy	https://www.navy.gov.au
Army	https://www.army.gov.au/
RAAF	https://www.airforce.gov.au
RAN Recruit School	https://www.navy.gov.au/royal-australian-navy-recruit-school
Army Recruit Training	https://army.adfcareers.gov.au/joining-and-training/soldier-training-at-kapooka
ADF Reserves	https://www.adfcareers.gov.au/reserves/ https://www.reserveemployersupport.gov.au
ADF Operations Link	https://www.defence.gov.au/operations

IMPORTANT REQUIREMENTS OF ADF SERVICE – POLICIES AND CONDITIONS

The topics listed below are Defence conditions of service and policy matters that you should read and become familiar with. You will be given an opportunity by your Australian Defence Force Careers (ADFC) Recruiter to discuss any aspect of these topics with a Military Recruiter. You will be expected to have read and formed a basic understanding of these matters when interviewed at your Assessment Session.

Operational Service

As the primary role of the ADF is the defence of Australia and its interests, all personnel face the possibility of deploying to, or near, war zones and dangerous operational environments. While the degree of exposure to combat situations would depend on a number of factors, in some situations and trades, a member of the ADF will be called upon to engage in direct action against an enemy force. Additionally, in peacetime, elements of the ADF may be required to deploy to unstable areas where the risk of violence is high. In these cases, personnel may be required to engage in offensive or defensive action for the protection of themselves and others.

ADF personnel may also be required to participate in other forms of operational activities where a degree of personal risk still exists. Such duties could include major exercises, search and rescue missions, and natural disaster relief.

Sea Service

There is an expectation that all Navy personnel will serve at sea during the course of their career. Additionally, there are some Army and Air Force roles that may involve sea service.

Citizenship

Australian citizenship is a requirement for entry into the ADF. On very rare occasions the Navy, Army or Air Force may consider a permanent resident, but only if there are no other Australian citizens applying and only in very exceptional circumstances. Dual citizens may apply for the ADF provided they are Australian citizens.

Defence Force Discipline Act

In addition to normal civilian law, ADF personnel are subject to military law, with its own discipline system (Courts) and punishments. Defence personnel are legally bound to follow all lawful commands. Such orders could require personnel to live, work and fight anywhere in Australia or overseas at short notice.

What is military discipline law?

The Defence Force Discipline Act 1982 (DFDA) establishes a legal system for the maintenance and enforcement of service discipline. Military discipline law concerns offences that are uniquely military, as well as other civil offences that occur in a military environment (both in Australia and overseas). Offences are usually prosecuted within the military discipline system. Criminal offences or other illegal conduct may be referred to civilian prosecuting authorities or civilian police.

How does the military discipline system apply to you?

Discipline is critical to maintaining command and operational effectiveness. The ADF military discipline system provides a legal system that is tailored to the requirements of service in the ADF and the requirements of a disciplined force while protecting the rights of individuals to ensure an ordered, fair, and just workplace. As a member of the ADF you are entitled to legal advice through the ADF Legal Service.

Military Discipline System

As part of the DFDA, the Military Discipline System consists of the three levels:

- **Discipline Officer Scheme:** Lowest level of disciplinary action available. Enables commanders to deal with minor disciplinary offences in a simple, quick and fair manner.
- **Summary Authorities:** Mid-level disciplinary action. Enables commanding officers and officers appointed as superior summary authorities to deal with more serious disciplinary offences.
- **Defence Force Magistrate and Courts Martial proceedings:** Highest level of disciplinary action under the DFDA.

The DFDA provides for the automatic review of summary authority proceedings by a Reviewing Authority. An ADF member convicted of a service offence may, depending upon the circumstances, have rights of appeal to the Defence Force Discipline Appeal Tribunal, the Federal Court or the High Court of Australia.

Unrestricted Service

All members of the ADF are required to provide unrestricted service. This means they must be available (at all times) to be moved or deployed across Australia and overseas. Defence members may be required to work long hours, shift work, irregular hours or a combination of these. Defence members do not have penalty rates or overtime as a condition of service. The requirement to provide unrestricted service also means that a candidate cannot have any civil or criminal restrictions placed on them that would limit their ability conduct the duties of a service member, including but not limited to, the operation of vehicles, the handling of firearms, weapons, and/or transit both domestically and internationally. Any candidate subject to an order/sentence that impedes unrestricted service in the ADF cannot be processed until such restrictive circumstances cease. Circumstances such as: Community Service, Good Behaviour Bonds, Bankruptcy, Weapons Protection Orders, Apprehended Violence Orders, Restraining Orders (or any other Protection Orders) etc automatically brings restrictions to ADF Service for the duration the order is in place.

Military and Trade Skills

Throughout their career, members of the ADF are required to acquire and maintain military skills as well as the trade skills and professional qualifications applicable to their employment. Military skills include competency with weapons, combat proficiencies and drill and ceremonial procedures.

Initial Minimum Period of Service (Full-time candidates only)

The Initial Minimum Period of Service, or IMPS, is a condition of service for appointment/enlistment in the ADF that requires the officer/enlisted member to undertake a minimum period of service (as determined by the individual Service). The IMPS may vary depending on the job and avenue of entry. You should review the IMPS relating to your chosen career path on the ADF Careers website prior to attending an Assessment Session.

Age Restriction

The minimum age to join the ADF is 17 years. All minors (under 18 years of age) must have written consent from their parent/s or legal guardian to join. As evidence of proof of age, all candidates wishing to join the ADF must present an original or certified true copy of documentation such as a passport or a full birth certificate to their Recruiter.

The maximum age to join the ADF will depend on the job and avenue of entry but, in general, a candidate must be able to complete their IMPS before their compulsory retirement age, which is 60 for full-time members, and 65 for reservists. For example, if a full-time job role has an IMPS of six years, the candidate must have joined the ADF before they turn 54.

Postings and Deployments (Full-time candidates only)

ADF posting policy reflects the need to fill current vacancies as well as the need to rotate personnel through operational, staff and training appointments. Postings assist with the development of the skills and experience of ADF members. Postings are not always possible within the same geographic locality.

It is in the interests of the ADF that postings are sufficiently long for personnel to develop an understanding of their job. This is necessary for the ADF to develop sound techniques, procedures and doctrine. Longer postings also contribute to job satisfaction, family welfare and domestic stability. The posting policy, therefore, aims at achieving lengthy postings, preferably between two- and three-years duration. Postings may be of a lesser period in some circumstances.

Factors taken into consideration when posting personnel include personal preferences, family welfare or compassionate circumstances. A member's preferences are recorded and reviewed at regular intervals and remain readily accessible for consideration by posting planners. Personal preferences cannot be the overriding influence on selection of a posting. ADF personnel should be aware that on joining the ADF they might be required to move frequently throughout their careers, although in many cases such moves are anticipated and an attraction to join in the first place. The degree of willingness to accept frequent moves can vary through a member's career depending on family circumstances.

ADF personnel, and their families, will normally experience a number of moves, between different localities, during their career. The ADF will, however, assist families to reduce disruptions due to moves by providing removal leave, financial and accommodation assistance. Every effort is made to provide geographical stability for personnel who have children in the last two years of secondary school.

The deployments of ADF personnel within Australia and overseas occurs on a regular basis in response to events such as conflicts, peacekeeping missions, exercises and natural disasters. In many cases, members are required

to move at short notice to areas providing only basic amenities. Such deployments will result in separation of members from their families for a potentially extended period. During such deployments the Defence Member and Family Support organisation can provide family support.

Impact on Partners and Family

You should be aware that service in the ADF has the potential to place strain on relationships. Posting requirements may impact on your partner's employment and your children's schooling. If you have concerns about the impact of Service life on your relationship/family, you should discuss these concerns with your Recruiter.

Medical and Physical Fitness

Medical fitness is a fundamental requirement for entry to, and retention in, the ADF since all members may be called on to deploy on operations. ADF members will complete, to varying degrees, arduous training during Initial Military Training, Initial Employment Training, and at various times throughout their career. A high level of medical fitness is, therefore, vital for ADF members. Any injury or illness permanently affecting a member's fitness for duty may ultimately result in discharge from the ADF. To assist ADF members maintain the best of health, the ADF provides free medical and dental care. All ADF personnel are required to undergo regular medical and dental assessments, vaccinations, and any surgical treatment that may be required as determined by medical authorities.

High standards of physical fitness are also crucial for ADF members. All ADF members must be capable of achieving and maintaining a minimum level of physical fitness as a function of individual operational readiness. During their service, ADF members are required to undergo regular physical fitness assessments to ensure they are maintaining the required level of fitness. Personnel who cannot meet these standards after remedial training may be discharged from the ADF.

Dress and Grooming Standards

Teamwork and *esprit de corps* are qualities essential to the proper functioning of the ADF. To foster these qualities, and to allow for identification of its members, the three Services have various dress and grooming regulations. By wearing the uniform of their Service, and by having the same general style of appearance, members of the ADF are given a sense of belonging and being part of an organisation with long standing and proud traditions. Additionally, well-groomed members of the ADF help to promote a sense of confidence and pride in the military among the Australian community. Often, military dress and grooming will reflect community trends; however, not all fashions in clothing, accessories and appearance will be permissible for ADF personnel when on duty or in uniform. You should arrive at your initial military training prepared to conform immediately to dress and grooming standards. Refer all enquiries to your Military Recruiter or your local recruiting centre for specific guidance. Additionally, specific rules may be introduced for certain groups or in special areas to allow for operational, hygiene and safety requirements.

Religious or Cultural Concerns

Defence recognises and respects the significance of people's religious and cultural beliefs. Under Australian legislation, Defence is not obliged to provide facilities or time off work for members to observe religious practices; however, Defence policy states that, wherever possible, opportunities are to be provided for individual requests for time or facilities required for religious practices or belief systems. This could include time for prayer or a quiet room for personnel.

- **Dress and Grooming:** Many religions, beliefs and cultures have items of dress and grooming (i.e. hair styles and facial hair) that hold special significance. All ADF personnel are required to wear the standard issued uniform and adhere to clothing policies and instructions. Defence policies are, however, flexible in allowing variations in appearance for religious or cultural purposes. The overarching policy on dress, facial hair and hair length and style relates specifically to safety requirements. You should discuss dress and grooming with your Recruiter and understand the requirements in order for you to be compliant on arrival at your initial military training. In some cases, items of dress specific to religious or cultural requirements are to be supplied at your expense and be compliant with the standards advised in the Service manuals for dress and grooming.
- **Tattoos and Jewellery:** Some religions and cultures place significance on tattoos or jewellery and this may conflict with ADF standards. Requests for tattoos or jewellery for religious or cultural reasons will be considered and waivers may be granted.

- **Dietary Needs:** Catering arrangements will, where possible, make every effort to provide flexibility to accommodate the dietary requirements of ADF personnel. Members must, however, be aware that in some cases, it may not be possible to guarantee availability of dietary requests.

Body Embellishment Restrictions

The Services each have particular personal presentation requirements for serving members. These requirements must be adhered to at all times, including during enlistment. Throughout the recruiting process, body embellishments will be discussed and you will be expected to inform ADFC staff of any current embellishments. Body embellishments include tattoos, branding, piercing, earlobe stretching, bead implantation and any other form of body modification.

Tattoos and Brands

Applicants should be aware that tattoos and/or brands that do not align with the values of the ADF are prohibited. Tattoos and/or brands are not permitted on the face (including the eyes) and the front portion of the neck, as may be visible in a passport photo when wearing a t-shirt. They are permitted on other parts of the body, unless the tattoo or brand is considered offensive.

Candidates displaying offensive embellishments, tattoos or brands are considered unsuitable for entry to the ADF. Any decision to take action in removing or correcting the body embellishment is your decision and is to be undertaken at your expense. Defence does not advocate undergoing surgery/laser procedures as a means for entry. This action will not guarantee entry into the ADF and you will be subject to further assessment by ADFC.

The ADF has additional requirements regarding other forms of body branding, piercing, earlobe stretching and bead implantation. Refer all enquiries to your Military Recruiter or your local recruiting centre for specific guidance.

Regulation of Lifestyle

The Australian community has high expectations of the ADF and its members. To maintain these expectations, the ADF has several regulations which affect the lifestyles of members and impact areas such as; recreational use of drugs, consumption of alcohol, unacceptable behaviour and unreasonable debt. Many of the practices regulated or banned by the ADF may be legal under civil law and/or socially acceptable within the Australian community. ADF personnel are expected to uphold the core values and principles of the ADF and their Service at all times, both on and off duty.

Workplace Behaviour

The ADF strives to be an inclusive and progressive workplace that benefits from diverse personnel. Maintaining appropriate workplace behaviour and treating everyone with respect and fairness is essential to achieving this. Members must be responsible, accountable and considerate of the consequences of their actions, attitude and behaviour towards others at all times. ADF members found to be involved in, contributing to, ignoring or encouraging unacceptable behaviour will be held responsible.

Police History Checks

The ADF retains the right, under the *Defence Act 1903*, to select only those people who it believes are suitable for employment. Police history checks are conducted during the recruitment process, and prior to enlistment/appointment, to assist ADFC staff in assessing each candidate's suitability to serve. A criminal record or a history of unacceptable behaviour may indicate an attitude or a lack of self-control and discipline that is incompatible with the inherent requirements of Service life.

All candidates are required to consent to a police history check for recordable convictions. The nature and circumstance of any offence will be considered to determine the candidate's suitability for employment in the ADF. Every case is assessed on its merits. Candidates are encouraged to discuss any aspects and/or mitigating circumstances pertaining to a criminal record with their Defence Interviewer so this information may be taken into consideration prior to any final decision being made.

Security Checks

A security assessment, which is an ADF requirement, is conducted by the Australian Government Security Vetting Agency (AGSVA), will be obtained to determine your suitability for access to national security information. Prior to this a Checkable Background Pre-Screening will be conducted to determine whether you are eligible to continue with a security check. Personal information provided by you during the recruitment process will be treated in strict

confidence and will only be used for the purpose outlined in this paragraph. You will be required to submit an online application to the AGSVA for a security clearance. You will not be enlisted or appointed in the ADF until you have submitted your AGSVA e-pack or been granted a security clearance as per Service requirements and guidance.

Pre-entry Medical Examination

During the selection process, your medical fitness will be assessed. You must meet ADF medical standards before an offer of appointment or enlistment is made. Any offer is subject to you maintaining your medical fitness and passing a final medical examination on the day you are appointed or enlisted.

Pre-entry Physical Fitness Assessment

During the selection process, your physical fitness will be tested. You will be required to pass the Pre-entry Fitness Assessment (PFA) within six weeks of your enlistment or appointment in the ADF. You should discuss the PFA with your Recruiter. Details about the PFA are on page 23-24. A training program and PFA test conditions are available on the ADF Active app, which is free to download from your app store.

Drugs

Misuse of prescribed and non-prescribed drugs as well as illegal substances (including but not limited to ice, marijuana, glue sniffing etc.) is not tolerated and will result in action being taken against those Defence members who use or misuse such substances—usually termination of your service in the ADF.

Compulsory Drug Testing

All ADF personnel will be required to provide specimens (urine, hair and/or saliva) as part of the Prohibited Substance Testing Program. A positive test result, or refusal to provide a specimen, will generally constitute grounds for dismissal from the ADF.

Alcohol

The ADF does not condone the abuse of alcohol, nor does it tolerate alcohol consumption practices that impair a member's ability to perform their duties. While the ADF recognises society's attitude to alcohol consumption, it encourages and supports its members in taking a sensible and balanced view on the subject.

Performance Appraisal System

The ADF uses performance management as the process to monitor and reward good performance, and, where necessary identify and resolve performance issues. No matter what a member's role is or where a member is located, all ADF members participate in the performance management process. Performance appraisal reports are used for a range of career management purposes such as, promotions and postings, and provide a permanent record of a member's achievements throughout their career. All ADF members are encouraged to take an active role in the management of their own performance.

Training Failure

If you fail to complete any module of your initial training, your ADF service may be terminated. In certain circumstances, you may be offered alternative or remedial training.

Conclusion

If for any reason you anticipate it will be difficult for you to meet the required standards outlined above, you should discuss the issue with your ADFC Case Manager.

CONDITIONS AND BENEFITS OF SERVICE (HOUSING, LEAVE etc.)

For information relating to ADF pay and conditions see <https://pay-conditions.defence.gov.au/pacman>

Superannuation (Full-time candidates only)

Superannuation is a contribution made by Defence as a percentage of your salary. Superannuation is designed so you can have access to a source of income (or rely less on Government support) in retirement. Access to your superannuation generally occurs when you reach preservation age. All new members of the ADF will become members of ADF Super, the default superannuation fund from 1 July 2016, unless the details of another fund of choice have been provided on form AE689. The funds which will be paid to you when you stop working will come

from a benefit which is made up of your personal contributions and the interest earned and an employer benefit which is the Government's contribution to your superannuation. Defence will contribute 16.4 per cent of your salary to your superannuation fund.

You can find more information at <https://www.adfsuper.gov.au/> or <https://pay-conditions.defence.gov.au/pacman>

If you are discharged before age 60 due to injury or illness you may be eligible to receive benefits from the statutory death and invalidity scheme.

Former members of the permanent/regular forces (including those who have undertaken a gap year) or Reservists who have undertaken a period of Continuous Full-time Service (CFTS) in the past, may be a member of one of the two other superannuation schemes—Defence Force Retirement and Death Benefits, and Military Super—which are now closed to new members. Information on these schemes can be found at <https://www.csc.gov.au>.

Certain former members of the Military Superannuation and Benefits Scheme (also known as Military Super) may be required to rejoin Military Super. Military Super members can then elect to transfer to ADF Super, or then transfer to another complying fund of their choice. Further information can be found by contacting the scheme.

Former members of DFRDB can no longer rejoin DFRDB and must join ADF Super, or then elect to transfer to another complying fund of their choice. Further information can be found by contacting the scheme.

Categorisation

For information relating to Categorisations <https://pay-conditions.defence.gov.au/understanding-family-categorisations>

Throughout your career you will be categorised as either a:

- a. Member (MBR)
- b. Accompanied Resident Family (ARF) or
- c. Unaccompanied Resident Family (URF), and additionally;
- d. Non-Resident Family (NRF) or
- e. Recognised Other Persons (ROP).

These categories are used to determine the conditions of service you are entitled to (e.g. housing). As a general guide the categories mean:

- a. ARF— Accompanied resident family is your partner and children who live with you.
- b. URF — Your resident family may be categorised as your unaccompanied resident family if they live apart from you due to approved service, compassionate, work or study reasons.
- c. MBR— does not qualify under one of the other two categories above.

Additionally, in your career you may have URF or ARF, but may also have NRF or ROP categorisation. These categories mean:

- a. NRF — is recognised family who don't usually live with you. Unlike unaccompanied resident family, non-resident family live away from you for other reasons that don't need to be approved. Examples of non-resident family may include: your child who you don't see frequently, your partner whom you've never lived with. You can have non-resident family and resident family at the same time.
- b. ROP — Are those people who, for various reasons, reside in your household (ie adult child (21-25), live-in carer, child care assistance, parent etc.

Interdependent (De Facto) Relationships

If you and your partner, irrespective of gender, have lived together in a bona fide domestic de facto relationship in a common household, and you continue to maintain the household after your enlistment/appointment in the ADF, you may be eligible to apply for recognition of an interdependent relationship. Recognition of an interdependent relationship entitles you and your partner to benefits such as subsidised housing and removals. Those candidates wishing to apply for recognition of an interdependent relationship must complete their application as soon as they accept an offer of appointment or enlistment. Candidates should consult with their Recruiter to obtain an application form and additional information about applying for an interdependent relationship.

Recognised Relationships and Dependants

Relationships and dependants are sometimes treated as two different things by the ADF. When you join the ADF you can apply to have an interdependent relationship recognised (on a form AD150), but this might not necessarily mean that the ADF will automatically recognise a dependency if you do not normally live together. If you are in a recognised relationship *and* you normally live together (and you have supporting paperwork to show that you do) then the ADF would normally recognise a dependant after it has been approved (on a form AE681) and you will receive all of the associated conditions of service. However, if your relationship is not recognised as a dependency then you will not receive the associated benefits.

The differences between recognised relationships and recognised dependants can be complex and confusing. If candidates have questions they should discuss this with their Australian Defence Force Careers Centre (ADFCC) or as soon as possible after joining the ADF.

Accommodation (Full-time candidates only)

Members with dependants who are posted to localities where they do not own a suitable home, and in which they intend to maintain a family home, are entitled to accommodation assistance. This assistance may be either the provision of a Service Residence or payment of Rental Allowance if no Service Residence is available and the member is required to obtain accommodation from the private rental market.

All Service Residences are unfurnished. Some Service Residences are located on base, but most are located in the community.

Living-in quarters are normally provided by the ADF to accommodate members without dependants, unaccompanied members and temporary personnel, including members who are attached for short periods of duty or training away from their unit location. If you are an ADF member without dependants, you may be required to reside in living-in quarters for a period stipulated by your Services or unit before permission is granted to seek other accommodation utilising the Rental Allowance scheme. There may be times when living-in accommodation is not available due to refurbishment activities or large personnel movements, resulting in members being required to find accommodation in the private rental market utilising the Rental Allowance scheme.

Removals (Full-time candidates only)

The word 'removal' is commonly used to mean the entitlement for you, your family and your belongings to be removed from one location to another, at ADF expense. Generally, a removal is a consequence of a posting. The type of removal that is granted, i.e. furniture and effects or personal effects only, depends on the length of posting. A posting duration of greater than six months are entitled to a removal.

Leave Entitlements (Full-time candidates only)

Annual leave is credited fortnightly, amounting to 25 working days per year. There are other types of special purpose leave that may be granted in certain circumstances or used to compensate for arduous, special or prolonged duty. This includes trainee leave, seagoing and flying leave, remote locality and field leave.

Long Service Leave (Full-time candidates only)

Long Service Leave accrues at a rate of nine days per year of service and may be taken after 10 years of service. Employment with other Government departments and authorities (e.g. hospitals, councils) may also be recognised for Long Service Leave purposes, providing there is not more than 12 months break in continuity between that employment and joining the ADF. Candidates who believe they may be eligible should apply for recognition of previous employment for Long Service Leave purposes.

Annual Leave Free Travel (Full-time candidates only)

A member serving in Australia who has no spouse, interdependent partner or children, and whose nominated family is in Australia, but not at the member's place of duty, may be eligible to travel at Commonwealth expense. This will be achieved by the most economical means of public transport to and from the nominated family home location within Australia.

In cases where the member's nominated family permanently resides overseas, the travel entitlement is return travel to an international terminal in Australia nearest to the member's locality of posting from which a flight departs to the overseas locality of the nominated family.

Those who are eligible may be entitled to the following:

- a. **Return trips:** Members may be eligible for one return trip per leave year. Trainees may be granted up to three return trips (see Leave Travel for Trainees below).
- b. **Deferred recreation leave:** If service reasons prevent a member from accessing their recreation leave travel, they may apply to defer it into the following leave year. They must still meet all the conditions for eligibility in the following year.
- c. **Recalled from leave:** If a member is recalled for service reasons while on recreation leave travel entitlement, they are considered to have not used their travel entitlement.
- d. **Limit of recreation leave travel:** Remote location leave travel, recreation leave travel and reunion travel must not exceed seven trips per leave year.

Leave Travel for Trainees (Full-time candidates only)

A trainee may, subject to service requirements and course structures, be granted free return travel to the address of the member's home location within Australia. This typically occurs during term or semester breaks in the course, or on graduation, on can be taken up to three times in any period of twelve months' duration. Conditions apply.

Medical and Dental Treatment (Full-time candidates only)

The ADF provides full medical and dental treatment as required to keep or restore you, as far as possible, to normal health. Certain procedures (e.g. cosmetic surgery) are not normally provided at Defence expense.

Further Education for Serving Members (Full-time candidates only)

The Defence Assisted Study Scheme (DASS) exists to encourage personnel to undertake educational and training courses which enhance their professional capability. DASS aims to give personnel the opportunity to participate in the general upward movement of educational levels and to increase their professional effectiveness.

Only members of the ADF on full-time service or on leave from that Service (including leave without pay) are eligible for assistance through DASS.

Approval may be given for courses of study conducted or arranged by:

- a. Australian public education or vocational training institutions including public universities, institutes of technology, colleges of advanced education and secondary schools; or
- b. Any other institution approved on a case-by-case basis by the approving authority, but not private or overseas institutions when similar courses are reasonably available to the member through public institutions in Australia.

Financial assistance may include:

- a. Compulsory tuition fees
- b. Other compulsory fees levied by the institution
- c. Higher Education Loan Program (HELP) debts

Defence aims to provide a high level of financial support for further education. Every effort will be made to maintain reimbursement rates at 75% or higher. Up to 100% of approved costs may be reimbursed. Members should not, however, expect financial support, as this may vary depending on the availability of funding, the number of applications submitted across the ADF, and the relevance of the subject matter to be studied in relation to the member's current or future position. The reimbursement rates are varied to ensure DASS expenditure remains within the available budget and in some circumstances reimbursement rates could fall significantly below 75%. For all courses completed within a calendar year the same reimbursement rate will apply across all DASS levels.

Members may be eligible for a maximum study release of 90 hours per semester. Residential segments are to be included in the 90 hours per semester, calculated at 7.5 hours per full day of release.

Up to three hours travelling time may be granted in any week for travel to or from approved study activities where the travel must occur in normal duty time.

RESERVE SUPPORT

ADF Reserves and Employer Support (Reserve candidates)

The ADF Reserves and Employer Support (ADFRES) team in Defence build strong and productive working relationships between Defence units, reservists, civilian employers, educational institutions and the broader community.

To assist your employer navigate their entry into employing you as a Defence reservist please provide them with an introductory booklet which can be found on our ADF Careers website ([Army Reserve Employer Information](#)).

Employer Support Payment (ESP) Scheme (Reserve candidates)

The Employer Support Payment Scheme (ESPS) is administered by the ADFRES team. It provides financial assistance to employers of reservists and to self-employed reservists, when the reservist is away from their civilian workplace on eligible periods of Defence service.

For employers of reservists in full time roles (35+ hours/week), ESPS payments are made at a set weekly rate equivalent to the Full-Time Adult Average Weekly Ordinary Time Earnings

- A pro-rata payment amount may be made for a part-time employee
- Typically, casual employment is not eligible for ESPS payments, but it may be treated as part-time employment if demonstrably regular and reliable
- For employers of medical, dental, nursing, or allied health officers, or self-employed reservists in these fields, higher levels of ESPS payments may apply

Payments are made to the business, for the benefit of the business, however there are no restrictions on how a business or self-employed reservist can use these payments

Reserve service protection and leave from a civilian workplace (Reserve candidates)

In 2001, the Australian Government introduced legislation to protect ADF reservists undertaking various forms of Reserve service. The *Defence Reserve Service (Protection) Act 2001* (the Act) makes it an offence for an employer to discriminate against, disadvantage, hinder or dismiss an employee or prospective employee for undertaking Reserve service.

The Act makes it compulsory to release reservists to undertake ADF Reserve service and the training required to prepare them for that service. It is mandatory that employers release their reservist employees, but reservists cannot be forced to take any form of paid or unpaid leave. Also, as an employer you are not required to pay reservists' salaries while they are rendering Defence service.

The Australian Government Public Sector Workplace Bargaining Policy requires the incorporation of leave policies and employment practices in enterprise agreements and other workplace arrangements that support the release of Defence reservists for training and deployment. A copy of the Australian Government Public Sector Workplace Bargaining Policy can be found by visiting the Australian Public Service Commission's website <http://www.apsc.gov.au/>

While your ability as a reservist to render service in the ADF is protected under law, you have responsibilities and obligations to your employer or educational institution to make your release for service as easy as possible. You can do this by:

- Always considering the impact your potential time away will have on your employer's business or organisation
- Providing your employer or educational institution with as much advance notice as possible
- Where known, providing your employer with a 6–12 month plan of your intended Defence service in particular any training commitments
- Written notification should be provided to your employer as early as possible before (and after) your service, and whenever requested by your employer using form AE 380 – Tri-Service Notice of ADF Reserve Service.

ADF immersion activities for civilian employers of reservists (Reserve candidates)

ADF immersion activities are designed to enhance support for the Reserves by giving employers and senior staff a hands-on experience of what Reserves do when they are serving our nation. ADF immersions are usually held in conjunction with a Navy, Army or Air Force exercises. These activities afford the participants the unique opportunity to see how the Reserve contribute to ADF capability, provide an insight into Reserve service and the skills reservists bring to their civilian workplaces.

A typical program is designed to be both informative and adventurous, all set in a challenging yet safe and controlled environment. They run from half day, to two or three days in duration (and over weekends). During multi day ADF immersions, employers of reservists have the opportunity to:

- see their reservist employee working in their Reserve roll
- undertake military travel to overseas locations
- observe and participate in major military exercises
- sleep and eat on a Defence base

Reservists are responsible for making sure their civilian employers are aware of these activities and in some instances are encouraged to nominate

Further Information for reservists and their employers

ADFRES

Toll free: 1800 DEFENCE (1800 333 362)

Website: www.reserveemployersupport.gov.au

FITNESS STANDARDS REQUIRED FOR ADF ENTRY

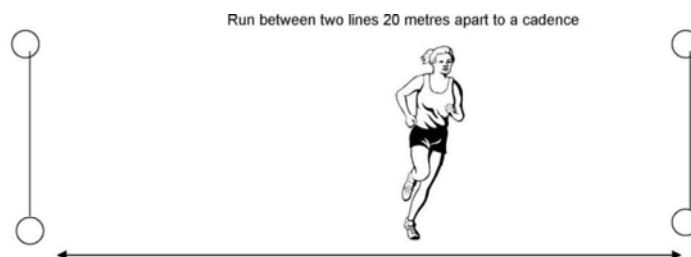
The aim of the Pre-entry Fitness Assessment (PFA) is to determine if a potential recruit is at a sufficient level of fitness to safely commence training. This assessment must be passed prior to entry.

Please be aware that:

- The PFA represents the **minimum** standard required for ADF entry; the standard is higher during service.
- Even if candidates successfully pass the PFA, they must maintain their fitness training to increase their physical capacity and lower the risk of injury or failure after enlistment/appointment.
- Newly enlisted/appointed candidates will be required to meet the PFA standard immediately after enlistment/appointment.
- Failure to meet the standard after entry may delay training or threaten future ADF employment.
- When participating in the PFA you should apply your best effort and not rely on achieving the minimum standard because PFA results are a factor in merit based selection.

PFA Standards

The shuttle run consists of running between two lines 20 metres apart; the figure below indicates this.



Navy

Clearance Diver candidates are the only Navy candidates required to complete a PFA.

Requirement: Push-ups: 30 Sit-ups: 25 Shuttle run: 10.1

Sit-ups are performed to a cadence of one sit-up every three seconds.

Army

PFA standards for Army Officer Entry and General Entry Combat job role candidates, with the exception of the Special Forces Direct Recruiting Scheme, are:

Male Requirement: Push-ups: 15 Sit-ups: 45 Shuttle run: 7.5
Female Requirement: Push-ups: 8 Sit-ups: 45 Shuttle run: 7.5

This standard applies consists of all Officer job roles and the general entry job roles in the table below:

Armoured Cavalry	Operator GBAD
Drone Operator	Artillery Command Systems Operator
Combat Engineer	Artillery Observer
Emergency Responder	Patrolman
Artilleryman Light	Infantry Soldier
Gap Year – Combat	

For Combat Support roles:

Male Requirement: Push-ups: 8 Sit-ups: 20 Shuttle run: 6.1
Female Requirement: Push-ups: 4 Sit-ups: 20 Shuttle run: 6.1

Sit-ups are performed to a cadence of one sit-up every three seconds. Push-ups are graded on the maximum number conducted within 2 minutes.

Special Forces Direct Recruiting Scheme candidates are required to complete 40 push-ups, 60 sit-ups, 6 heaves and achieve level 10.1 on the shuttle run.

For Army Specialist Service Officer job roles, an age appropriate Basic Fitness Assessment may be conducted in lieu of the above.

Female and Indigenous candidates have alternative pathways to complete the PFA, which can be discussed, Male candidates applying for APCP or certain Reserve roles will need to discuss with a ADFC member to determine if they are eligible for alternative pathways to complete the PFA.

For more information regarding your eligibility for alternatives to the PFA, please speak to a ADFC member.

Air Force

PFA standards for Air Force candidates, with the exception of Ground Defence Officer and PTI candidates, are:

Male Requirement: Sit-ups: 20 Shuttle run: 6.1
Female Requirement: Sit-ups: 20 Shuttle run: 5.1

Ground Defence Officer and PTI candidates are required to complete:

Ground Defence Officer: Push-ups: 10 Sit-ups: 20 Shuttle run: 6.5
PTI Female Requirement: Push-ups: 10 Sit-ups: 30 Shuttle run: 9.5
PTI Male Requirement: Push-ups: 20 Sit-ups: 30 Shuttle run: 9.5

Sit-ups are performed to a cadence of one sit-up every three seconds. Push-ups are performed to a cadence of one push-up every two seconds.