No. 1 RECRUIT TRAINING UNIT

RECRUIT BARRACKS INSTRUCTIONS

Issued for use by 1RTU personnel and effective forthwith.

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FOREWORD

1. **Overview.** This document details the policies, procedures and processes applicable to all recruits undergoing Initial Military Training (IMT) at No. 1 Recruit Training Unit (1RTU).

2. These orders apply to all recruits at 1RTU. For the purpose of these orders, a 'recruit' is defined as an Enlisted Aviator undergoing recruit training including Permanent Air Force (PAF), Air Force Reserves (AFR), Air Force Gap Year (AFGY) and Indigenous Pre-Recruit Program (IPRP) participants. Recruits remain under the requirements of these orders until they post out of 1RTU for further training.

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CHAPTER 4 – LABELLING

Introduction

4.1 **Labelling of clothing** s22 . All issued items are to be labelled with the individual recruits Employee Identification (PMKeyS) number, Surname and Initials. Labelling will consist of s22 or by using a laundry marker on manufacturer labels. Recruits will write their PMKeyS number, Surname and Initials on the manufacturer's tag of all issued clothing, using a laundry marker, regardless of any other nametags or labels on that item. Manufacturer tags on issued uniforms are to be labelled as per figure 60.



Figure 60: Example of manufacturers tag with label

4.2 All civilian items that are kept in recruit lockers are to be labelled. This includes sleepwear, underwear, s22 Course staff are to be consulted if this will damage the item or permanent marking is undesirable. Label clothing on the manufacturer's tag. s22
Civilian clothing that is kept in the civilian suitcase is not required to be labelled, however, if these items are labelled, no PMKeyS Number is required.

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4.3 **Markers and pens.** Only laundry markers are to be used to mark clothing. All manufacturers' tags are to be labelled using black laundry markers. s22 Thick felt tip pens or other coloured markers are **not** to be used.

4.4 **Legibility.** Markings are to be legible throughout the duration of the recruit course - faded labels are to be re-marked or replaced. Recruits with long names are to consult the course staff for guidance on labelling.

Cloth labels

4.5 **Format.** The cloth name tags are to be labelled with Surname and Course/Flight. A stencil and laundry marker is to be used when writing names and course numbers. Gaps left by the stencil are to be filled in free hand. All numbers and letters are to be the same size, there is to be even spacing between each letter and placed centrally from top to bottom. Recruits are to use the large stencil, unless the last letter of their surname is less than 2.5cm from the course number, in this case, the smaller stencil is to be used. The name is to start, and course number finish, 5-10mm from the end of the name tags.

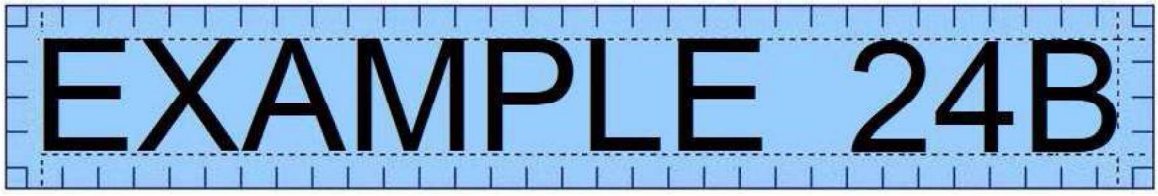

Figure 62: Cloth label

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4.7 **Air Force T-Shirts. (front)** letters are to be 40mm in size and positioned 20mm below the Air force crest and central from the sleeve to sleeve. All letters are to be completely filled in, are to be solid and evenly coloured. Surnames of 12 characters or more are to use 19mm stencilling

4.8 **Air Force T-Shirt (rear)** letters are to be 40mm in size and positioned 20mm below the (Air force) and central from the sleeve to sleeve. All letters are to be completely filled in, are to be solid and evenly coloured. Surnames of 12 characters or more are to use 19mm stencilling.



Figure 64: Front/Rear Air Force T-Shirts

4.9 **PT shorts label.** Recruits will write their PMKEYS number, Surname and Initials on the manufacturer's tag of issued PT shorts.

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4.11 **Rank slides.** A white laundry marker is to be used on the inside of the AC rank slide to mark a Recruit's initials and PMKeyS.

4.12 **SD tie**. A white laundry marker is to be used on the inside of the tie to mark a Recruit's initials and PMKeyS.

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Hand written labels

4.37 **Labelling format, written.** When labelling items by hand, all lettering is to be in capitals. All items will be marked with the recruit's PMKeyS number, Surname, and middle initials. Hand labelling may be used on those items that are impractical to label by other means. These items may include toiletries that are frequently exposed to water, consumables such as laundry powder and bridging meals and odd-shaped items.



Figure 76: Hand labelled items

4.38 All other items are to be labelled as detailed below. If an item of military or civilian equipment is not listed or cannot be labelled as detailed in this instruction, clarification is to be sought from course staff.

4.39 **Hat Khaki Fur Felt**. Inside and underneath the front of the sweat band with black laundry marker pen.

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4.42 **PT shoes.** Labelled inside the inner ankle support with black or white marker.

4.43 **RM Williams boots**. Inside front of boot with laundry marker.

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4.45 **SD belt**. Permanent marker on rear of buckle.

4.46 **SD hat.** Inside of the sweatband with a laundry marker.

4.47 **Service issue boots**. Inside top of boot (in-step side) with laundry marker or white paint marker (black boots).

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OFFICERS' TRAINING SCHOOL

BARRACKS INSTRUCTIONS

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CHAPTER 9 – LABELLING

9.1 **Labelling of Clothing** s22 **.** All issued items and equipment listed are to be labelled as detailed in Table 9.1. Refer to **Figures 9.1 and 9.2** for labelling general format and on manufacturer's label, respectively.

Item	Labelling Position and Method
Air Force PT Shirts	Manufactures label; PT shirts (x2) labelled IAW Chap 9.
Air Force Cap	Manufacturers label.
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GPU Hat	Manufacturers label. Black laundry marker pen.
GPU Jacket (Cold Weather)	Manufacturers label. Black laundry marker pen.
GPU Jacket (Cold Weather) Liner	Manufacturers label. Black laundry marker pen.
GPU Jacket (Wet Weather)	Manufacturers label. Black laundry marker pen.
GPU Pants (Wet Weather)	Manufacturers label. Black laundry marker pen.
GPU Shirts	Manufacturers label and IAW Chap 9.
GPU Trousers	Manufacturers label. Black laundry marker pen.
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Hat Khaki Fur Felt (KFF)	Laundry marker. IAW green trunk sample.
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Multi-Purpose Jacket (MPJ)	Manufacturers label. Black laundry marker pen.
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PT Bike Pants	Manufacturers label. Black laundry marker pen.
PT Shorts	Manufacturers label.

Item	Labelling Position and Method
RM Williams Boots	Permanent marker. Inside front ankle support.
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SD Belt	Permanent marker (white).
SD Black Gloves	Manufacturers label.
SD Hat (Male and Female)	Laundry marker. As per green trunk sample.
SD Shirts	Manufacturers label. Black laundry marker pen.
SD Skirt	Manufacturers label. Black laundry marker pen.
SD Trousers	Manufacturers label. Black laundry marker pen.
SD Patent Leather Shoes	Permanent marker. Inside front ankle support.
Service-Issued Boots	Permanent marker. Inside front ankle support.
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Service Track Suit - Jacket	Manufacturers label. Black laundry marker pen.
Service Track Suit - Pants	Manufacturers label. Black laundry marker pen.
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SCE	Labelled IAW Chap 9.
Skivvy	Manufacturers label. Black laundry marker pen.
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Thermals	Manufacturers label. Black laundry marker pen.
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Table: 9.1 Labelling position and method

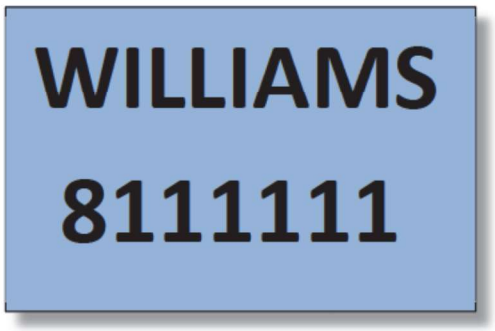

Figure 9.1: Paper Label (Example)

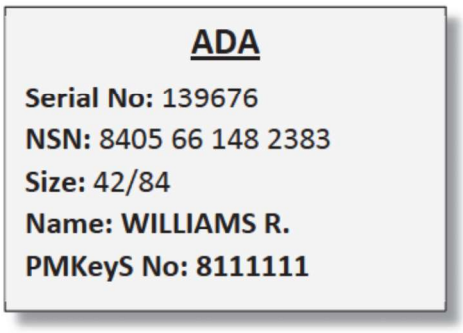

Figure 9.2: Manufacture Label (Example)

9.2 Where possible, all civilian items that are stored within the room or locker space area are to be labelled. Civilian clothing, or items stored within a personal suitcase, are not required to be labelled.

9.3 **Markers and Pens.** All manufacturers' tags are to be labelled using black biro style fabric markers.[s22] **Note:** Only fabric and laundry markers are to be used to mark clothing. Thick felt tip pens, or other coloured markers, are **not** to be used. Labels that fade over the duration of course are to be re-written or replaced.

9.4 **Cloth Name Label Format.** The cloth nametags (matched to course colour) are to be labelled with surname positioned centrally. A stencil and laundry marker are to be used, and any gaps created by the stencil are to be filled in by hand. All letters and numbers are to be the same size, evenly spaced between each letter, and centralised from top to bottom. Trainees are to use the medium sized stencil, unless the last name exceeds margins of the name tag, In this case, the smaller stencil is to be used. The name is to be placed centrally with a gap of **5-10mm** from the end of the nametags (once stitched on). A **ladder stitch** is to be used at 5mm intervals, and extend 3mm in from the edges, using **white** thread, as shown in **Figure 9.3.**

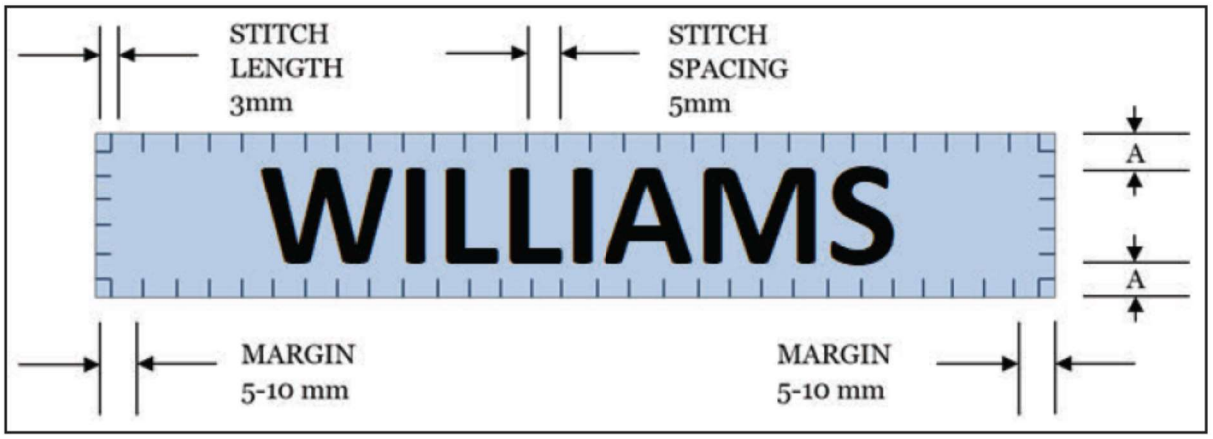

Figure 9.3: Cloth Name Label - Dimensions

9.5 **GPU Shirt.** The cloth name label is to be positioned immediately above the left breast pocket, and attached using a ladder stitch as shown in **Figures 9.4 to 9.5.** The name label is to cover the full width of the pocket, unless the shirt sleeve interferes with the corner of the tag. In this case, the name label may be cut shorter. All corners on the name label are to be at right angles. When cutting the name label, no less than 10mm extra on both ends should be left, in order to leave enough material to fold under to produce straight edges and avoid fraying.



Figure 9.4: GPU Shirt Cloth Name Label.



Figure 9.5: Ladder Stitch (Inside).

9.6 **GPU Hat.** A cloth name label is to be sewn on using ladder stitch and attached centrally on the rear of the GPU hat (external hatband only) as shown in **Figure 9.6.**

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Figure 9.6: GPU Hat Cloth Name Label.

9.7 **SCE and** s22 The name label format for the SCE and s22 patches is shown in **Figure 9.7**, IAW guidance/direction from the OTS Force Protection (FP) staff. The centre of the patch is to have the member's **'Dhobi number'**, ie the first three letters of a member's surname and the last four digits of their PMKeyS number. For example, (WILLIAMS, R. 8526543) would be **WIL6543,** as shown in **Figure 9.7.** The bottom left corner is to have **AU**, denoting Australia, and bottom right is to have blood type, if known, eg **O+**.



Figure 9.7: SCE – "Dhobi Number" and Label Format.

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9.11 **Air Force PT Shirt – Stencilling.** The Air Force PT shirts (x2 only) are to be labelled with surname, both front and rear, using **white** fabric markers. All stencil gaps are to be filled in by hand. If the lettering fades it is to be re-stencilled.

a. **Front.** Centred by the centre letter of the surname, with the bottom of the lettering **200mm** below the bottom of the Air Force crest. Surnames of nine characters or less are to use the **40mm** stencilling, longer names are to use the **19mm** stencilling, as shown in **Figure 9.12.**



Figure 9.12: PT Shirt - Front - Label.

b. **Rear.** Centred by the centre letter of the surname, with the top of the lettering **20mm** below the **'AIR FORCE'** wording. Surnames of nine characters or less are to use the

40mm stencilling, longer names are to use the **19mm** stencilling, as shown in **Figure 9.13.**



Figure 9.13: PT Shirt - Rear - Label

9.12 **Laundry washing bag.** This bag is for washing small/delicate items. **Surname and PMKeyS** number, with a black laundry marker, to be labelled on the back of the manufacturers label. Refer to **Figure 9.14**.



Figure 9.14: Laundry washing bag, including manufacturers label at bottom

9.13 **Dhobi Bag.** The Dhobi bag is to be used to store dirty laundry. The 'Dhobi number' is to be stencilled centrally in the middle of the bag, Refer to **Figure 9.15**. Guidance on creating a Dhobi number is available in Chap 9 Para 9.7.

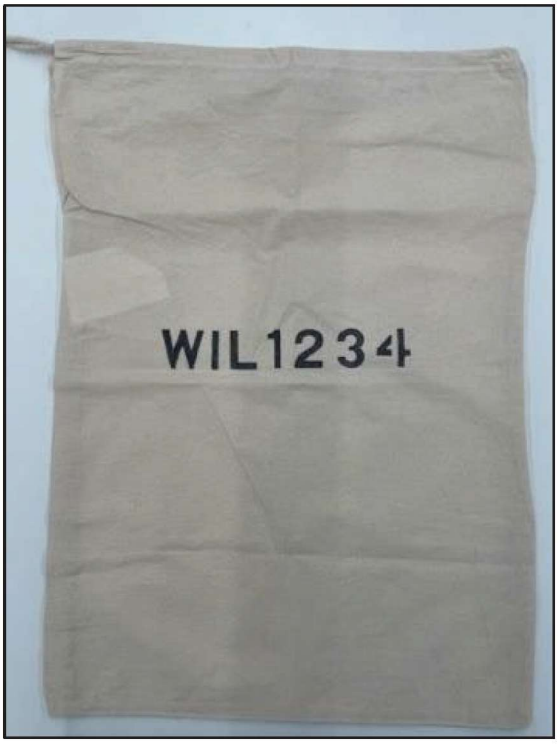

Figure 9.15: Labelling of calico washing bag.