

## ATTENDANCE AT A RAAF OFFICER SELECTION BOARD (ROSB)

1. Congratulations on your decision to pursue a career as an Air Force Officer. You are about to undertake a process that is designed to find the balance of personal attributes, intellectual capacity, maturity, ethical outlook and commitment that a successful Air Force Officer applicant requires in order to complete the training and become an effective leader.

### Direct Entry Officers (DEO)

2. If you are applying for entry through the Direct Entry or Undergraduate Schemes, you will be required to attend your local Defence Force Recruiting Centre (DFRC) for your selection board. The date and timings for the Officer Selection Board will be forwarded to you by the DFRC.

### Australian Defence Force Academy (ADFA)

3. If you are attending an ADFA Officer Selection Board you will be required to attend the Board in Canberra. Defence Force Recruiting will be in contact with you to advise you of your attendance dates.

### Specialist Service Officers

4. For those applying for positions as Specialist Service Officers (Graduates with particular specialisations) and for Specialist Service Officer Undergraduate positions, you will be required to attend your local Defence Force Recruiting Centre (DFRC) for your selection board. The date and timings for the board will be forwarded direct to your home address by the DFRC.

### Preparation

5. Comprehensive research into the role of an officer, any training requirements and the specialisation for which you have applied, should assist your performance during the ROSB. Various information sources are in annex B. However, this is only a preliminary list and you should research as widely as possible including speaking directly with a member of the specialisation you are applying for. Points of contact are provided in annex C, or you are to speak with your Case Manager if you are unable to make contact.

6. It is suggested that you **have a reasonable knowledge of current affairs**. At a minimum you should watch national and international current affairs television programs. You can further expand your knowledge by watching comprehensive news services such as the ABC or SBS; by reading reputable newspapers and magazines such as The Australian, The Sydney Morning Herald, The Melbourne Age or Time; and by visiting web sites such as [www.news.com.au](http://www.news.com.au) or [www.abc.net.au/news/](http://www.abc.net.au/news/).

7. You should have an understanding of the **difference between a leader and a manager**. You should be able to nominate someone who you feel is a good leader and have reasons why you believe they are a good leader.

8. One of your assessment tasks at the ROSB will be **an individual oral presentation**. 20 minutes prior to your allotted Interview, you will be provided with appropriate source documents and in that 20 minutes, you are to review the source material and prepare a three-minute presentation to be presented at the commencement of your interview.

## Attendance at the ROSB

9. The ROSB is an assessment procedure consisting of assessment tasks and a group exercise, followed by individual interviews. The approximate schedule is as follows:

0730	Report to the OSB
0750	Board President's introduction and Icebreaker
0815	Assessment tasks and group activity
0845	Break
0905–1705	Individual interviews

Your interview will be for approximately 60 minutes. You will be advised of your interview time on the day of your board. For those attending an ROSB at a DFRC, if your interview is to be conducted in the afternoon you will not be allowed to leave the DFRC without the permission of the Board Secretary. For those attending ADFA Officer Selection Boards, you will be required to remain in the board location until such time as your interview has been completed and your chaperone returns you to your accommodation venue.

10. You will be provided with a debrief of your performance and the Board's recommendation at the end of your individual interview by the Board President. It is important to understand that it is not the purpose of the ROSB to offer you an appointment, but to assess your suitability for commissioning as an Officer in the Air Force. Further consideration of your assessment in competition with any other suitably recommended candidates will occur at a later date. You will be advised of your competitiveness for an offer of appointment once all deliberations have concluded. If you are successful, you will be offered an appointment for the next available training course, which may not be until sometime after your ROSB appearance.

## Dress

11. Your **dress and grooming is important**. Remember you are going for an executive position and should be suitably dressed. As a minimum you should wear civilian attire consisting of a long sleeve shirt and tie for males, and skirt and blouse (or equivalent) for females. Make-up and jewellery should be kept to a minimum.

## Conclusion

12. The satisfaction and rewards associated with service as an Air Force Officer are considerable and the friendships you make will be lifelong. Good luck with your selection process.

## Annexes:

- A. Guidelines for Oral presentations
- B. Information sources
- C. Points of Contact

**ANNEX A TO  
ROSB INFORMATION**

**GUIDELINES FOR ORAL PRESENTATIONS**

**1. Know your material**

If you are not familiar with your material or uncomfortable with it, your nervousness will increase.

**2. Practice**

Prior to your Officer Selection Board, prepare for your presentation by practicing with some topics you think may be applicable to being an Officer in the ADF. If you have not done many presentations before, practice on a knowledgeable friend who is willing to help you correct any problems, or tape or videotape your practice sessions and review them yourself.

Practice will help you to deliver your presentation with ease.

**3. Time**

Within the preparation time allocated at the Officer Selection Board, practice your talk and time your presentation so you know that you will stay within the time limit.

**4. Be positive**

If you begin your presentation with the impression that suggests that you're shy, uncertain or uncomfortable, the audience will rapidly agree with you and be turned off. If you maintain the *appearance* of confidence in your own ability, you'll ensure that your audience will enjoy the presentation more.

**5. Concentrate on your message—not the audience**

Your nervous feelings will dissipate if you focus your attention away from your anxieties and concentrate on your message and your audience.

**6. Notes**

Plan a note-taking system that will work for you when you are standing before an audience. Some speakers work well from note-cards and some write their talk out whole and virtually memorise it. Avoid reading straight from a prepared script and be aware of where the notes are positioned during the presentation.

**7. Maintain eye contact**

Keep as much eye contact with members of your audience as possible. Gauge their reaction to your presentation and adjust accordingly.

## 8. Voice

Practice and experience will help you learn to control your voice. Are you speaking too softly? Too loudly? Mumbling? Are your words and sentences clearly enunciated, with clear beginnings and ends? Are you speaking too quickly or too slowly? Learn to project your words to reach your audience.

## 9. Stance

Decide how you will use your body during the talk. Are you comfortable using gestures to help you? Do you have any annoying or distracting mannerisms that you will need to control?

## 10. Anticipate questions

Questions are an essential part of most presentations. They allow your audience to interact with you, to clarify ideas, or simply to get more information. Anticipate tough questions, and prepare accordingly.

## References

1. Auburn University (2016). Presentation Preparation (on-line). <http://our.auburn.edu/presentation-preparation/>
2. Eunson, B. (1994). *Writing and presenting reports*. Brisbane: John Wiley & Sons.
3. Wellesley College (2002). *Tips for Oral Presentations* (on-line). <http://www.wellesley.edu/ruhlman/presenting/tipsop>

**ANNEX B TO  
ROSB INFORMATION****INFORMATION SOURCES**

1. Comprehensive research of the role of an officer, initial officer training, and your chosen specialisation should assist your performance during the RAAF Officer Selection Board. Therefore, the following sources of information should facilitate your presentation (although this is only a preliminary list of sources):

- a. Speak to Air Force officers (junior and senior officers) in the same specialisation in the Service and visit their work areas if possible.
- b. Access to the Department of Defence website ([www.defence.gov.au](http://www.defence.gov.au)) and access the link to the Air Force website at <http://www.airforce.gov.au>.
- c. Access the Defence Force Recruiting (DFR) website ([www.defencejobs.gov.au](http://www.defencejobs.gov.au)) and read the Careers Explorer insert for the respective Air Force specialisation.
- d. Access the Air Force Newspaper, the official newspaper of the Royal Australian Air Force from your Defence establishment, or via the internet at:  
<http://www.defence.gov.au/news/raafnews/>
- e. Access any other aviation related magazines (*Air International, Australian Aviation, Air Power International, Janes Defence Weekly etc*)
- f. View the relevant DFR videos (initial officer training and relevant Air Force specialisation videos).
- g. Read the most relevant recruiting brochure on the Air Force specialisation and general conditions of service.
- h. Command and Control in the Royal Australian Air Force can be downloaded in pdf format for free at <http://airpower.airforce.gov.au/>

## ANNEX C TO ROSB INFORMATION

### POINTS OF CONTACT

1. The following points of contact are provided for you to research the specialisation for which you are applying. You are strongly encouraged to contact your specialisation's point of contact.

### AIR OPERATIONS (AIROPS)

#### AIR COMBAT Officer / JOINT BATTLEFIELD AIRSPACE CONTROLLER / PILOT

For all AIROPS enquiries, please e-mail Aviation Candidate Management Centre (ACMC) who will answer your inquiries or further direct you to a specific Point Of Contact if required: [A.C.M.C@defence.gov.au](mailto:A.C.M.C@defence.gov.au)

Rank	Name	Email Address	Location
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### BATTLESPACE OPERATIONS and SPECIALIST STREAM (BOSS)

#### CHAPLAIN

Air Commodore	Mark Willis	<a href="mailto:mark.willis@defence.gov.au">mark.willis@defence.gov.au</a>	Canberra Region, ACT
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Denomination: Uniting, Presbyterian, Baptist, Lutheran, Church of Christ, Salvation Army, Australian Christian Churches  
Executive Council of Australian Jewry and Australian National Imams' Council

Air Commodore	Peter O'Keefe	<a href="mailto:peter.okeefe@defence.gov.au">peter.okeefe@defence.gov.au</a>	Canberra Region, ACT
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Flight Lieutenant	Jim Tierney	<a href="mailto:james.tierney@defence.gov.au">james.tierney@defence.gov.au</a>	Canberra Region, ACT
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#### DENTAL Officer

Squadron Leader	Troy McGowan	<a href="mailto:troy.mcgowan@defence.gov.au">troy.mcgowan@defence.gov.au</a>	RAAF Amberley, QLD
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Squadron Leader	Ajitha Sugnanam	<a href="mailto:ajitha.sugnanam@defence.gov.au">ajitha.sugnanam@defence.gov.au</a>	RAAF Tindal, NT
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Squadron Leader	Nicola Boyd	<a href="mailto:nicola.boyd@defence.gov.au">nicola.boyd@defence.gov.au</a>	RAAF Williamtown, NSW

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### ARMAMENT ENGINEERING Officer

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## GROUND OPERATIONS (GNDOPS)

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**TSO Points of Contact – Candidate Information:** Recruiting Centres are to provide TSO candidates with the point of contact details for their resident state. The point of contact will provide information on the TSO role and co-ordinate a local base visit to help the candidate prepare for a board. If the point of contact is not available, candidates should call the Deputy TSO Sponsor on (02) 4737-7683. N.B. Candidates are not to contact personnel outside their state.

\* For all other specialisations that have no point of contact above, or if you have difficulty making contact with the personnel above please contact your Case Manager for alternate names.