



AF26803891

**ADFA JOINING INSTRUCTION 470/16**

**AUSTRALIAN DEFENCE FORCE ACADEMY – JANUARY 2017 TRAINEE OFFICER INTAKE**

**General**

1. Congratulations on your selection to undertake initial officer training at the Australian Defence Force Academy (ADFA). You can look forward to an exciting, challenging and rewarding experience at ADFA, conducted in a supportive environment where you will be encouraged to excel.
2. A map of ADFA is attached in Annex A. You will need to refer to this map to identify key locations while reading this instruction. The University of New South Wales (UNSW) Canberra campus buildings are also included within the ADFA precinct.

**Aim**

3. The aim of this instruction is to assist you with your preparation for entry into ADFA.

**Letter to parents or guardians**

4. For those of you who are new to the Australian Defence Force (ADF), a letter to your parents or guardians will be sent after you have commenced initial training. This letter welcomes your family to the greater ADF community, and gives them some background about the experience that you will be undertaking.

**Management of under 18 (U/18) Trainee Officers**

5. The ADF has a duty of care to ensure that all personnel are provided with a safe working environment and system of work. This duty is particularly significant for personnel under the age of 18, whereby additional legal and moral obligations apply.
6. In the first instance Defence Force Recruiting (DFR) will provide you with information prior to your enlistment. Specific guidance relating to the effective management of those under the age of 18 at ADFA will be provided to you in the initial training period, and released to parents and legal guardians within your first week of training.

**Arrival at ADFA**

7. The recruiting centres will arrange your transport to Canberra. If you travel by aircraft, you will be met at Canberra International Airport and transported to ADFA by members of the ADFA staff. If you travel by bus, you will be met at ADFA by staff on arrival. If you are arranging separate travel arrangements please contact the Academy Duty Officer (ADO) on 0418 413 035 on arrival.

## **Year One Familiarisation Training (YOFT) 30 January – 26 February 2017**

8. Year One Familiarisation Training (YOFT) is intended to provide Year One Trainee Officers (TOs) with the basic military and interpersonal skills essential for their Service careers and for living and working at ADFA. It is an extremely intense training period with very little personal time. TOs are expected to work long hours and should be prepared to make a rapid transition from being a civilian to becoming a member of the ADF.

9. Your training will include drill and ceremonial (marching), physical and adventure training, barracks (accommodation) and uniform maintenance, Defence environment familiarisation, mess customs and traditions, Service history, first aid, weapons training and an introduction to field training. This training package will transition you from civilian life to military life. Expect a big change from the first day of your training as the aim of YOFT is to commence your journey to become a junior officer in the ADF.

### **Life Skills**

10. Your arrival at ADFA may be the first occasion you have had to live away from home and or family. The transition to Academy life will be much easier if you come equipped with a number of life skills. You will be required to do your own washing and ironing and keep your room clean and tidy. Additionally, you will be required to take part in cleaning common bathroom and laundry facilities that you will share with others, as well as cleaning the passageways and other common areas of your accommodation building. None of these activities will be particularly onerous, however, they will be much easier for you if you arrive at ADFA with some understanding of the basics – how to do your laundry and how to use an iron and vacuum cleaner.

### **Dress**

11. On arrival at ADFA you should be dressed in neat attire. The following are the minimum dress standards expected:

- a. **Males.** Long sleeved collared shirt and tie (coat optional), smart dress trousers and enclosed leather shoes.
- b. **Females.** A sleeved blouse and smart dress slacks or skirt of no shorter than knee length, in which you can freely move (for marching). Females are to wear practical low heeled leather shoes with the heel width between 2cm and 5cm. There is a considerable amount of walking involved on induction day and even the lowest heels tire the feet and are a hazard on the paving around ADFA. As such stiletto type shoes are not to be worn at anytime during YOFT.

12. Do not arrive at ADFA in casual attire and expect to change into more appropriate clothing; you simply will not have time.

### **Haircuts, jewellery and make-up**

13. **Females.** You are required to arrive at ADFA with neat, clean and tidy hair, of a single and natural colour. Females are required to have their hair up in a braid or bun, or to have their hair cut so that it does not touch the bottom of a fully buttoned shirt collar, nor cover the face. Upon your arrival at ADFA, you will be provided with a hair pack consisting of bobby pins, hair nets, shampoo, hair spray, clips and ties. It is advisable that you bring with you additional

supplies to last the duration of YOFT. Note – ribbons, headbands and ‘scrunchies’ are not to be worn while in uniform..

14. Female members of the ADF when in uniform are permitted to wear make-up that is conservative in style, applied in moderation and appropriate to the uniform and military environment. Due to time constraints and intense nature of the training you will undertake during YOFT, it is strongly advised you refrain from wearing make-up, unless you are provided the opportunity by your divisional staff.

15. Nail polish when worn is to be free from chips and as a guide, is to be colourless, neutral or a shade of pink in clear, frosted, opaque or pearlised lacquer. No other colours are to be worn. Due to the rigors of training, it is strongly advised that you do not arrive at ADFA with any form of artificial nails (eg. Acrylic or gel).

16. As defined in the respective dress manuals and instructions, females are permitted to wear earrings while at ADFA IAW the directions below:

- a. **Army.** When wearing uniform, may wear gold, silver, clear stone or pearl studs, of 4mm or less in diameter, in the lobe of each ear, or a single stud type decorative style gem stone (diamond only) not greater than 5mm in diameter in the lobe of each ear, or a single stud type earring of plain gold or silver with an orb not greater than 5mm in diameter, in the lobe of each ear.
- b. **Navy.** When wearing uniform, may wear one earring of a plain gold, silver or clear stone stud type, no wider than 4mm in diameter or plain sleeper type (gold or silver) of 10mm diameter, in the lobe of each ear.
- c. **Air Force.** When wearing uniform, may wear gold, silver, clear stone or pearl studs, of 4mm or less in diameter (one in the lower hole of each ear lobe) or plain sleepers either gold or silver colour, of 10mm diameter (one in the lower hole of each ear lobe). To be designated a sleeper; the ring must be able to rotate fully though the hole in each ear lobe.

17. **Males.** You are required to have your hair cut in a ‘short back and sides’ style, with no unusual length on the top (e.g. College cut). The male haircut is to be tapered towards the neckline, not cover the ears or touch or overhang the shirt collar, and the neck is to be clean shaven. All personnel who do not meet these standards will be given a haircut upon arrival. Examples of appropriate haircuts for males and females are attached in Annex B.

18. All males’ faces are to be clean shaven on arrival, with the only exception being for those with a groomed moustache (must not extend below the bottom of the top lip), a medical certificate or a religious justification.

19. Body piercing other than that of the ear (females only) is strictly forbidden at ADFA and throughout the wider ADF.

### **Personal effects**

20. You are to bring with you adequate supplies of civilian clothing, underwear, hosiery, socks, sleepwear and toiletries. **Females are strongly recommended to bring enough sanitary and depilatory products to last 5 weeks.** A detailed list of appropriate civilian clothing and other ancillary items to bring with you are listed in Annex C. You are to ensure that you bring only these items with you.

21. Do not bring any bicycles or other large equipment (eg. computers, musical equipment, golf clubs, large televisions and stereo equipment, sporting equipment, snowboards etc.) with you. You will be entitled to a removal at public expense from your home location to ADFA following the completion of your initial training. This will provide the opportunity for larger items to be brought to ADFA.

### **Personal documents**

22. A list of personal documents that you **MUST** bring to ADFA is also detailed in Annex c.

### **Personal computers**

23. As computers are not required until the start of tertiary study in early March, you are not permitted to bring a personal computer or laptop with you.

24. Each room has provision for a computer to be connected to the university network and internet. There will be no access to the internet in the first four weeks of training due to the intensity of the YOFT period; however, you may choose to have your personal computer delivered with your personal effects at the completion of initial training.

25. Should you already own, or were intending on purchasing a computer prior to the start of the academic session, you are encouraged to review the information via the following link – [http://icts.unsw.adfa.edu.au/services/wireless\\_network.html](http://icts.unsw.adfa.edu.au/services/wireless_network.html) which explains the minimum technical specifications your device requires to access the UNSW wireless internet connection.

### **Private vehicles**

26. Unless you are a current service member of the ADF, do not drive your motor vehicle to ADFA, as you will not require it during your first five weeks. If you own a motor vehicle, you may apply to have it transported to ADFA at Commonwealth expense at a later date; however, you must provide proof that you owned that vehicle at the time of joining the ADF.

### **Removals**

27. Prior to coming to ADFA, you are to pack what you want to be delivered to you as part of your removal at Commonwealth expense. You are to ensure that you separate these items and store them in a place that will be easily identifiable and accessible for removalists to collect. Further guidance regarding your removal entitlements will be provided to you in the initial period of YOFT.

### **Inoculation**

28. Trainee Officers will receive a series of inoculations at ADFA, so it is strongly recommended that you bring all vaccination records with you to provide to medical staff during orientation as evidence of any previous inoculations. This includes childhood schedules as well as overseas vaccination cards. If you do not bring records, you will be required to receive the full course of military vaccinations. If you have proof of your blood group, a certified copy of this would be welcomed. All of these records will be placed on your medical records for future reference.

### **Prescription medication and scripts**

29. If you are on prescription medication and scripts, you are to bring along a sufficient amount of medication to last for the period of the YOFT period (30 Jan to 26 Feb 17) prior to coming to ADFA.

**Recent Illness, Injury and pre-existing medical conditions**

30. Should you be ill/unwell on attendance or have sustained a recent injury, there will be opportunity to attend for medical support on arrival.

**Accommodation**

31. At ADFA you will be provided with your own private and secure room. These rooms are comfortable with plenty of shelf and cupboard space. Four rooms are grouped in a corridor with a shared laundry (washing machine and dryer), toilet and bathroom (shower, wash basin and mirror). Each accommodation block has three floors of 16 rooms with a central recreation room furnished with a television, lounge chairs, and a kitchenette (sink, microwave and refrigerator).

32. You will be responsible for cleaning your room and sharing the cleaning of the common areas with your peers. Cleaning equipment is supplied. Accommodation rooms, common spaces, bathrooms and laundries are inspected regularly for cleanliness and neatness by ADFA staff. The consumption and storage of alcohol in the accommodation blocks at any time is strictly prohibited.

33. You will be accommodated in a Tri-service (ie Nave, Army and Air Force) and mixed gender environment at ADFA, however separated corridor by gender.

**Academy Cadets Mess (ACM)**

34. The ACM comprises food preparation areas, dining areas, recreation rooms, a bar, coffee lounge and dry cleaning services. Although the ACM bar is open for use by all ADFA trainee officers, the purchase and consumption of alcoholic beverages in the ACM by trainee officers, guests and other visitors' under the age of 18 years is prohibited. You will not be permitted to consume alcohol during YOFT due to the intensity and tempo of training.

35. As a member of the ACM, you will be required to pay a monthly membership fee of \$15.00, which covers day to day administration and service costs of the ACM. The minimum civilian dress requirements in the ACM are detailed in Annex D.

**Getting fit for ADFA**

36. Sport and physical training (PT) play an important role in military life. It is essential that you arrive at ADFA with a good base level of fitness; otherwise you will be at a greater risk of injury that could affect your ability to complete your military training. Before you arrive at ADFA you are strongly encouraged to do some form of endurance training, such as long walks (40 to 60 minutes) and/or bushwalking, getting used to being on your feet for extended periods and building up lower leg muscles. This kind of training should help prepare you for standing, running, walking, marching and drill movements. Good eating habits with sensible portion sizes are essential, especially eating breakfast. Fatigue can become a big factor during the first five weeks, therefore learning how to cope with the effects of fatigue would be beneficial.

37. The primary aim of PT at ADFA is to educate you in the benefits of maintaining a healthy lifestyle. Additionally, PT promotes teamwork and ensures that you develop and maintain the level of fitness that will enable you to pass your individual single-service fitness test, which is an ADFA graduation requirement. Muscular strength, muscular endurance and cardio-respiratory endurance are the main components of the fitness tests. You will also undergo a swim test to establish individual swimming competency.

38. Prior to your arrival at ADFA, it is vitally important that you have purchased and broken-in a good, quality pair of running shoes, ideally fitted by a professional shoe fitter. The PT program, although not extremely arduous in the first weeks, will include short-to-middle distance running on hard and sometimes uneven surfaces. It is advised that you only bring minimalistic style running shoes, which you have been training in for a minimum of six months. To that end, it is beneficial to purchase and use running shoes that offer superior stability and comfort whilst you transition through the PT program. Further guidance regarding this issue will be provided to you during your initial training by physiotherapy and PT staff.

### **Sports at ADFA**

39. ADFA offers a wide range of indoor and outdoor sporting facilities, including an indoor abseiling and climbing wall, and caters for a wide range of team and individual sports. Sports available at ADFA include:

<ul style="list-style-type: none"> <li>• Australian Rules Football</li> <li>• Netball</li> <li>• Rowing</li> <li>• Triathlon</li> <li>• Volleyball</li> <li>• Marathon and distance running</li> <li>• Squash</li> <li>• Fencing</li> <li>• Sailing</li> <li>• Rugby league</li> </ul>	<ul style="list-style-type: none"> <li>• Basketball</li> <li>• Cricket (including indoor)</li> <li>• Cycling</li> <li>• Hockey</li> <li>• Rugby Union</li> <li>• Soccer</li> <li>• Touch football</li> <li>• Water Polo</li> <li>• Swimming</li> <li>• Tennis</li> </ul>
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### **ADFA Band**

40. The Band, Pipes and Drums of the Australian Defence Force Academy are a military concert band under the administration and conduct of a member of the Australian Army Band Corps. The Band rehearses regularly and has occasional practice weekends. Membership of the Band is voluntary with a commitment of 12 months. Year One Trainee Officers who wish to join may use their own instruments; however the Academy can supply all instrumental needs as required.

41. There are brass, woodwind, bagpipes, percussion and rhythm sections in the Band. The bagpipes are the only instrument that is taught from a beginner level, with tuition provided by the Academy. The Band includes small musical ensembles such as Big Band, Rock Band, Jazz Ensemble, String Groups and Pit Orchestra. The Band performs for all Academy parades and provides musical support for the Academy production, concert evenings, presentation nights, ANZAC Day and church services. The Band also performs outside of the Academy for special occasions such as dinners and functions.

### **Chief of the Defence Force (CDF) Parade – Saturday, 04 March 2017**

42. During the week following YOFT you will spend time preparing for the CDF Parade. This parade marks the completion of initial training for Year One Trainee Officers at ADFA. The current CDF is Air Chief Marshall Mark Binskin, AC who, if available, will review the CDF Parade on Saturday, 04 March 2017.

43. Family members and friends are most welcome to attend this parade, and a separate letter of invitation will be sent out during YOFT to your nominated next of kin. Local area leave will be granted to allow Year One Trainee Officers to visit their families for part of this weekend. Further details about the CDF parade will be placed on the ADFA web page, closer to the event date.

### Visitors

44. Apart from the CDF Parade, only in exceptional circumstances will Year One Trainee Officers be permitted to receive visitors during programmed working hours or sports periods. For reasons of welfare and security, visitors are not permitted to enter the accommodation blocks without appropriate authorisation from respective Divisional Officers (DO), or the Academy Duty Officer (ADO) outside working hours. No visitors are permitted during YOFT period.

### Sponsor family scheme

45. The scheme recruits 'sponsor families' in the Canberra area who are willing to 'adopt' a trainee officer. The scheme is intended to assist Year One Trainee Officers to settle in to the Academy away from their normal family environment. Year One Trainee Officers may apply to be allocated a family during their first weeks at ADFA. The Scheme is voluntary for Australian Year One Trainee Officers and strongly encouraged for foreign Trainee Officers.

### UNSW Canberra at ADFA information for new Trainee Officers commencing undergraduate studies

46. **Accept online – student ID number and UNIPass password.** When you 'accepted' your UNSW offer, you were issued with a student identification number (eg. z1234567) and unique UNIPass and zPass password. Students **MUST** bring this information with them to the 'New Enrolment Session'. It is strongly recommended that you make the password for the UNIPass and zPass the same password. This information is **ESSENTIAL** as it allows you to access the myUNSW web portal, thus permitting you to finalise your course enrolment and other class activities, such as tutorials and/or laboratory classes, as well as accessing your student email account and the Student Gateway website. More information can be found at [http://sas.unsw.adfa.edu.au/new\\_students/index.html](http://sas.unsw.adfa.edu.au/new_students/index.html).

47. **Information sessions.** UNSW Canberra at ADFA will be conducting information sessions during the YOFT period, before classes commence in 2017. Except for the 'credit and degree transfer' session, the other sessions are compulsory for all new Trainee Officers commencing undergraduate study. For Midshipmen and Air Force Officer Cadets, you are to ensure that you enrol in the degree which was offered by your parent service. You cannot alter your degree without service approval.

48. The information sessions conducted during YOFT are as follows:

- a. A '**credit and degree transfer application**' session will be conducted on Monday, 6<sup>th</sup> February 2017. For students applying for credit from previous university study, see information below (para 48) on what you must bring to this session. Students who are in the wrong degree program due to late ADF job offers must attend this session so that Student Administrative Services can transfer you to the correct degree before enrolment day.

- b. A new undergraduate student '**enrolment day**' will be conducted on Monday, 20<sup>th</sup> February 2017. During this session you will be welcomed into the UNSW Canberra at ADFA community, attend academic briefings, including presentations specific to your degree, have the opportunity to discuss your enrolment with academic staff and complete your online enrolment in your courses and tutorials and/or laboratory classes. Students who have applied for credit can discuss the outcomes of their application and seek advice on enrolment from the relevant Undergraduate Coordinator.
- c. At the '**Academic Skills**' session, the Associate Dean (Education) and staff of the Language and Learning (ALL) Unit will give a presentation on what support programs they offer students at ADFA.

49. **Enrolment and course selection.** It is expected that when you accept your UNSW offer you will also enrol in your Semester 1 courses **before** you arrive at ADFA. So, it is important that you familiarise yourself with your degree structure and the required first year courses before you arrive at ADFA. Further advice on course selection will be provided at the new enrolment session, along with the opportunity to speak with academic staff about your specific degree. You can find a range of information related to your degree as follows:

- a. **Structure and requirements** information for your course can be found at <http://www.unsw.adfa.edu.au/study/undergraduate>.
- b. The **UNSW Handbook** (online) can be found at <http://www.handbook.unsw.edu.au/2017/index.html>. This area contains important information on class timetables, detailed course descriptions and student general rules and information.
- c. A step by step guide to getting started at the UNSW is available at <http://www.unsw.adfa.edu.au/study/undergraduate/defence/getting-started>. This must be completed **before you arrive at ADFA**.

50. **Credit for previous university study.** Students who have completed previous university studies may wish to apply for credit towards their UNSW Canberra at ADFA degree. On 06 Feb 17, you **must** bring:

- a. **original or certified true copy** of your academic transcript and full subject/course outlines; and
- b. a completed 'Credit Application' form.
- c. Failure to bring these documents may prevent you from completing your online enrolment. To download the form and to seek further information on credit for previous studies go to <http://www.unsw.adfa.edu.au/credit-previous-studies-advanced-standing>.

### **Studying at ADFA**

51. The academic year is divided into two sessions totalling 32 weeks. Breaks during the year provide an opportunity for single service training, leave, academic field trips, military tours and excursions, adventurous training, study and examination preparation. The academic session will begin on Monday the 6<sup>th</sup> of March 2017. Please refer to the ADFA website for further information.



52. At ADFA, you will undertake a three-year program of military training, designed to provide you with the skills, knowledge and attitudes necessary for your integration into Service life. Your military training at ADFA will involve:

- a. **Academy Military Education and Training (AMET).** Subjects studied during AMET include leadership and management skills, drill and ceremonial, defence studies, weapon training, military law, mess customs and etiquette, an oral and written communication program, physical and recreational training, stress management, ethics, workplace behaviour and alcohol and drug awareness.
- b. **Single Service Training (SST).** Depending on your Service, Year One Trainee Officers undertake SST during July and November/December. During SST, Trainee Officers are employed by their respective Services, exposing them to a single-service environment and providing an insight into their respective cultures and day to day business. SST is conducted across all three year groups and at a variety of Navy, Army and Air Force training establishments, operational units and ships.

### **Daily routine at ADFA**

53. Day routine during academic sessions (Mon-Fri) is:

- a. Reveille (awaken) at 0600 h
- b. Roll call, breakfast and cleaning ablutions from 0602 h – 0700 h
- c. Military training from 0700 h – 0750 h
- d. Academic and AMET periods are divided into nine 50 minute periods from 0800 h – 1800 h
- e. Additional activity is regularly scheduled 1700 h

54. Throughout the year meals on working days are available as follows:

- a. Breakfast, 0615 – 0800 h
- b. Lunch, 1050 – 1345 h
- c. Dinner, 1800 – 1945 h.

### **Return of Service Obligation (ROSO)**

55. Training at ADFA attracts a ROSO. A serving member who has completed or partially completed training will normally be required to serve for a stipulated period prior to being permitted to leave the ADF. This period is normally one year for each completed year of training plus one additional year. You are to individually ensure that you are fully aware of your ROSO (including the point at which your ROSO commences) prior to commencing your training at ADFA. All ROSO inquiries should be directed to your DFR point of contact.

### **Resignations**

56. Resignations are normally not permitted during the first five weeks at ADFA in order to allow Year One Trainee Officers to experience at least an initial period of military training. This period and experience will allow Year One Trainee Officers to make a well-informed decision regarding early resignation from the ADFA.

### **Local Leave**

57. Local area leave (known as short leave) at ADFA is managed via a tiered system. Under this system, Year One Trainee Officers may take local leave in the Canberra area on approved days when not required for duty. This leave is restricted in year one but increases as you progress through year levels, and also for those who are able to demonstrate a high level of performance in their academic and military studies.

58. Be aware there will be no local leave approved during the YOFT period. Beyond YOFT, there is no local leave from Monday through to Thursday for Year One Trainee Officers, during the first session of 2017. Your divisional staff may, however, grant additional leave on request. On weekends, Year One Trainee Officers under the age of 18 may only stay out beyond midnight if they are staying at an address pre-approved by their nominated next-of-kin (NOK).

59. Additional guidance relating to the authorisation and restriction of leave will be briefed to you during YOFT by your divisional staff.

### **Recreational leave**

60. You will receive four to five weeks of leave during the Christmas and New Year break and may be entitled to short leave during the Easter period. For single members, the Commonwealth provides three free travel trips per year to your nominated NOK address. For most degree streams, the first opportunity for an extended period of leave occurs during the May leave break. Dependant on the time of the Easter public holidays and academic and sporting commitments, leave may also be granted for this period. Your divisional staff will provide advice of upcoming leave periods during YOFT.

61. Applications for free travel (at Commonwealth expense) will be initiated by divisional staff once academic studies have commenced. The Commonwealth will not reimburse any fares/travel expenses for leave that have been previously arranged by the member. You may wish to apply for Christmas leave utilising your second free travel entitlement.

### **Support services at ADFA**

62. **Psychology and counselling services.** Defence provides qualified, dedicated counselling staff that you may approach for assistance.

63. **Medical and dental services.** Full medical services are provided by Duntroon Health Centre (DHC) which is situated behind the ADFA Indoor Sports Centre on the corner of General Bridges Drive and Lavarack Harrison Road. Serving ADF members, including Year One Trainee Officers incur no cost for consultations, treatment, and prescription costs arising from illness or injury.

64. **Chaplaincy services.** Defence Force Chaplaincy at ADFA offers spiritual care and personal support for all trainee officers and staff. Chaplains are available at all times to provide confidential counselling for all personnel, regardless of their faith, background or spiritual beliefs. Chaplains also conduct military education in subjects on character, leadership, values and ethics.

65. The Chaplaincy's responsibility is to provide spiritual care and faith development. Christian worship is offered during YOFT at the ANZAC Memorial Chapel. Voluntary bible studies and a Sunday evening fellowship are also conducted during university sessions. Chaplains will also endeavour to facilitate opportunities for members of any religion to practice their faith according to their own particular observances.

**Facilities at ADFA**

66. The following facilities are available at ADFA:

- a. Academy Library
- b. Gymnasium and Pool
- c. Automatic Teller Machine
- d. Hairdressing Salon
- e. Post Box
- f. Coffee Shop
- g. Taxi Rank
- h. Bookshop
- i. Public buses
- j. Defence Bank
- k. Australian Military Bank

**Pay**

67. You will be paid each Thursday fortnight and your pay will be deposited directly into your nominated bank or credit union account. You are to arrive at ADFA with details of your bank/credit union account including BSB number. If you do not have an account, an opportunity will be made available during YOFT to open an account at either the Defence Bank (DEFBANK) or the Australian Military Bank (formerly ADCU), both of which are located at ADFA.

68. All members of the Australian Defence Force pay tax; therefore you are required to bring a Tax File Number (TFN) with you. If you do not already have a TFN, you must obtain one before your arrival at ADFA. Additionally all members contribute to the Military Superannuation and Benefits Scheme (MSBS) and pay a charge for rations and quarters (R&Q). R&Q includes meals, accommodation and utilities. These amounts are deducted automatically from your fortnightly net pay.

**Money**

69. It is suggested that you bring an amount of money, not less than \$300 with you for the purchase of essential items during the first few weeks until your first pay is received.

**Telephones**

70. Due to the intensive training program Year One Trainee Officers undertake during YOFT, access to mobile phones during working hours will not be permitted unless under the authority of divisional staff. Dependant on the phase of training, you will be allowed a brief period each evening in order to access your mobile phone. During this time you are strongly encouraged to call family members to keep them informed of your training and welfare, and also to advise them on periods when you will not have telephone access (ie field exercises, night training periods etc). Due to the nature of your training it is important that you have sufficient credit or prepaid cards to cover a five week period.

### **Personal administration**

71. Your postal address while at ADFA is:

**Employee ID, rank** (eg Midshipman or Officer Cadet), **initials, surname**  
**Division number and Squadron number** (allocated once you get to ADFA)  
**Department of Defence**  
**PO Box Number** (allocated once you get to ADFA)  
**Canberra BC ACT 2610**

72. Change of address notifications should be made to:

- a. insurance companies
- b. drivers licence issuing authorities
- c. motor vehicle registration authorities
- d. banks or building societies
- e. all similar agencies with which you have dealings

### **The military environment at ADFA**

73. Information regarding the military environment at ADFA is attached in Annex E and will assist you with your transition from the civilian to the military environment.

### **Helpful websites**

74. More information about ADFA, UNSW and Canberra can be found at the following websites:

- a. [www.unsw.adfa.edu.au](http://www.unsw.adfa.edu.au)
- b. [www.defencejobs.defence.gov.au/recruit.htm](http://www.defencejobs.defence.gov.au/recruit.htm)
- c. [www.defence.gov.au/adfa/](http://www.defence.gov.au/adfa/)

### **Emergency contact**

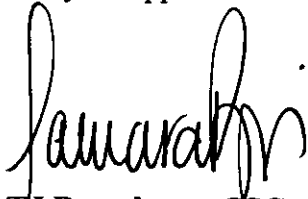
75. ADFA has a 24 hour duty system which parents may utilise if there is an urgent requirement to contact a trainee officer or staff member after hours. The Academy Duty Officer (ADO) can be contacted on (02) 6268 8574 and after hours on 0418 413 035. Alternatively, you may contact ADFA via the Defence switchboard on 1300 333 362. It is suggested that these numbers are made readily accessible to your immediate family for easy reference.

### **Conclusion**

76. If you have any questions or concerns please contact the Defence Force Recruiting Centre where you applied for ADFA.

77. ADFA demands high standards from its Year One Trainee Officers in every regard. Arriving fit, healthy and administratively well prepared will ensure the minimum amount of stress and inconvenience for you during the initial period of training.

78. Once again, congratulation of your selection to the Australian Defence Force Academy and your appointment to the Australian Defence Force.



**TJ Rouwhorst, CSC**  
LTCOL  
CO OTC, ADFA

9 Nov 16

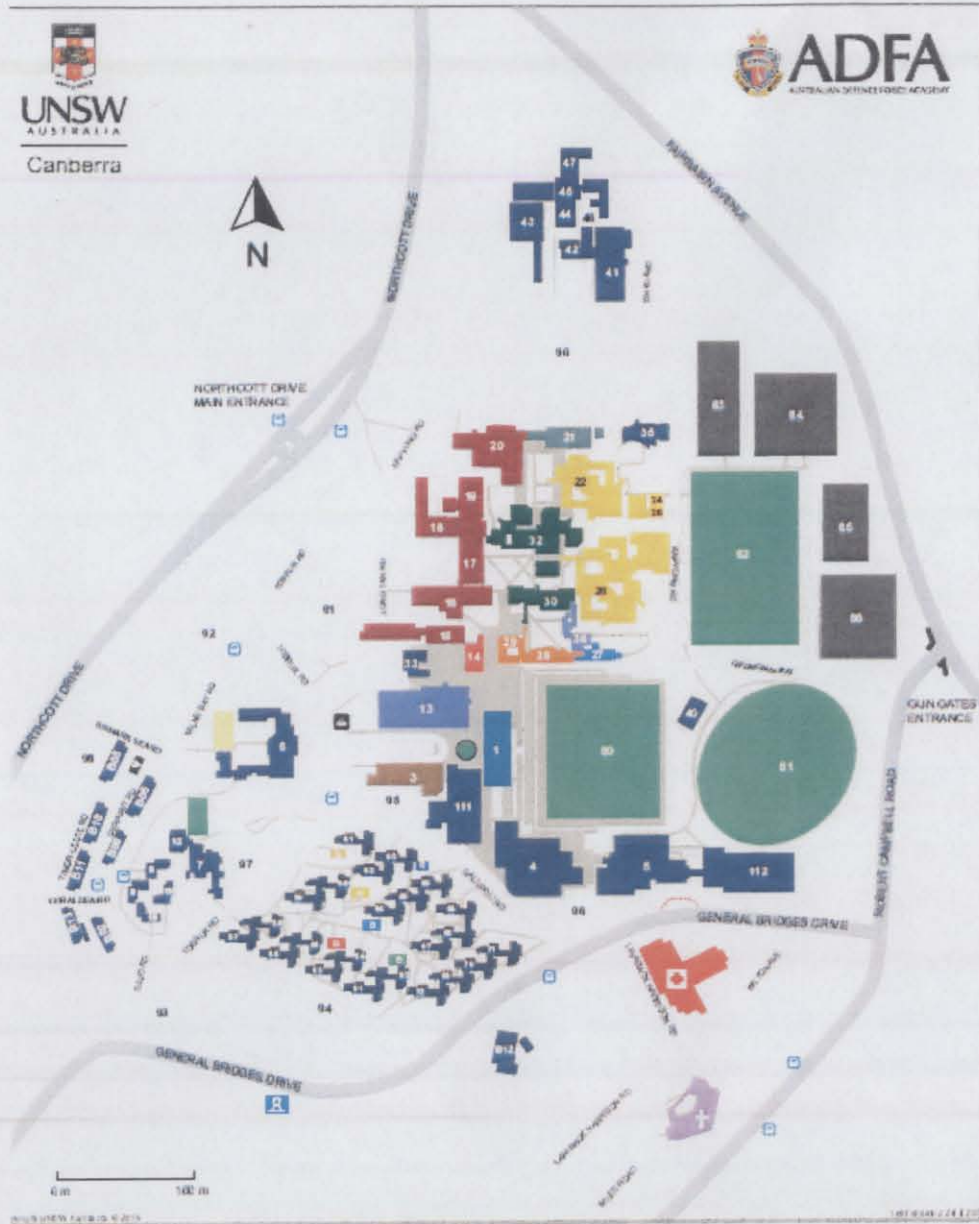
**Annexes:**

- A. Map of ADFA
- B. Examples of appropriate haircuts at ADFA
- C. Personal Items and Documentation Check List
- D. Excerpt from Academy Cadets Mess Constitution and Rules Version 1.1.1
- E. The Military Environment at the Australian Defence Force Academy (ADFA) – A Trainee Officer's Perspective

**Enclosure:**

1. Naval Officer Year One (NOYO) – Copy for Navy personnel only

MAP OF ADFA



**BUILDING LEGEND**

**Military Facilities / Academic Buildings**

- 1 Administration / Finance / Relationship Management Team (RMT) / HS & Facilities
- 3 Military Building
- 4 Academy Cadets Mess
- 5 Indoor Sports Centre
- 6 Officers Mess
- 7 SNCO Mess
- 12 Junior Ranks Mess
- 13 Academy Library
- 13 Creative Media Unit (CMU)
- 13 Human Resources (Located at the end of the corridor)
- 14 Information Communication Technology Services (ICTS)
- 15-21 School of Engineering & Information Technology (SEIT)
- 21 Research and International Office (RIO) / Equity Office
- 22 School of Physical, Environmental & Mathematical Sciences (PEMS) North
- 23 Physical Plant Equipment
- 25 East Plant Room
- 26 School of Physical, Environmental & Mathematical Sciences (PEMS) South
- 27 School of Business (BUS)
- 28-29 School of Humanities & Social Sciences (HASS)
- 30 Lecture Theatre South
- 32 Lecture Theatre North
- 33 ADFA Canteen / Banks / Hardware / Coop Bookshop
- 36 Capability & Technology Management College (CTMC)
- 38 Learning and Teaching Group (LTG)
- 38 Defence Forces Chaplains College (DFCC)
- 40 Grand Stand
- 41 ACT Defence Clothing Store / University Man Store
- 42-44 Australia's Federation Guard (AFG)
- 45-47 Maintenance Contractor / Maintenance Contract Office
- 111 Student Administrative Services (SAS) / Research Student Unit (RSU)
- 111 Adams Auditorium / Bandroom
- 112 Indoor Sports Centre Annex
- 812 Weapons and Training Simulation System (WTSS)

**Accommodation**

- 7 SNCO Accommodation
- 8-11 AFG Accommodation
- 59-72 Cadet LIA
- 88-919 SL Officer Accommodation

**Outdoor Facilities**

- 90 Main Parade Ground
- 91 AFL Oval
- 92 Dowsett Rugby Field
- 93 Tennis Courts
- 94 Hard Stand Upper
- 95 Tennis Courts
- 96 Hard Stand Lower

**Carparks**

- 90 Carpark
- 91 Carpark
- 92 Officers Mess Carpark
- 93 Carpark
- 94 Cadet Carpark
- 95 Military Carpark
- 96 Indoor Sport Centre Carpark
- 97 Carpark
- 98 Carpark

**Key**

- Pedestrian Area
- Minor Road
- Major Road
- Carpark / Service Roads
- Emergency Vehicle Parking
- Bus Stop
- Taxi Rank
- General Bridges Chapel
- ANZAC Memorial Chapel of St Paul
- Duntroon Health Centre
- Bike Shelters
- Beach Volleyball Court
- SL Accommodation Condoerge

EXAMPLES OF APPROPRIATE HAIRCUTS AT ADFA

MALE

FEMALE



**PERSONAL ITEMS AND DOCUMENTATION CHECKLIST**

<b>Compulsory items to bring</b>	<b>YES</b>	<b>NO</b>
Original copy of final secondary school examination results and/or proof of academic qualification		
Original academic transcripts for any previous university studies (if applicable)		
Full course/subject outlines for any previous university studies (if applicable)		
Original birth certificate		
Certified true copy of any existing will		
International health certificate (if held)		
Certificate of naturalisation (if applicable)		
Passport – if available (current or expired)		
Drivers License		
Vehicle/motorcycle registration and insurance papers		
Names, addresses and contact numbers (2 per nominated person) of two next-of-kin (NOK) at different addresses (eg parents and grandparents or aunty/uncle)		
Medicare card (if applicable)		
Inoculation records and needle books (records of any/all inoculations)		
Tax File Number		
Bank and/or credit union details (BSB, account numbers) for deposit of your pay (you may choose to set up an account with either bank or credit union on campus, on arrival)		
Documentation to satisfy a 100 point ID check		
Proof of marital status (including defacto recognised) and status of any dependants		
Copies of any recognition of defacto relationship paperwork raised by DFR		
Existing hire purchase agreements		
Good quality iron: equipped with a protective plate, spray and steam options (Note that this item <b>will not</b> be available on arrival and is an essential item for uniform maintenance)		
1 x good quality jogging shoes/runners, worn in but no more than 6 months old		
1 x spare jogging shoes/runners (used for activities involving wet and muddy conditions; however must be in good repair)		
2 x pair of rubber thongs of plain colour (showering)		
2 x standard size bath towel (plain colour)		
Underwear suitable for sport training		
Adequate supply of underwear and hosiery (no more than 8 of each)		
Plain white ankle sports socks (suggested 4 pairs)		
Plain black dress socks (suggested 4 pairs)		
Formal, informal and casual clothing to meet ACM dress standards (See ANNEX D for details)		
Quantity of envelopes and stamps (sufficient for your personal correspondence over YOFT)		
Cash (approximately \$300)		



<b>Compulsory items to bring</b>	<b>YES</b>	<b>NO</b>
Females – Professionally fitted sports bra (minimum 2)		
Females – Depilatory and sanitary products to last 5 weeks		
Personal hygiene items (shower gel, deodorant, toothpaste, toothbrush, baby powder, shampoo and conditioner etc) to last 5 weeks		
Good quality razor blades (eg Gillette Fusion/Sensor/Venus, Schick Hydro/Quattro) and shaving cream to last 5 weeks		
ATM/EFTPOS card/s		
1 x plain black watch (suitable for field and general duties)		

<b>Other items to bring</b>	<b>YES</b>	<b>NO</b>
Allergy free laundry powder (if required)		
Allergy free sunscreen and personal products (if required)		
Swimwear – black in colour. Note, basic black/blue swimwear will be issued at ADFA, however the female style does not incorporate a bra shelf, and males are issue with Speedo style swimwear. One piece swimwear for females, boy leg styles permitted. Males may bring plain black shorts to swim in – not long board shorts styles.		
Swimming goggles and cap (optional)		
Face washer (optional)		
Bath robe (optional)		
Hairdryer (recommended)		
Spare hair care products – hairnets, pins, hair bands, hairspray for females with long hair (4 weeks supply). Must match hair colour		
Sunglasses – conservative in style, black or brown, non-reflective		
Clothing suitable to wear while cleaning (t-shirt without suggestive motives and shorts of conservative styles and in good repair)		
Medication + Scripts (5 weeks supply) to last YOFT period. (eg. Asthma puffer/ventilator – as appropriate).		

Upon arrival at ADFA, you will be issued a starter kit which contains the items at a reduced cost. A total cost not exceeding \$150.00 will be invoiced against your first Mess bill. You should retain your receipt as these items are classified as a work expense and may be claimed on your individual tax return. You are **NOT** required to purchase (or bring) these items prior to your arrival at ADFA.

<b>YOFT Starter Kit</b>		
<b>Item</b>	<b>Quantity</b>	<b>Details</b>
Ironing board	1	Hills or Tefla
Stain remover	1	Preen or Sard
Spray starch	2	Crisp
Ironing aid	1	Fabulon
Soft polish cloths	4	
Metal polish	1	Brasso
Coat hangers – shirt	20	Plastic
Coat hangers – trousers/skirt	15	Metal
Laundry markers	1	
Water Spray bottle	1	
Black shoes polish	1	For cleaning
Wet and dry sandpaper (multiple grades)	11	Grades – 400, 600, 800, 1200
Lint remover	1	Roller – sticky
Laundry powder	2kg	
Electrical tape	1	Black – roll
Tent pegs	6	

### **Important notes**

1. It is important that you review the items listed above and ensure you report to ADFA well equipped. Due to the intensive nature of the training program, it will be extremely difficult for you to purchase these items during YOFT.
2. International students will have Australian uniforms issued to them upon arrival. The only exception to this is New Zealand cadets who should bring their respective uniforms with them.

*Excerpt from Academy Cadets Mess Constitution and rules version 1.2*

## **PART 2 – MESS RULES**

### **DRESS STANDARDS**

#### **Dress in the Mess**

61. Members and guests using the Mess anterooms or dining rooms are to conform to the dress regulations. It is the member's responsibility to advise their guests of these rules.
62. The ACMC reserves the right to alter or review the dress standards detailed in this document for any reason, at the discretion of the PMC and DPMC.
63. The PMC has the ability to temporarily alter or change dress standards for a group of or all members of the Mess and their guests.
63. The Cadets Mess dress regulations are as follows.

#### **General**

64. All members are to be clean-shaven upon entry to the Mess at all times. Exception is granted to approved facial hair.
65. Under no circumstances are hats of any description to be taken inside the ACM. All hats are to be left in the hat room or outside.
66. All cloaks, ponchos, rain jackets or overcoats are to be left in the cloak room.
67. All bags are to be left in the cloak room unless immediately required for security or for duty.

#### **Working Hours, Mon–Fri**

68. **0600-0800 h.** Members are to wear:
  - a. Academy Dress of the Day;
  - b. ADFA tracksuit with runners and white socks; or
  - c. DPCU/DPNU as required.
69. During summer, Academy PT attire may be worn however, members in tracksuit or PT attire are not to remain within the confines of the Mess after 0800 h.
70. **0800-1700 h.** Academy Dress of the Day (unless medically restricted).

#### **Non-Working Hours**

71. **1700 h-Closure (Mon-Wed).** Members are to wear Academy Dress of the Day or civilian attire IAW *Mess Standards* outlined in paragraphs 75-85.

72. **1700 h-Closure (Thu, Fri).** Members are to wear Academy Dress of the Day, DPCU/DPNU or civilian attire IAW *Relaxed Standards* outlined in paragraphs 75-85.
73. **1900 h –Closure.** Members are permitted to wear DPCU/DPNU or Academy or Sporting Club tracksuits for dining only. Members must enter and leave through the dining rooms and are only to eat in dining room Charlie (eastern side of dining room).
74. **0600-0930 h (Sat, Sun).** Members are to wear a minimum of Academy tracksuit with runners and white socks. Members in tracksuit are not to remain in the Mess after 0930 h.
75. **0930 h-Closure (Sat, Sun).** Members are to wear civilian attire IAW *Relaxed Standards* in paragraphs 75-85.

#### **Civilian Attire Mess Standards, Mon–Wed**

76. **Male Mess Standards (summer).** The minimum dress requirement in summer for males is a collared, tucked-in conservative business style button-up shirt, tailored trousers with belt and leather dress shoes with socks. Trousers are to be of conservative design, with belt loops and pleated. Three-quarter trousers or trousers with multiple external pockets are not to be worn. Shoes are to be of a similar standard to issued leather shoes without scuffing or excessive wear markings; skate shoes are not acceptable.
77. **Male Mess Standards (winter).** The minimum dress requirement in winter for males is a long-sleeve collared, tucked-in conservative business style button-up shirt and tailored trousers with belt and leather dress shoes with socks. Smart dress jumper/jacket is optional. Trousers and shoes are to conform to summer Mess Standards.
78. The changeover date between summer and winter attire is the same as that for Navy seasonal uniform changeover.
79. **Female Mess Standards.** The minimum dress requirement for females is a blouse with sleeves and collar and tailored trousers, skirt or conservative business style dress with shoes (court shoes, closed toe, heel or conservative peep toe); stockings are optional. The blouse is not to be revealing. Body-tight tops or singlet style tops are only to be worn under a jacket or jumper. Neat conservative cardigans and vests may be worn as a replacement for a jacket or jumper when a collared shirt is worn.
80. The hem of skirts and dresses is to be no more than 10cm above the knee.

#### **Civilian Attire Relaxed Standards, Thu-Sun**

81. **Male Relaxed Mess Standards.** The minimum dress requirement for males is a collared polo shirt, tailored shorts or neat pressed jeans with belt and leather dress shoes or boat shoes. Good quality, lace-up, clean canvas shoes such as Vans 'Off the Wall' may be worn. Dunlop Volleys and similar designs, as well as poor quality or loud coloured canvas shoes are not to be worn. Shirts may remain un-tucked providing the shirt is of a conservative nature and has been designed to be worn in an un-tucked fashion. The hem of the shirt is not to fall below the bottom line of the trouser pockets. With regard to knitted style shirts such as polo or sport shirts, the hem and collar of the shirts are not to be stretched, pulled or frayed in any way.
82. Denim shorts, shorts with multiple external pockets and skate shoes are not to be worn. Jeans are to be of a conservative nature and not be torn, faded or designed to look damaged.

83. **Female Relaxed Mess Standards.** The minimum dress requirement for females is a conservative blouse or collared polo shirt, tailored shorts, neat pressed jeans or skirt and shoes (leather, boat shoes, court shoes, closed toe, heel or conservative peep toe). Shirts may remain un-tucked providing the shirt is of a conservative nature and has been designed to be worn in an un-tucked fashion. The hem of the shirt is not to fall below the bottom line of the trouser pockets. With regard to knitted style shirts such as polo or sport shirts, the hem and collar of the shirts are not to be stretched, pulled or frayed in any way.

84. A conservative dress of current fashion may be worn providing it has a modest neckline and no large open backs. The hem of dresses and skirts are to be no more than 10 cm above the knee, measured from the top of the kneecap.

85. Blouses are defined as a lightweight, button up, loose fitting garment for women covering the body from the neck or shoulders to the waistline, with or without a collar and sleeves, worn inside or outside a skirt, lacks, etc. This does not include t-shirts, long sleeve shirts and jumpers, or singlets. Whilst it does not require sleeves, tops with thin shoulder straps are not acceptable. The shoulders should be covered. Blouses are to be conservative and not to feature large open necklines, offensive slogans, and uncompensated transparent areas or be in the style of a t-shirt.

86. Denim shorts, shorts with multiple external pockets and skate shoes are not to be worn. Jeans are to be of a conservative nature and not be torn, faded or designed to look damaged.

87. Boat shoes are defined as loafer or slip-on style shoes which are made of leather, suede or conservative material. Boat shoes must be clean, neat and not scuffed.

88. At all times garments worn are to be in a clean, neat and in an undamaged condition.

### **Mess Dress at Functions**

89. There will be times when the forms of dress described above may not be appropriate to the function being held. The Mess committee will advise the dress which may be worn on these occasions. Examples are:

- a. Mess Dining In—RAN—Dress S4, ARA—Dress 6B, RAAF—Dress 5B (Warm Weather)
- b. Cocktail Parties—lounge suit; and
- c. Themed nights—costumes as appropriate for themes that follow ADF guidelines on Equity and Diversity.

### **Sporting Attire**

90. Members and their invited guests may wear sporting attire within the Sportsman's Bar only, during or after sporting activities in accordance with the following guidelines;

- a. socks and footwear must be worn,
- b. football or similar boots are not to be worn, and
- c. shirts or tops must be worn without offensive logos or slogans.

91. If Trainee Officers have participated in sports events or training after hours, they may wear DPCU/DPNU, Academy tracksuits, or sporting club tracksuits to the Mess after 1900 h. They must enter the Mess through the lower dining room doors to eat their meal in dining room Charlie. Trainee Officers in tracksuits are not permitted in other areas of the Mess, and must vacate the ACM upon completion of their meal.

## **THE MILITARY ENVIRONMENT AT THE AUSTRALIAN DEFENCE FORCE ACADEMY (ADFA) – A TRAINEE OFFICER’S PERSPECTIVE**

1. This document is designed to give you, as Midshipmen or Officer Cadets joining ADFA, a realistic view of military and Academy life. It will hopefully answer most of the questions you have about starting what I promise will be an exciting career. When I joined the ADF I had just turned 18 and was fresh out of secondary school. It was my first time living away from home in Western Australia and so leaving home, moving interstate, starting university and a new job all on my first day at ADFA was quite overwhelming. However, once the shock wears off and you settle into Academy life, ADFA becomes a place where you can really develop yourself whilst having a lot of fun. I hope this document is useful in covering the aspects that you need to know about ADFA from the aspect of someone who’s already gone through it.

### **The organisation of ADFA**

2. ADFA is a joint training institution for officers of the ADF. It is unique in that unlike the HMAS *Creswell*, Royal Military College Duntroon (RMC-D) and Officer Training School (OTS) at East Sale that only provide military training for the Navy, Army and Air Force respectively, ADFA is tri-service and provides trainees with military training as well as a civilian accredited university degree.

3. In 2017, the Officer Training College at ADFA will be divided into four squadrons (SQN), Alpha, Delta, Echo and Foxtrot and each squadron is further divided into six divisions (DIV), numbers through 1-24. Each division consists of around 45 Midshipmen and Officer Cadets who are of the same military year level but of differing Service, gender and degree stream. Each division lives together in a single accommodation building and is allocated a Divisional Officer (an Army captain equivalent) and Divisional Senior Non-Commissioned Officer (an Army Sergeant Equivalent) to supervise and assist Midshipmen and Officer Cadets with life at ADFA.

### **University**

4. The university site at ADFA is operated by the University of New South Wales (UNSW) Canberra and within the Academy is referred to as ‘UNSW@ADFA’. Degrees offered at UNSW@ADFA include Bachelor of Arts, Business, Science and Engineering including Civil, Mechanical, Electrical and Aeronautical streams. In addition, there are many postgraduate courses offered to Defence members and civilians. However, take note, due to Service requirements there is very limited scope for any postgraduate study.

5. Over a period of three years, ADFA aspires to produce professional and competent military officers with a balanced and liberal education for the three Services; Navy, Army and Air Force. Navy and Air Force engineering students will complete the fourth year of their degree sequentially, whilst Army engineering officers will return to ADFA to conduct their fourth year of their engineering degree after that have completed their 12 months officer training at RMC-D.

### **Year One Familiarisation Training (YOFT)**

6. The transition from civilian life to military life can be unsettling for some so in order to facilitate a smooth adjustment, you will enter five weeks of Year One Familiarisation Training (YOFT) upon arrival at ADFA. During this time you will learn all of the aspects pertinent to you as a military member, including how to wear and maintain your uniform, drill, military customs and traditions, physical fitness training, weapon training and how to live in the field. You will

also participate in teambuilding exercises to get to know your new peers and adventure training to facilitate personal growth and development. YOFT culminates in a final YOFT Challenge in which divisions compete in a series of challenges which will test both the skills learned throughout the training period and your teamwork.

7. I considered my YOFT training to be intense but overall enjoyable. Be prepared for long days, usually starting at 0600 h and rarely finishing before 2200 h, including weekends. Also expect to be steadily mentally and physically engaged during this time when many theory, drill and weapon lessons as well as PT on most days. Meal times are relatively short as there is much to be compacted into such a short training period, but there are pretty regular short breaks, particularly within long theory sessions. Free time is also quite limited during YOFT so having good time management is an important quality to develop sooner rather than later.

8. There are restrictions placed on the use of mobile phones, laptops and the internet during this initial training period. These early restrictions are not designed to isolate you but are designed to focus you on your training while you integrate into military and Academy life. After YOFT you will be given full access to your mobile phones, laptops, internet and email. If during YOFT Midshipmen or Officer Cadets feel they need to contact their families, they can ask their staff at any time and it may be facilitated.

9. Although there are some tough times and a lot that needs to be done within small time constraints, you will feel a great sense of accomplishment and realise that you are capable getting through more than you initially thought you could have. During YOFT everyone is in the same boat and have the common end goal of successfully completing YOFT and being accepted into the wider body of the Academy. Everyone helps each other out and friendships made during this time are important as they will not only assist you with getting through the remainder of the year or through the Academy, but will also serve you well through your career.

### **Chief of the Defence Force Parade (CDF Parade)**

10. After completing the five weeks of YOFT, you'll then move into one week of intensive drill practice in the lead up to the CDF Parade, in which the first year Midshipmen and Officer Cadets are formally integrated into the rest of the Academy body. I encourage you to invite family and friends to attend this parade as you will feel a great sense of accomplishments and it is a great milestone to celebrate with them, as well as your new Academy family.

11. My parents flew over from Western Australia to attend the parade and they thoroughly enjoyed the spectacle of the parade, as well as seeing me all kitted up in my ceremonial uniform. After the parade, weapons were returned and leave was granted so I could spend the evening with them before the headed back the next day.

### **Military life**

12. ADFA is first and foremost a military institution and as much as Midshipmen and Officer Cadets are expected to behave in a manner befitting a military officer. Although civilian university studies are provided here at ADFA, the same military discipline is expected as would be at any other military base. In particular, there are several key aspects of military life which may come as a shock when first joining the military.

13. **Uniform.** All military members are required to wear and maintain their issued uniforms. ADFA Midshipmen and Officer Cadets wear the uniform of their parent Service whilst at the Academy in accordance with their individual Service rules and regulations. Officer Cadets are issued their uniform during the first weeks of YOFT. Until that time you will be expected to



wear issues Service physical training (Service PT) attire and neat civilians to the standard of that allowed into the Academy Cadets Mess (ACM).

14. **Leave.** Leave policies in place for the first year Midshipmen and Officer Cadets limit how often you may leave the Academy. These policies are in place to allow staff to monitor the initial year of training, to ensure Midshipmen and Officer Cadets' safety and allow you to effectively adjust to military life and living away from home. These leave restrictions relax as you progress through the Academy, reflecting the growing trust of the staff.

15. During YOFT, no leave will be granted due to intensity of the initial training period. For the first academic session there will be no weeknight leave and weekend leave still includes a curfew at night. However, after this initial period the leave restrictions do relax and are quite workable.

16. **Discipline.** All military members are to maintain a high level of self-discipline which is necessary for the nature and requirements of the job. This includes following lawful orders and the rules and regulations outlined which may limit how Midshipmen and Officer Cadets conduct themselves, both on and off duty. Sometimes during your induction into the Academy you will be required to read the Academy Standing Orders (ASO) and sign an acknowledgment. This will ensure you understand what is required of you during your time at ADFA as non-compliance with these orders may result in disciplinary and/or/administrative action or corrective training.

17. **Saluting.** Part of military discipline is the paying of respects to officers as they hold a Queen's commission. This is done through the saluting of officers in uniform and is a practice implemented across most of the Academy. Some areas are designated non-saluting areas to allow all ranks to relax; these areas include the ADFA Café precinct.

18. **DFDA.** All military members are subject to the Defence Force Discipline Act (DFDA). This Act provides the laws which regulate the military environment. These are designed to reflect and regulate the unique requirements of military life and ensure military discipline is enforced, and you will be subject to these laws from the time you are appointed to your service. You will also remain subject to the normal laws of the Commonwealth and states while you serve in the ADF. You should be reassured that while the DFDA can be strict on some issues, its laws are logical, reasonable and are fairly applied. You will receive training at ADFA on these laws and your obligations under them.

19. **Drugs.** The ADF has a zero tolerance policy in relation to drug use. Any use of illegal drugs will result in immediate discharge from both the military and the Academy.

20. **Alcohol.** During YOFT alcohol is not to be consumed by Midshipmen or Officer Cadets. However, after this period military members over the legal ages of eighteen years may consume alcohol within the confines of the ACM when not on duty. No member under the age of eighteen years is to consume alcohol at any time. Alcohol is not to be consumed or store anywhere on the Academy precinct other than in the designated messes or by written approval from the Commandant of ADFA. There are also many instances in which for safety reasons, the consumption of alcohol may be temporarily banned, such as when weapons are issued.

21. As with most things, moderation is key. Alcohol abuse will not be tolerated and consumption may be monitored by staff. Alcohol counselling may be encouraged or enforced by ADFA staff depending on the severity of the issue.

## Daily life at ADFA

22. After YOFT, first year Midshipmen and Officer Cadets integrate into Academy life commence attending academic studies in their selected degrees streams. Unlike normal civilian university life, Midshipmen and Officer Cadets are paid to study for their degrees. This means that all academic and military classes are compulsory and you can face disciplinary action for missing your work duties if you do not attend class.

23. **Typical day at ADFA.** Weekends are usually your own apart from when allotted for duty or to participate in the occasional compulsory division or squadron activity. However, throughout the working week a typical day usually progresses similar to that detailed below.

- a. 0600 h – Reveille and roll call
- b. 0605 h – 0650 h – Cleaning duties, get dressed and breakfast in the ACM
- c. 0650 h – 0750 h – Inspection (Tuesday), drill (Monday and Thursday) or military studies (Wednesday and Friday)
- d. 0800 h – 1150 h – Academics
- e. 1200 h – 1230 h – Lunch in the ACM
- f. 1240 h – 1730 h – (Engineers can expect a 1830 h finish) - Academics
- g. 1745 h – 1900 h – A-grade sport training (Tuesday and Thursday)
- h. 1800 h – 1930 h – Dinner in the ACM
- i. 2000 h – 2200 h – Study/personal time
- j. 2200 h – 2359 h – Study/personal time/sleep.

24. **AMET.** Whilst passing your degree is your main priority at ADFA, each year level will also undertake two five-hour blocks a week of Academic and Military Education and Training (AMET) which provides the military side of training at ADFA. For the first years this usually occurs on Wednesday morning and Friday afternoon and subject matter includes:

- a. **Drill.** Midshipmen and Office Cadets are expected to move around the Academy in a military manner. Drill facilitates the movement of military personnel within military bases, and it inculcates self discipline, confidence and helps develop a command presence. As noted above, you will undertake two hour of drill practice per week to prepare for Academy parades and drill examinations. Drill competency is a graduation requirement and additional drill may be conducted in the lead up to certain events including CDF Parade and Graduation Parade.
- b. **Inspections.** As noted above, formal inspections are usually conducted by divisional staff on Tuesday mornings. In addition to this, during working hours from 0700 h – 1700 h your rooms are expected to be kept in inspection order. This assists in maintaining a clean and productive communal living environment, and in promoting self organisation.
- c. **Weapons training.** Due to the nature of the profession, all military members will be trained in the use of the ADF service weapons. You will be taught weapon specifications, correct weapon handling, various firing positions and marksmanship principles. Weapon

qualification will include firing live ammunition on a weapons range, and such training and range practices are compulsory for graduation. Whilst Midshipmen or Officer Cadets will not be deployed during their time at ADFA, the requirement to be trained on weapons is directly related to the requirement for all military members to be combat ready before they take up their full duties as officers in their Service.

- d. **Physical fitness.** The military is a physically demanding job. All Midshipmen and Officer Cadets at ADFA are expected to be able to pass their single service fitness requirements at all times throughout their time at ADFA and during their ADF careers. Physical Training (PT) is conducted for at least 3 hours per week and you are expected to train additionally to sustain fitness outside of these sessions. The gymnasium facilities at ADFA are more than adequate to enable you to achieve fitness goals. The Physical Training Instructors (PTI) at the ADFA Indoor Sports Centre (ISC) are military members also and are approachable and willing to help if you are seriously interested in improving your base physical fitness levels.
  - e. **Defence studies.** Midshipmen and Officer Cadets are educated and exposed to all aspects of military organisation and strategy to prepare them for their careers as officers in the ADF. Whilst ADFA military studies will include examples from across all three Services to improve the knowledge and understanding of the tri-Service environment.
  - f. **Leadership studies.** A range of leadership lessons and exercises are conducted to improve your leadership capacity in preparation for your career as a military officer leading sailors, soldiers and airmen. These exercises will also assist you to successfully complete the Leadership Challenge (LC) you will face each year. During third year you will also complete a Leadership Project that may range from holding a leadership appointment through to planning and executing allocated activity.
  - g. **Military communication.** Midshipmen and Officer Cadets undertake a program to develop and improve their written and oral communication skills, especially in the Defence environment.
24. **Sports.** Midshipmen and Officer Cadets are encouraged to participate in at least one sporting activity at the Academy in order to improve their skills and fitness as well as interact with a range of other years and staff in a social environment. Once you sign up for a sport, attendance at training and matches is compulsory. Sports' training is conducted after hours generally on the Academy precinct. Sports played at ADFA include AFL, Rugby, Basketball, Netball, Soccer, Rowing, Dragon boating, Hockey, Touch Football, Volleyball and Cricket.
25. Out of all the mates you will make as a consequence of sharing common divisions, squadrons, and university classes at the Academy, it can be argued that you will make no closer mates than those found through sporting clubs. Due to fitness playing such an important role in the military lifestyle, being involved in at least one sport is recommended as it is such a huge part of Academy and defence culture.
26. **Vocational Extra-Curricular Club (VECC).** Midshipmen and Officer Cadets also have the opportunity to participate in vocational groups in areas other than sport. These may include debating, band, stage production, fencing, aviation or maritime interest group, sailing, swimming, community service, and numerous others. Adventure training is of particular note as it offers a great range of exciting activities including rock climbing, abseiling, white-water rafting, kayaking and scuba diving.
27. Both sports and VECCs allow Midshipmen and Officer Cadets the opportunity to undertake leadership roles within the club to develop their skills as an officer.

## **Military Training**

28. Daily life at ADFA for the most part of the year follows a pretty standard routine during academic sessions. However, during academic recesses do not expect time to always be your own. During some of these recesses leave will not be granted as you will be required to conduct military training or exercises including Single Service Training (SST) or Leadership Challenges (LC).

29. **Leadership challenges.** These Leadership Challenges are conducted once a year and may range from a weekend to a fortnight in duration. The exercises themselves may vary in content from year to year but usually allow each member of a section (group of 8-12 members) to rotate as a section commander and second-in-command (2IC) in order to demonstrate their leadership ability. They allow both yourself and your staff to monitor the growth of your leadership potential as well as being an assessable and compulsory requirement of graduation.

30. My LCI, conducted in first year, was more of an introduction into practical leadership as it just identified which members of the group were willing and able to take charge of a simulated survival situation. Afterwards, we just conducted a debriefing session in which we discussed different leadership styles and some good and bad points that were identified during the exercise. LCII, conducted in second year, was more physically demanding and we rotated as section commander and 2IC to complete different missions assigned at each stand. I really enjoyed that exercise and it was a great opportunity to put some different leadership styles into practice and to receive helpful advice and feedback on my performance. LCIII, conducted in third year, was demanding in order to test your limits and observe how you and others will react when exhaustion, stress and fatigue are a factor.

31. Over the years the leadership challenges have evolved in direct correlation to world events and training undertaken, and are better reflective of the expectations of a junior officer in the ADF.

32. **Single Service Training (SST).** Because ADFA military training focuses on tri-service training, SST periods are the first real taste of the Army and Air Force that Officer Cadets will experience. For Navy, SST usually comprises of naval base visits and the completion of components that for the Naval Officers Leadership Course (NOLC). For Army, SST components 1A and 1B (conducted in July and November of first year), 2A and 2B (conducted in January and July of second year) and 3A and 3B (conducted January and November of third year) all together for the content that would otherwise be taught during 3<sup>rd</sup> Class RMC, to get Officer Cadets to the competency level of a section commander. For Air Force, SST usually comprises of the components that would otherwise be taught during Officer Training School (OTS) at East Sale.

33. From the perspective of an Army Officer Cadet, I really enjoyed SST as it was my first chance to experience Army life and start doing the job I signed up for. Initially there was a lot of theory and drills that needed to be learned but after that you are able to put what you've learned into practice and consolidate it in the field. During this time, you'll get to interact with a lot of similar minded people and for many, this is the turning point in deciding whether or not they are suited to military life and the Service they have joined.

### **Living at ADFA**

34. **Living away from home.** Many Officer Cadets joining ADFA are leaving home for the first time. This can be a shock to any young adult. First year cadets are offered support and guidance to help them **adapt** to living away from home. This includes military chaplains and psychologists, dedicated squadron and divisional staff, and of course in an informal capacity, second and third year Midshipmen and Officer Cadets at the Academy.

35. **Residential Support Officers (RSO).** As first year Midshipmen and Officer Cadets, in addition to a Divisional Officer (DO) and Divisional Senior Non-Commissioned Officer (DNCO), you will also have one to two Residential Support Officers (RSO) allocated to your division. RSOs are Pilot Officers or Sub-Lieutenants finishing their fourth year of study at ADFA. They are accommodated within the staff corridor of the accommodation building and are a good resource for first years because they have already gone through the same experiences as you are about to undertake and are full of useful advice to make your time at the Academy easier. They are also very approachable and you can consult with them about issues you may not wish to discuss with your DO or DNCO.

36. **Communal living.** Living in such close confines with other people can at times be frustrating. It is important to be respectful and considerate of others especially in regards to limiting noise levels and maintaining general cleanliness and hygiene standards. After YOFT, endeavouring to maintain similar standards and routine will ensure a more comfortable living environment. It also helps to maintain good relationships with other section members to avoid conflict or confrontation.

37. **Sponsor families.** ADFA also runs a sponsor family program which pairs new Midshipmen and Officer Cadets with responsible ADF families from the Canberra region. This voluntary program offers cadets the opportunity for a home away from home, a place to go to when the pressures of ADFA feel overwhelming or merely another mentor to provide advice on all aspect of military life. All Midshipmen and Officer Cadets are encouraged to take part in this program as it can provide long term benefits. There are no obligations associated with the program and you may spend as little or as much time with your sponsor family as you desire. You will be offered the opportunity to participate in this program during YOFT.

38. I participated in the sponsor family scheme and found it very beneficial during my first year. My sponsor family was a lovely couple, both in the Army and holding the rank of Major. They had some great advice and tips for RMC as well as for my future career. We would meet for coffee or dinner regularly during the first year and it was a great escape from ADFA as well as people from ADFA. The sponsor family scheme is what you make of it. It has now been some time since I have had contact with my sponsor family. However, I regret not maintaining a better relationship with them.

39. **Professional behaviour.** It is expected that friendships, and indeed long lasting ones, will form at the Academy. However, during the working day the people with whom you will live are also your work colleagues. It is therefore expected that regardless of personal situations, all members treat each other with professionalism and respect as they would in any workplace.

40. **Relationships.** ADFA recognises that three years is a long time to spend in a training environment and as such, intimate physical relationships can form during this time. ADFA does not try to stop this. There are, however, several rules in place to ensure a professional environment for all living at the Academy. Intimate physical relationships are not permitted during YOFT or the initial three month training period. After this period at a date promulgated in Routine Orders (ROs), they are permitted provided they are declared, a professional work manner is sustained, work is not affected, and members do not engage in intimate behaviour in uniform, within the Academy, or when on duty. In addition, intimate relationships of a physical or non-physical nature between ADFA staff and Midshipmen or Officer Cadets are strictly forbidden.

41. **Health.** As full-time military members, Midshipmen and Officer Cadets are provided with health care from the ADF. ADFA and RMC have the Duntroon Health Centre (DHC) which is located adjacent to the Academy ISC and provides routine and emergency health care for all

military members. All members undergo yearly medical and dental review to ensure their continued health and ability to perform their job.

42. **Religion.** All military members are encouraged to participate in the observance of any religious worship they choose. ADF has three fulltime service chaplains who are available to assist with any spiritual and personal development, regardless of religious denomination. The ANZAC Memorial Chapel at Duntroon conducts regular church services which cadets are free to attend. The ADFA Chaplains will also assist cadets to contact groups of their own religious denomination outside the Academy if desired. The Chaplains also provide a counselling and pastoral service to all staff, Midshipmen, Office Cadets and their families.

43. Compulsory attendance at church services is required for some events that have a religious, but non-denominational element such as ANZAC Day, CDF Parade and Graduation Week.

#### **Expectations of Officers within the ADF and whilst at ADFA**

44. ADFA cadets and staff are expected to possess and display the values of the Academy and indeed the wider Australian defence community. The ADFA values are:

- a. Courage,
- b. Respect,
- c. Integrity,
- d. Service, and
- e. Professionalism

45. These values go hand in hand with the qualities that Midshipmen and Officer Cadets are assessed on throughout their time at ADFA. These officer qualities hold Midshipmen and Officer Cadets to a high standard of behaviour and character which prepares them to be professional officers able to lead their fellow ADF members.

46. I wish you all the best with life at ADFA and your ADF careers. The friendships you make and the lessons you learn in your initial training will stand you in good stead for the rest of your time in the ADF and beyond. There will be high points and indeed lessons learnt from mistakes, but overall ADFA is a rewarding experience particularly if you involve yourself as much as possible in all aspects of Academy life. Remember to get involved and enjoy your time at ADFA as very soon it will be over.

## NAVAL OFFICER YEAR ONE (NOYO)

### General

1. Welcome to your first year at the Australian Defence Force Academy (ADFA) following Naval Officer Year One (NOYO). This document does not replace the ADFA JI, but provides additional guidance that previous ADFA midshipmen have identified as beneficial to new joiners.

### Aim

2. The purpose of this document is to outline key administrative points pertinent to NOYO midshipmen.

### Post in routine

3. NOYO midshipmen are to post in 30 Jan 17. On arrival you will be assigned your division and conduct post in routine. It is important that you have your medical, personal and education (for university) documentation ready to hand in prior to arriving. This should be collected from your losing unit.

4. It is highly recommended that you prepare a Letter of Introduction to your respective Divisional Officer (DO). While you may not be aware of who your DO will be, a generic letter is appropriate to provide to your DO on arrival.

5. There is no requirement to arrive at ADFA in uniform; however, suit and tie should be worn.

### Year One Familiarisation Training

6. Year One Familiarisation Training (YOFT) is very similar to ITP conducted at NEOC. This period is designed to introduce all ADFA joiners to the basics of military and ADFA life, and further details of it can be found in the ADFA JI.

7. While NOYO midshipmen have completed their initial training during NEOC, you will be required to complete the full YOFT period alongside your Army and RAAF Trainee Officers (TO). This period allows you to bond together as a division from the onset of training, and will better ground you for your time at ADFA.

### Uniforms and kit

8. ADFA involves extensive field training which requires the use of DPCU and field kit. This kit will be issued to you on arrival at ADFA, but it is recommended you have your current clothing record and any record of previous issue of DPCU equipment you may have received during your NOYO year.

9. During your time at ADFA you will be required to wear DPNU, S8s and W7s uniform. Please note that while at ADFA IAW naval tradition, midshipmen are to wear S8s (shorts) and not S7s (white pants) for general duties.

10. As midshipmen have not completed their employment training (achieved their PQ) sea readiness badges are not to be worn IAW MILPERSMAN.

11. While in the RAN it is acceptable to grow a beard IAW ABR 81, during initial training at ADFA all midshipmen are to be clean shaven. On completion of initial training at ADFA midshipmen may apply to grow a beard.

### **Car parking**

12. There is ample car parking at ADFA provided at no cost. A detailed map can be found on the ADFA JI. Note that this car parking is not covered.

### **Personal items**

13. During your initial training at ADFA you will be required to maintain your cabin to similar standards during NEOC ITP. This means that a limited number of personnel effects will be stored in your cabin until TOs have completed YOFT. Further guidance can be found in the ADFA JI or through the listed POC.

### **Mailing address**

14. Once TOs have been assigned a division a mailing address will be provided to you. TOs will have the opportunity to provide this to their families and others during the YOFT period via phone.

### **Internet access**

15. Internet access is provided for free at ADFA through University New South Wales (UNSW) Canberra. You will be provided a UNSW login during YOFT so that you may access the UNSW internet service, however, Wi-Fi is limited to the university campus and only fixed line connections are available in the accommodation blocks.

### **Defence Remote Electronic Access Mobility Service (DREAMS)**

16. Due to the limited number of DRN terminals available to TOs whilst at ADFA, Midshipman should ensure they arrive with a DREAMS token. DREAMS tokens are to be requested through the ICT Services portal on the DRN.

### **Important contacts**

17. A full list of contacts can be found in the ADFA JI. My point of contact, specific to NOYO midshipmen, is SO3 Navy contactable on (02) 6268 6089.



18. ADFA is a unique institution that integrates elements across Navy, Army and Air Force. As part of this, TOs are treated equally irrespective of service or year group. Additionally, while it is acknowledged that NOYO midshipmen will have completed NEOC (initial training) and some elements of PQ training, at ADFA you will be classified as a trainee.



**TJ Rouwhorst, CSC**  
LTCOL  
CO OTC, ADFA

9 Nov 16