



Unit Supply Operator

Do you believe everything has its place and prefer order above chaos? Then a job as a Unit Supply Operator is for you where you'll coordinate, warehouse and plan a variety of stores and equipment essential to keeping the Army units running smoothly.

Additional Information

IN BRIEF

Army operations can take place anywhere in the world, so ensuring they are fully resourced with equipment and supplies is a major logistical challenge. In this important role you'll be responsible for running warehouses and other supply facilities that satisfy this demand. The goods you deal with could be anything from uniforms and ammunition rounds to spare parts for helicopters; and their timely supply might be essential to the success of a humanitarian or combat operation.

LIFESTYLE

Life in the Army is rich and rewarding. Your work could take you across Australia and even overseas. You'll have memorable experiences such as joining disaster-relief missions and participating in combat operations. You will gain skills and confidence in a supportive team environment and make friends for life. You'll also have access to extensive sport and leisure facilities ensuring a good work/life balance.

TRAINING

The Army provides full training for this role. You'll gain the military skills required to participate in exercises and combat operations, as well as highly sought-after specialist logistics skills. Fitness training will also be an important part of your job, as you'll need to be in good physical shape to carry out your duties safely and effectively. Click on the Training links below for more detailed information.

WHAT YOU COULD EARN

In the Army you'll receive a competitive salary, generous Superannuation and an excellent range of benefits. You get paid from the day you start training and your salary will increase with rank and experience.

UNIT OPERATORS

can earn over
\$61,800 p.a.

on completion of initial employment training. This salary includes Uniform and Service allowances and applies to full time general entry.

Job Details

Other Ranks (Non Technical), Other Ranks (Non Technical) (Reserve)

Someone comes in and asks for a machine gun and twelve parachutes. Obviously there is more to it than just telling them which aisle they're in.

As a Unit Supply Operator (also known as a Unit Quartermaster) you'll be responsible for supplying Army units with everything they need. You'll be a supply specialist performing a range of duties from stores accounting, electronic ledger entry to warehousing duties including receiving and issuing stores.

Due to the diverse nature of the role there is a variety of employment opportunities ranging from providing support to small teams or units either on exercise, in a battle zone, or in barracks.

As you progress you'll gain a great deal of logistic skills including personnel, material and financial management. A Unit Supply Operator is a member of the Royal Australian Army Ordnance Corps (RAAOC), which is part of one of the largest logistic organisations in Australia. It is responsible for a large range of tasks not only supporting the Army but also the Navy and Air Force.

Your duties:

The duties listed below are those that could be expected to be performed. Note that not all duties are performed in each position:

- Performing stores accounting, receipt and issue transactions
- Stores handling including selecting, packaging, distribution, and destruction of surplus or damaged stock
- Handle, store and distribute dangerous goods
- Assist in the planning of stores requirements for ordering, returning and maintenance of military equipment
- Assist in the calculation of unit resource requirements and basic financial management.

You may also learn to drive trucks and off-road forklifts as part of your duties; and general soldiering duties, such as manning defensive positions, patrolling, navigation, traffic control, camouflaging of vehicles and field equipment.

Entry

Other Ranks (Non Technical)

General Entry (Non-Technical Trainee) is the term used to describe the large number of non-technical jobs available to people entering the Army as soldiers (non-officer entry). The Army is made up of different specialist branches, called Corps, which perform various different functions such as Administration, Catering, Communications, Health, Armoured, Artillery, Engineering, Infantry and Transport.

General Entry (Non-Technical Trainee) soldiers graduate from recruit training with the rank of private and generally progress to private proficient after 12 months effective service following completion of initial employment training. Further promotion to corporal, sergeant and warrant officer is based on performance, the length of time spent in a particular rank and vacancies and will normally require the successful completion of trade and promotion courses.

Corporals (Bombardiers in Artillery) are referred to as Junior Non-Commissioned Officers, or JNCOs, while sergeants are referred to as Senior Non-Commissioned Officers (SNCOs). Warrant Officer Class One is the most senior soldier rank. A corporal will normally have some responsibility for the supervision of junior staff and this progressively increases on promotion to sergeant. A warrant officer normally has a substantial personnel management role.

Other Ranks (Non Technical) (Reserve)

In today's Army, you can choose either to work full-time or part-time. It all depends on what you would like to do. If you prefer full-time work there is the Regular Army, and if you're after part-time work there's the Army Reserve. Whether you choose full-time or part-time work, you'll become part of one of the largest and most professional organisations in Australia. An organisation with a strong team spirit, and one that offers you a very high standard of training and an opportunity to work with the latest technology.

The Army Reserve has always been about challenge and reward. As a member of the Army Reserve, you'll gain new skills and experiences as well as improving your overall level of fitness. The best part is, while all this is happening, you'll receive tax-free pay. This means you'll have the cash to do whatever you want, whether it's study, work or securing a new job.

The Army Reserve has long been a part of Australia's proud military tradition, a tradition of determination, honour and courage. For years, part-time soldiers have played a vital role in protecting the security of Australia. On the battlefields of Gallipoli, Kokoda, Korea and Vietnam, the Australian Army has forged a reputation of being a strong, well-trained and dedicated team. It is a reputation you'll be expected to uphold as we face the challenges of the 21st century.

The Army is made up of specialised branches called corps such as the Infantry, Artillery, Engineers and Transport Corps. Within each corps, there are a variety of jobs or trades available. Before you join, you should find out what jobs are available in your local area and choose the one that appeals to you most. For instance, you could choose to be a Combat Engineer, a Communications Systems Operator or a Cook. Plus there's also a need for qualified people like Motor Mechanics, Dental Assistants and many more.

Even though you are an Army Reservist, for the majority of your time in the Army, you'll be trained along side full-time soldiers. The purpose of this training is to create a more capable part-time Army that is capable of taking a more active role in the security of our country and region.

Your training begins with Recruit Training at the Army Recruit Training Centre (ARTC) near Wagga Wagga in New South Wales. ARTC is the home of recruit training and is where all soldiers, regular or reserve, commence their career in the Army. During the course, you'll receive expert training from some of the Army's best instructors. No one is saying this training will be easy, but when you complete it, you'll be proud of what you've accomplished.

So, what sort of training will you be doing during Recruit Training? You'll be trained in all the skills a soldier needs. In other words, you'll learn how to work effectively and efficiently as a member of the Australian Army.

You need to be fit to join the Army Reserve. Prior to your enlistment, you must pass a fitness assessment called the Pre-Entry Fitness Assessment (PFA). This is a combination of push-ups, sit ups and a "shuttle run".

During Recruit Training you will be required to participate in additional fitness tests. The major one is the Basic Fitness Assessment (BFA). The BFA is the minimum physical fitness standard required for all members of the Army, both regular and reserve. It is also one of the major components of the Army Individual Readiness Notice (AIRN). The BFA is harder than the PFA, as you are required to perform additional push-ups, sit ups and a 2.4 km run.

Where possible, Recruit Training will be arranged to fit in with any other commitments you may have. If you're studying or just finished school, then this is a great way to develop new skills and earn cash.

The recruit course comprises 35 days of continuous training.

After recruit training, you'll walk away with around \$2,104 tax-free, regardless of any other income or benefits you may be receiving.

Active Reserve members are required to complete a minimum of 20 days training per financial year to be considered effective. This service can be any combination of a two-week exercise, weekends or training nights.

Further information on part-time ADF careers can be found by accessing the Defence Reserves Support Council website.

The Council promotes the benefits of Reserve service by establishing partnerships with the community and employers.

Pay & Allowances

Other Ranks (Non Technical)

Salary while undertaking Military (Recruit) Training: \$1,406 per fortnight (\$36,571 per year).*

Salary while undertaking Initial Employment Training: \$1,607 per fortnight (\$41,795 per year).*

While under training, you will also receive \$395 per fortnight (\$10,288 per year pro rata) Trainee Allowance.

Each General Entry job in the Australian Defence Force is classified into a pay grade. This particular job commences at Pay Grade 2 on completion of Initial Employment Training.

Salary (excluding allowances) on completion of Initial Employment Training: \$1,884 per fortnight (\$48,990 per year).*

In addition to your salary, you will receive Service Allowance of \$527 per fortnight (\$13,717 per year). This allowance compensates a member for the unique requirements that service life may impose on an individual and his or her family.

To assist you in maintaining your uniforms in good order and condition, you will also receive a Uniform Allowance of \$16 per fortnight (\$419 per year).

Salary will continue to increase based on rank and the number of years of service completed in that rank. Pay Grade may

also increase following the acquisition of additional skills and completion of advanced courses.

Refer to the [Salary Scales](#) for further details.

* **Note:** These figures do not include compulsory deductions for taxation; meals, accommodation and utilities (as applicable); and superannuation.

Other Ranks (Non Technical) (Reserve)

Salary while undertaking Military (Recruit) Training: \$100.19 per day tax free.

Salary while undertaking or waiting to complete Employment Training: \$114.51 per day tax free.

Each General Entry job in the Australian Defence Force is classified into a pay grade. This particular job is classified as a Pay Grade 2 occupation.

Members of the Reserve on part-time service are paid at a daily rate of pay and on completion of training, this occupation attracts a starting rate of \$134.22 per day tax free.

In addition to your salary, a Reserve Allowance of \$28.19 per day is payable to compensate for the unique demands of Reserve Service.

General Requirements

Age Requirement

Other Ranks (Non Technical)

Applicants must be aged between 17 and 55 years of age inclusive on day of entry. Applicants will not be allowed to enter the ADF until they achieve a minimum of 17 years of age, however they may be able to initiate the application process from 16 years and six months of age, depending upon the capacity of their local recruiting centre.

Other Ranks (Non Technical) (Reserve)

Applicants must be aged between 17 and 60 years of age inclusive on entry.

Applicants will not normally be allowed to enter the ADF until they achieve a minimum of 17 years of age, however they may be able to initiate the application process from 16 years and six months of age, depending upon the capacity of their local recruiting centre.

Citizenship Requirement

Only Australian Citizens are permitted to serve in the ADF.

If you are a permanent resident of Australia, the ADF may consider a temporary deferral of the citizenship requirement if the position for which you are applying cannot be filled by an applicant who meets all the citizenship requirements, and then only in exceptional circumstances. You will be required to obtain Australian Citizenship as early as possible following enlistment or appointment.

Find out more in our [Recruitment Centre](#) or ask your local Defence Force Recruiting Centre.

Security Requirement

The Department of Defence requires ADF employees to have security clearances appropriate to their employment.

A process of background checks, collection of relevant information and, as required, interviews, enables the Australian

Government Security Vetting Agency to make an informed assessment of an applicant's suitability for a security clearance.

The minimum security clearance level required is Negative Vetting Level 1, and current policy requires applicants to have a checkable background for the previous 10 years. Required information includes:

- Residence
- Employment
- Education
- Credit

Australian Citizenship is a requirement for a security clearance and a clearance will only be granted to a non-citizen in exceptional circumstances.

NOTE: The security clearance is critical to an applicant's successful progression through the Army training system. If an applicant is unable to obtain the required security clearance in time, they will not be allowed to continue their training and may need to be re-allocated to another employment category. As such, it is strongly recommended that all applicants obtain the required documentation as soon as possible to provide the best opportunity to be employed in their preferred employment category.

Aptitude Requirement

The application process to join the Australian Defence Force requires you to complete a series of aptitude tests which may include verbal, spatial and numerical ability and a general maths test. Some jobs may also require you to complete additional testing at a later date.

Psychology support staff will explain what is involved with each test.

The aptitude tests provide information about your suitability for the Defence Force and for particular jobs. Defence Force Recruiting can then help you identify jobs that best match your abilities.

Further information on the aptitude testing requirements can be found [here](#).

Education & Experience

Other Ranks (Non Technical), Other Ranks (Non Technical) (Reserve)

Completion of Australian Year 10 education (or equivalent) with passes in English and Mathematics,

or

If you do not satisfy the education requirements for this trade or do not possess evidence of your educational attainment there is an alternative pathway available to you.

You may be eligible to sit an Alternative Education Equivalency (AEE) assessment to ascertain your ability at the required educational level for this trade.

Further information is available [here](#).

Medical & Fitness Requirements

Other Ranks (Non Technical), Other Ranks (Non Technical) (Reserve)

To be enlisted or appointed, you must be medically and physically fit for entry to your chosen occupation. This is partially assessed from the completion of an extensive questionnaire covering your medical history, followed by a physical examination.

You will also be required to successfully pass a physical fitness test before appointment.

For further details on medical and physical fitness standards refer to [Physical Fitness Standards for Entry into the ADF](#) and [Medical Process for Entry into the ADF](#).

Period of Service

Other Ranks (Non Technical)

You will be enlisted for an Initial Minimum Period of Service (IMPS) of four years. Subsequent periods of service may be offered subject to the requirements of the ADF and your suitability for further service. You may request discharge at any time provided you do not have an outstanding IMPS obligation.

Other Ranks (Non Technical) (Reserve)

All candidates who are appointed or enlisted into the Army Reserve may undertake volunteer service until the age of 65 (Compulsory Retiring Age) subject to the requirements of the Army and suitability for further service. Members may transfer out of the active Army Reserve at any time.

Military Training

Other Ranks (Non Technical)

All General Entry recruits into the Australian Regular Army are required to complete the Recruit Course.

Total Duration: 80 days.

Location: Kapooka, Wagga Wagga, NSW.

Recruit training is the same for male and female entrants. During the 80 day Army Recruit Course you will be required to take part in physical training, weapon handling and shooting, first aid, drill and field craft. The training is deliberately challenging and has been designed to prepare you to be a soldier in today's Army. Recruits gain a sense of achievement, purpose and confidence during basic training, and on completion of the course feel justifiably proud of what they have achieved.

For more details on recruit training, refer to the Joining instructions. These instructions will provide you and your family with enough information to arrange your personal affairs before enlistment in the Army, and give you an idea of what you will be doing on the recruit course.

Further information is also available at the Army Recruit Training Centre website.

During Military (Initial Recruit) Training and (Initial) Employment Training, members may be required to pay a contribution towards meals, accommodation and utilities.

Other Ranks (Non Technical) (Reserve)

All General Entry recruits into the Australian Army Reserve are required to complete the Recruit Course.

Duration: 35 days continuous

Location: Kapooka, Wagga Wagga, NSW

Recruit training is the same for male and female entrants. During the Reserve Recruit Training Course you will be required to take part in physical training, weapon handling and shooting, drill, first aid, navigation and field craft. The training is deliberately challenging and has been designed to prepare you to be a soldier in today's Army. Recruits gain a sense of achievement, purpose and confidence during basic training, and on completion of the course feel justifiably proud of what they have achieved.

For more information on the content of Recruit Training refer to the [Joining Instructions](#).

Further information is also available at the [Army Recruit Training Centre website](#).

Note: You must be aware that you must commence recruit training within 6 months of enlistment.

Employment Training

Other Ranks (Non Technical)

Unit Supply Operator Course: 45 days, not including weekends (Including on pavement Forklift training)

Location: Army Logistics Training Centre, Bandiana, Victoria.

Other Ranks (Non Technical) (Reserve)

Unit Supply Operator Reserve Basic Course:

The Initial Employment Training (IET) Unit Supply Operator Reserve Basic Course is conducted in two modules consisting of 16 days each.

The second module must be completed within 24 months of the completion of the first module.

To achieve Pay Grade 1 you must complete Module 1. To achieve Pay Grade 2 you must complete Module 2.

Training is conducted at the Supply Wing of the Army Logistics Training Centre, Bandiana, Victoria.

Employment Location

Other Ranks (Non Technical) (Reserve), Other Ranks (Non Technical)

Unit Supply Operator personnel are employed in over 95% of all Army units as well as some Navy and Air Force bases. Due to their specialist supply skills they are in high demand and perform a variety of duties.

Some Unit Supply Operator positions are in a support unit that provides supply support to a large grouping of individual units as part of a large integrated logistic team. This team also includes other logistic support trades such as repair and maintenance specialists, health specialists and transport drivers.

Other Unit Supply Operator positions are located in individual units and provide dedicated support to that unit alone, often as part of a small team.

National Qualifications

Other Ranks (Non Technical)

Army is currently undertaking a review of civil accreditation gained through Army training.

Other Ranks (Non Technical) (Reserve)

Army is currently undertaking a review of civil accreditation gained through Army training.

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