



# IMPORTANT INFORMATION FOR ALL CANDIDATES

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## INFORMATION FOR ALL CANDIDATES (OFFICER OR GENERAL ENTRY)

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

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

Once you have successfully completed a Your Opportunities Unlimited (YOU) Session and submitted all the required documentation, you'll attend an Assessment Session. This will include a Medical Assessment, a Psychological Interview and a Defence Interview.

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

### What will make you more competitive?

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

### Information Required for the Defence Interview at your Assessment Session

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

#### Motivation

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

#### Job/Training Understanding

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

### **Fitness**

- What is the physical fitness standard for enlistment? Push-ups\_\_ Sit-ups\_\_ Beep Test\_\_?
- When was the last time you attempted all the elements of a Pre-Entry Fitness Assessment (PFA) at the same time?
- Describe your structured Physical Training Program?
- For Navy and Army applicants, what are the specific swim test requirements and can you pass the swim test?

### **ADF Policies and Conditions**

- What are the ADF Policies and Conditions? Understand and be prepared to describe them.
  - Drugs and Alcohol - Non Medical Use of Drugs
  - Defence Force Discipline Act
  - Equity and Diversity
  - Initial Minimum Period of Service
  - What is Unrestricted Service?
  - Your understanding of a Combat Role

### **Understanding the ADF**

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

### **Additional Questions for Officers:**

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

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

### **Speaking with your Defence Interviewer**

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

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

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

Full-time candidates please note: Some specialist General Entry jobs may also be required to appear before a Selection Board e.g. Air Force Crew Attendant, Police and Airborne Electronics Analyst. Refer to the Additional Requirements section of your job listing on the Defence Jobs website ([www.defencejobs.gov.au](http://www.defencejobs.gov.au)) for more information. The section below regarding Officer Selection Boards can also be used as a guide.

## Medical Assessment

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

## GENERAL RESERVES INFORMATION (OFFICER OR GENERAL ENTRY)

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

It is therefore important that your employer supports you - the Reserve member.

### Why you need your employer's support

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

### Further Information:

#### Reserves Handbook

**Website:** <http://www.defencereservessupport.gov.au/>

### Travel Considerations

When contemplating an application for the reserves, it is worth noting your travel time to and from the unit as you will have to meet your minimum parading commitments. For General Entry Army Reserve candidates, it is preferred that you reside within two and a half hours of your unit. If you live outside of this, approval will need to be obtained before you can receive an offer to enlist. RAAF reserve Airfield Defence Guard and Airbase Protection & Security candidates must live within 2 hours of a Security Forces Squadron or Rifle Flight. For further details, please discuss this with a military mentor or your Case Manager.

## THE FOLLOWING INFORMATION IS APPLICABLE TO OFFICER ENTRY CANDIDATES ONLY

### Additional areas examined in the Defence Interview

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

Your ability to lead others and communicate effectively is an important part of being an Officer. Success on military courses and promotion examinations, as well as an Officer's day-to-day performance, depends greatly

on strong communication skills, both written and oral. Accordingly, your Defence Interviewer will note your conversational skills, your vocabulary, and your sentence structure and grammar. Additionally, they will assess your understanding of leadership concepts and your experience and potential for leadership positions as an Officer. This may include an assessment of:

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

### **The Officer Selection Board**

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

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

- Oral presentation
- Outdoor activity and fitness assessment (GSO ADFA/RMC/ARES - Army only)
- Formal interviews (all positions and Services)
- Attend Aviation Screening Program for all avenues of entry for Pilots

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

- President (Military staff)
- Specialist Officer (Military staff)
- Psychologist

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

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

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

To help you prepare for the Officer Selection Board, you may have the option to attend an Officer Selection Board Information Session. Your attendance is not a requirement of the recruiting process but is

recommended to assist in your progress. There are many questions you must ask yourself before applying for an appointment as an Officer. You must be absolutely sure that you really want to be an Officer in the ADF, and know the reasons why. Careful preparation is essential to ensure a knowledgeable and confident presentation at interviews and the Officer Selection Board. There are some websites listed below which may assist with your preparation.

### Useful Websites for Officer Entry Preparation

Website	Address	Link
Defence Jobs	<a href="http://www.defencejobs.gov.au">www.defencejobs.gov.au</a>	<a href="#">Click here</a>
Navy	<a href="http://www.navy.gov.au">www.navy.gov.au</a>	<a href="#">Click here</a>
RAAF	<a href="http://www.airforce.gov.au">www.airforce.gov.au</a>	<a href="#">Click here</a>
Army	<a href="http://www.army.gov.au">www.army.gov.au</a>	<a href="#">Click here</a>
Royal Australian Naval College	<a href="http://www.navy.gov.au/join-navy/naval-college/new-entry-officer-course">http://www.navy.gov.au/join-navy/naval-college/new-entry-officer-course</a>	<a href="#">Click here</a>
Royal Military College	<a href="https://www.army.gov.au/taxonomy/term/132">https://www.army.gov.au/taxonomy/term/132</a>	<a href="#">Click here</a>
Australian Defence Force Academy	<a href="http://www.defence.gov.au/adfa">www.defence.gov.au/adfa</a>	<a href="#">Click here</a>
ADF Reserves	<a href="http://www.defencejobs.gov.au/reserves">www.defencejobs.gov.au/reserves</a>	<a href="#">Click here</a>
Air Force Officers	<a href="http://airpower.airforce.gov.au/APDC/media/PDF-Files/Doctrine/AAP1001-1-Command-and-Control-in-the-Royal-Australian-Air-Force.pdf">http://airpower.airforce.gov.au/APDC/media/PDF-Files/Doctrine/AAP1001-1-Command-and-Control-in-the-Royal-Australian-Air-Force.pdf</a>	<a href="#">Click here</a>
Maritime Warfare Officers	<a href="http://www.navy.gov.au/sites/default/files/documents/Warfare_Officers_Career_Handbook.pdf">http://www.navy.gov.au/sites/default/files/documents/Warfare_Officers_Career_Handbook.pdf</a>	<a href="#">Click here</a>
ADF Operations Link	<a href="http://www.defence.gov.au">www.defence.gov.au</a>	<a href="#">Click here</a>
Aviation Screening Program	<a href="https://www.airforce.gov.au/our-people/careers/defence-jobs/officer-aviation/acmc/selection-process/aviation-screening-program">https://www.airforce.gov.au/our-people/careers/defence-jobs/officer-aviation/acmc/selection-process/aviation-screening-program</a>	<a href="#">Click here</a>

### THE FOLLOWING INFORMATION IS APPLICABLE TO GENERAL ENTRY CANDIDATES ONLY

#### Recruit Training Establishments

##### Army Basic Training - Kapooka (Full-time and Reserve candidates)

The Army Recruit Training Course is conducted at the Army Recruit Training Centre. Army Recruit Training Centre is located at Kapooka, approximately 12km from Wagga Wagga, NSW. The course is physically



challenging and mentally demanding. You will be required to work hard for up to seven days per week with little time for recreation. The working day is lengthy starting at 6:00 am and finishing at 10:00 pm.

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

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

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

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

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

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

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

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

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

For additional information on Army Recruit Training go to [www.army.gov.au/Army-life/Army-careers/ARTC-Kapooka](http://www.army.gov.au/Army-life/Army-careers/ARTC-Kapooka).

### **Navy Basic Training - HMAS *Cerberus*** (Full-time candidates only)

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

Your first four days at HMAS *Cerberus* will mainly be taken up with medical and dental checks, issue of initial kit, a haircut, completion of documentation, parade training and fitness training.

Navy Recruit training is continued over the next 11 weeks and is designed to give you sufficient knowledge and skills to provide a basis for your Service career. The training includes both classroom and practical activities. Most subjects are individually tested. Examinations are set to ensure recruits are sufficiently prepared to undertake further specialist training at category schools. Private study areas are available in the school and a Duty Instructor is available for assistance during non-instructional hours.

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

Although training days can differ the following routine provides an indication of a typical day at Recruit School:

0520	Call the hands
0525	Recruit School fall in for roll call
0530 - 0600	Early Morning Activity (EMA) (not for Duty Watch)
0550	Duty Watch out pipes - fall in on Forecastle
0555 - 0630	Duty Watch march to breakfast
0600 - 0620	EMA hands clean into dress of the day
0620 - 0645	EMA hands fall in by classes
0625 - 0645	EMA hands to breakfast
0630	Duty Watch out pipes - muster
0635 - 0715	Duty Watch to cleaning stations
0645 - 0715	EMA hands to cleaning stations
0730	Recruits attend Morning Parade or Instruction
1115	Lunch
1220	Fall in for 'Both Watches' (muster)
1230	Instruction
1630	Secure from Instruction, clean into night clothing
1700	Duty Watch muster, Recruit School fall in for evening meal parade
1710	Recruit school march to dinner
1715 - 1745	Dinner
1830	Cleaning Stations
1900 - 2000	Duty Officer's Rounds (Inspection)
2230	Lights Out

For additional information on Navy Recruit Training go to [www.navy.gov.au/join-navy/recruit-school](http://www.navy.gov.au/join-navy/recruit-school).

### **Navy Basic Training - HMAS *Cerberus*** (Reserve candidates only)

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

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

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

For additional information on Navy Recruit Training go to [www.navy.gov.au/join-navy/recruit-school](http://www.navy.gov.au/join-navy/recruit-school).

### **RAAF Basic Training - RAAF Base Wagga (Full-time candidates only)**

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

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

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

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

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

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

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

### **RAAF Basic Training - RAAF Base Wagga (Reserve candidates only)**

Reserve candidates undertake the same course (10.6 weeks) as full-time candidates at 1 Recruit Training Unit located at RAAF Base Wagga. Reserve candidates can elect to undertake the full-time course in one attendance or can choose to attend the course in modularised phases over a longer period of time. Reserve candidates are encouraged to attend the full-time course, however the part-time option is available where civilian employment cannot support an extended time away from the workplace.

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

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

Your time at 1 Recruit Training Unit (10.6 weeks) may be extended if you are back-coursed due to injury or training failure. For additional information on RAAF 1 Recruit Training Unit go to [www.airforce.gov.au](http://www.airforce.gov.au) and use the search field.

### Useful Websites for General Entry Preparation

Website	Address	Link
Defence Jobs	<a href="http://www.defencejobs.gov.au">www.defencejobs.gov.au</a> Go to the Additional Information page for: <ol style="list-style-type: none"> <li>1. Important Requirements of ADF Service (Essential Reading)</li> <li>2. Joining Instructions</li> <li>3. Conditions and Benefits of Service</li> <li>4. Frequently Asked Questions</li> </ol>	<a href="#">Click here</a>
Navy	<a href="http://www.navy.gov.au">www.navy.gov.au</a> Go to the Additional Information page for: <ol style="list-style-type: none"> <li>1. Navy Today</li> <li>2. Commanders</li> <li>3. Navy Recruit School</li> <li>4. Navy in Brief</li> <li>5. Equipment</li> <li>6. Establishments</li> <li>7. Fleet Activity</li> </ol>	<a href="#">Click here</a>
Army	<a href="http://www.army.gov.au">www.army.gov.au</a> Go to the Additional Information page for: <ol style="list-style-type: none"> <li>1. What's On</li> <li>2. Meet the Chief of Army</li> <li>3. Organisation</li> <li>4. Units of the Army</li> <li>5. Army Recruit Training Centre (ARTC)</li> </ol>	<a href="#">Click here</a>
RAAF	<a href="http://www.airforce.gov.au">www.airforce.gov.au</a> Go to the Additional Information page for: <ol style="list-style-type: none"> <li>1. About Us</li> <li>2. Structure</li> <li>3. Organisation / Bases</li> <li>4. 1RTU</li> <li>5. Aircraft</li> <li>6. History</li> <li>7. News</li> </ol>	<a href="#">Click here</a>
RAN Recruit School	<a href="http://www.navy.gov.au/join-navy/recruit-school">www.navy.gov.au/join-navy/recruit-school</a>	<a href="#">Click here</a>
Army Recruit Training	<a href="http://www.army.gov.au/Army-life/Army-careers/ARTC-Kapooka">www.army.gov.au/Army-life/Army-careers/ARTC-Kapooka</a>	<a href="#">Click here</a>
RAAF No 1 Recruit Training Unit	<a href="https://www.airforce.gov.au/about-us/no-1-recruit-training-unit">https://www.airforce.gov.au/about-us/no-1-recruit-training-unit</a>	<a href="#">Click here</a>
ADF Reserves	<a href="http://www.defencejobs.gov.au/reserves">www.defencejobs.gov.au/reserves</a>	<a href="#">Click here</a>
ADF Operations Link	<a href="http://www.defence.gov.au">www.defence.gov.au</a>	<a href="#">Click here</a>

## IMPORTANT REQUIREMENTS OF ADF SERVICE – POLICIES AND CONDITIONS

The topics listed below are Defence conditions of service and policy matters that you should read and become familiar with. You will be given an opportunity by your DFR Case Manager to discuss any aspect of these topics with a military Careers Coach. You will be expected to have read and formed a basic understanding of these matters when interviewed at your Assessment Session.

### Operational Service

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

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

### Sea Service

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

### Citizenship

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

### Defence Force Discipline Act

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

*What is military discipline law?*

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

*How does the military discipline system apply to you?*

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

### Military Discipline System

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

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

- **Defence Force Magistrate and Courts Martial proceedings:** Highest level of disciplinary action under the DFDA.

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

### **Unrestricted Service**

All members of the ADF are required to provide unrestricted service. This means they must be available (at all times) to be moved or deployed across Australia and overseas. Defence members may be required to work long hours, shift work, irregular hours or a combination of these. Defence members do not have penalty rates or overtime as a condition of service. The requirement to provide unrestricted service also means that a candidate cannot have any civil or criminal restrictions placed on them that would limit their ability to provide unrestricted service. Any candidate subject to an order/sentence that impedes unrestricted service in the ADF cannot be processed until such restrictive circumstances cease. Types of such circumstances may include: Community Service, Good Behaviour Bonds, bankruptcy or Apprehended Violence Orders (AVOs).

### **Military and Trade Skills**

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

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

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

### **Age Restriction**

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

The maximum age to join the ADF will depend on the job and avenue of entry, but in general, a candidate must be able to complete their Initial Minimum Period of Service before the ADF's compulsory retirement age, which is 60 for full-time, and 65 for reservists. For example, if a job has an Initial Minimum Period of Service of six years, then the maximum entry age for that job will normally be 54.

### **Postings and Deployments** (Full-time candidates only)

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

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

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

anticipated and an attraction to join in the first place. The degree of willingness to accept frequent moves can vary through a member's career depending on family circumstances.

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

The deployments of ADF personnel within Australia and overseas occurs on a regular basis in response to events such as conflicts, peacekeeping missions, exercises and natural disasters. In many cases, members are required to move at short notice to areas providing only basic amenities. Such deployments will result in separation of members from their families for a potentially extended period. During such deployments the Defence Community Organisation (DCO) can provide family support.

### **Impact on Partners and Family**

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

### **Medical and Physical Fitness**

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

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

### **Dress and Grooming Standards**

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

### **Religious or Cultural Concerns**

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

- **Dress and Grooming:** Many religions, beliefs and cultures have items of dress and grooming (i.e. hair styles and facial hair) that hold special significance. All ADF personnel are required to wear the standard issued uniform and adhere to clothing policies and instructions. Defence policies are however flexible in allowing variations in appearance for religious or cultural purposes. The overarching policy on dress, facial hair and hair length and style relates specifically to safety requirements. You should discuss dress and grooming with your Case Manager and understand the requirements in order for you to be compliant on arrival at your initial military training establishment. In some cases, items of dress specific to religious or cultural requirements are to be supplied at your expense and be compliant with the standards advised in the Services manuals for dress and grooming.
- **Tattoos and Jewellery:** Some religions and cultures place significance on tattoos or jewellery and this may conflict with ADF standards. Requests for tattoos or jewellery for religious or cultural reasons will be considered and waivers may be granted.
- **Dietary Needs:** Catering arrangements will, where possible, make every effort to provide flexibility to accommodate the dietary requirements of ADF personnel. Members must however be aware that in some cases, it may not be possible to guarantee availability of dietary requests.

### Body Embellishment Restrictions

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

### Tattoos and Brands

Applicants should be aware that tattoos and/or brands are prohibited under certain conditions specific to each of the Services as follows:

- Navy candidates - the face including the scalp, ears and neck
- Air Force candidates - the face (excluding the scalp, ears and neck)
- Army candidates - tattoos anywhere on the body that are obscene, associated with gangs, issue motivated groups, extremists, and/or supremacist organisations; or that advocate sexual, racial, ethnic, or religious discrimination are prohibited. Tattoos are prohibited on the throat, face, scalp and ears. Tattoos on the hand are not to exceed 25% of the exposed hand. Tattoos are authorised on the back of the neck (excluding behind the ears) as long as they are not visible in a passport photo when wearing an open collar shirt.

Apart from the prohibited areas listed above, tattoos and/or brands are permitted on other parts of the body, unless the tattoo or brand is considered offensive. Candidates displaying offensive embellishments, tattoos or brands are considered unsuitable for entry to the ADF. Any decision to take action in removing or correcting the body embellishment is your decision and is to be undertaken at your expense. Defence does not advocate undergoing surgery / laser procedures as a means for entry. This action will not guarantee entry into the ADF and you will be subject to further assessment by DFR.

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

### Regulation of Lifestyle

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



## Workplace Behaviour

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

## Police Record Checks

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

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

## Security Checks

A security assessment, conducted by the Australian Government Security Vetting Agency (AGSVA), will be obtained to determine your suitability for access to national security information. Personal information provided by you during the recruitment process will be treated in strict confidence and will only be used for the purpose outlined in this paragraph. You will be required to submit an on-line application to the Australian Government Security Vetting Agency for a security clearance. You will not be enlisted or appointed in the ADF until you have been granted a security clearance.

## Pre-entry Medical Examination

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

## Pre-entry Physical Assessment

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

## Drugs

Misuse of prescribed and non-prescribed drugs as well as illegal substances (such as ice, marijuana, glue sniffing etc.) is not tolerated and will result in action being taken against those Defence members who use or mis-use such substances - usually dismissal from the Australian Defence Force.

## Compulsory Drug Testing

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

## Alcohol

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

## Performance Appraisal System

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

## Training Failure

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

## Conclusion

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

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

For information relating to ADF pay and conditions see <http://www.defence.gov.au/dpe/pac/>.

## Trainee's Dependant Allowance

This allowance supplements a trainee's salary when they are supporting one or more eligible dependants (i.e. the trainee's dependant, or another person who is under 16 years old, living with the trainee, and wholly or substantially dependent on the trainee). Trainee's Dependant Allowance accrues from the date of enlistment/appointment, and is payable fortnightly.

## Service Allowance (Qualified Full-time candidates only)

Service Allowance is paid to compensate the majority of ADF members for the special demands of service life. This includes the requirement to be on call at all times and for potentially long or irregular work hours. Overtime and penalty rates are not paid to ADF members. While most commanders will endeavour to recompense overtime worked with leave, there is no guarantee that this will occur as a matter of course.

## Superannuation (Full-time candidates only)

Superannuation is a contribution made by your "employer", Defence, as a percentage of your salary. Superannuation is designed so you can have access to a source of income (or rely less on Government support) in retirement. Access to your superannuation generally occurs when you reach preservation age. All new members of the ADF will become members of ADF Super, the new default superannuation fund from 1 July 2016, unless the details of another fund of choice have been provided on form AE689. The funds which will be paid to you when you stop working will come from a benefit which is made up of your personal contributions and the interest earned and an employer benefit which is the Government's contribution to your superannuation. Defence will contribute 16.4 per cent of your salary to your superannuation fund.

You can find more information at [www.adfsuper.gov.au](http://www.adfsuper.gov.au) or [www.defence.gov.au/PayandConditions/ADF/Super-ADF.asp](http://www.defence.gov.au/PayandConditions/ADF/Super-ADF.asp)

If you are discharged before age 60 due to injury or illness you may be eligible to receive benefits from the statutory death and invalidity scheme, ADF Cover. You can find more information at [www.adfcover.gov.au](http://www.adfcover.gov.au).

Former members of the permanent/regular forces (including those who have undertaken a gap year) or Reservists who have undertaken a period of Continuous Full-time Service (CFTS) in the past, may be a member of one of the two other schemes, which are now closed to new members, Information on these schemes can be found at:

- a. [www.dfrdb.gov.au](http://www.dfrdb.gov.au)
- b. [www.militarysuper.gov.au](http://www.militarysuper.gov.au)

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

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

### **Categorisation**

Throughout your career you will be categorised as either:

- a. a member with dependants (MWD)
- b. a member with dependants (Unaccompanied) (MWD(U)) or
- c. a member without dependants (MWOD).

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

- a. MWD - has in their household people who meet the definition of dependant. They need to be providing a home for them at the posting location, and live in it with at least one dependant.
- b. MWD(U) - provides a home for dependants, but is unable to live with the dependants for Service-related reasons. Example: The member is required to serve at another location and the dependants are unable to move for recognised reasons such as health, employment or educational commitments.
- c. MWOD - does not qualify under one of the other two categories above.

### **De Facto Relationships**

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

### **Recognised Relationships and Dependants**

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

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

### **Accommodation (Full-time candidates only)**

Members with dependants who are posted to localities where they do not own a suitable home, and in which they intend to maintain a family home, are entitled to accommodation assistance. This assistance may be either the provision of a Service Residence or payment of Rental Allowance if no Service Residence is available and the member is required to obtain accommodation from the private rental market. To qualify for a Service Residence, the period of posting must normally be for a minimum of 12 months. If you are posted for a period of less than 12 months, you may receive Rental Assistance or you may be allocated a Service Residence on a temporary basis.

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

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

#### **Removals** (Full-time candidates only)

The word 'removal' is commonly used to mean the entitlement for you, your family and your belongings to be removed from one place to another at ADF expense. Generally, a removal is a consequence of a posting. The type of removal that is granted, i.e. furniture and effects or personal effects only, depends on how long you are likely to remain with your family in the new locality after the removal has been undertaken.

#### **Leave Entitlements** (Full-time candidates only)

Annual leave is credited fortnightly, amounting to 20 working days per year. There are other types of special purpose leave that may be granted in certain circumstances or used to compensate for arduous, special or prolonged duty. This includes trainee leave, seagoing and flying leave, remote locality and field leave.

#### **Long Service Leave** (Full-time candidates only)

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

#### **Annual Leave Free Travel** (Full-time candidates only)

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

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

Those who are eligible may be entitled to the following:

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

#### **Leave Travel for Trainees** (Full-time candidates only)

A trainee may, subject to service requirements and course structures, be granted free return travel to the address of the member's home location within Australia. This typically occurs during term or semester breaks

in the course, or on graduation, on can be taken up to three times in any period of twelve months' duration. Conditions apply.

#### **Medical and Dental Treatment** (Full-time candidates only)

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

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

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

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

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

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

Financial assistance may include:

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

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

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

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

#### **Employer Support Payment (ESP) Scheme** (Reserve candidates)

ESP Scheme provides financial assistance to eligible employers to help offset the cost of releasing employees for most categories of ADF Reserve service. ESP is paid at a set weekly rate regardless of the employee's salary and there are no restrictions on the way employers can use the money. The weekly rate is equivalent to the average weekly full-time adult's ordinary time and earnings.

#### **Leave Policy** (Reserve candidates)

Public Sector Leave Guidelines - The Australian Government Employment Bargaining Framework (for more information visit [www.deewr.gov.au/workplacelrelations](http://www.deewr.gov.au/workplacelrelations) and following the link to Policies, then Australian Government Employment) requires the incorporation of leave policies and employment practices in enterprise agreements and other workplace arrangements that support the release of Defence Reservists for peacetime training and deployment (Bargaining Framework, Part 4.2).

Private Sector Leave Guidelines - These guidelines have been developed, in consultation with peak bodies, for all private sector employers. Federal, State, Territory and Local Governments and their instrumentalities are covered under separate policies. The business environment is complex and multi-faceted - a single solution will not suit all circumstances. Accepting this, the aim of these guidelines is to provide a model of supportive arrangements and practices that is of general application.

The guidelines developed by the Defence Reserves Support Council (DRSC), provide clear direction to employers, Reservists and the Defence Force in relation to Reservists employed in the private sector. Employers are strongly encouraged to adopt the guidelines as a best-practice model for supportive workplace arrangements and practices.

#### **The Defence Reserves Support Council (DRSC) (Reserve candidates)**

The DRSC promote the benefits of employing members of the Reserve and to establish a flexible partnership with the community and employers so they are encouraged to support those in the Reserve. Members of the DRSC can explain the rights and responsibilities of both employers and Reservists, such as how it is mandatory for employees to be released for Defence service and for the training necessary to prepare for that service and makes it unlawful for an employer to discriminate against, disadvantage or dismiss an employee for undertaking Defence service.

#### **Department of Defence Reserve and Employer Support Division - Office of Reserve Service Protection (ORSP) (Reserve candidates)**

The Office of Reserve Service Protection (ORSP) was established under the provisions of the Defence Reserve Service (Protection) Regulations 2001 (the Regulations). ORSP provides advice and assistance to reservists, their units, and employers, in dealing with the provisions of the Defence Reserve Service (Protection) Act 2001 (the Act). The Act sets out the entitlements and prohibitions that apply in relation to people who are rendering, who have rendered, or may render, Defence service as members of the Reserve.

ORSP can also provide advice to employers regarding their obligations under the Act. Reservists, or their units, may bring to the attention of ORSP cases of potential or perceived discrimination and/or disadvantage in their civilian employment, educational status, and partnership or practice rights as a result of their Reserve service. If the issue cannot be resolved informally, or at unit level, ORSP becomes responsible for receiving, investigating and managing the resolution of formal complaints made by Reservists under the Act.

#### **Employer Engagement Program (EEP) (Reserve candidates)**

The EEP co-ordinated by the Directorate of Employer and Industry Engagement, provides employers with a better understanding of Defence and the work Reservists perform. The opportunities offered through the program to employers include two activities 'Boss Lift' and 'Exercise Executive Stretch'.

Boss lift enables employers of Reservists to learn first-hand what the ADF does on exercises and operations. Further, employers involved in Boss Lift gain an insight into the benefits Reserve training brings to the civilian workplace. There is also an opportunity for employers to see their employees working as Reservists.

Exercise Executive Stretch is aimed at senior, middle and line management to show and involve them activities that demonstrate skills such as leadership, teamwork, communication and decision making that can be gained through participation in the Reserve. It is hoped that employers will be encouraged to support their employees who are in the Reserve following their participation in this activity.

The benefit to the ADF is the opportunity to provide members of the business community with first-hand experience of the ADF training philosophy and the training methods used by the ADF. Ideally, it is hoped that employers will, as a consequence, understand how their employee's involvement in the Reserve will benefit their business. Additionally, employers will be more inclined to encourage participation by the employees in Reserve activities, including the release of Reservists for periods of continuous training or deployment.

#### *Further Information for Reservists and their Employers*

Defence Reserve Support  
Toll free: 1800 803 485  
Website: [www.defencereserves.com](http://www.defencereserves.com)

## FITNESS STANDARDS REQUIRED FOR ADF ENTRY

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

Please be aware that:

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

### PFA Standards

#### Army

Male Requirement:	Push-Up: 15	Sit-Up: 45	Shuttle Run: 7.5
Female Requirement:	Push-Up: 8	Sit-Up: 45	Shuttle Run: 7.5

The following exercises are performed to a cadence: Sit-ups (3 seconds); Shuttle Run (Progressive). Push ups are graded on the maximum conducted within 2 minutes.

**Note:** Some positions require a higher PFA standard, such as the Special Forces Direct Recruiting Scheme candidates: Push-Up: 30 Sit-Up: 60 Shuttle Run: 10.1

Army Specialist Service Officer Tier 1 roles, an age appropriate Fitness Assessment may be conducted in lieu of the above.

Female and Indigenous candidates have alternative pathways to complete the PFA, which can be discussed.

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

#### Air Force

Male Requirement:	55 years of age or under:	Push-Up: 10	Sit-Up: 20	Shuttle Run: 6.5
	Over the age of 55 years:	Push-Up: 5	Sit-Up: 20	Shuttle Run: 6.5
Female Requirement	55 years of age or under:	Push-Up: 4	Sit-Up: 20	Shuttle Run: 6.5
	Over the age of 55 years:	Push-Up: 3	Sit-Up: 20	Shuttle Run: 6.5

All exercises are performed to a cadence: Push-Ups (2 seconds); Sit-Ups (3 seconds); Shuttle Run (Progressive)

**Note:** Ground Defence Officer and Airfield Defence Guard applicants must pass the PFA at the following standards:

Male:	Push-Up: 10	Sit-Up: 20	Shuttle Run: 6.5
Female:	Push-Up: 8	Sit-Up: 20	Shuttle Run: 6.5

#### Navy

Male Requirement:	Push-Up: 15	Sit-Up: 20	Shuttle Run: 6.1
Female Requirement:	Push-Up: 6	Sit-Up: 20	Shuttle Run: 6.1

All exercises are performed to a cadence: Push-Ups (2 seconds); Sit-Ups (3 seconds); Shuttle Run (Progressive)

Alternative pathways program may be available for Indigenous candidates to complete the PFA. For more information regarding this pathway, please speak to a Defence Force Recruiting member.

**Note:** Some positions require a higher PFA standard, including Permanent Navy Clearance Diver and Navy Reserve Diver: Push-ups: 30 Sit-Ups: 25 Shuttle Run: 10.1 Heaves/Chin-ups: 6

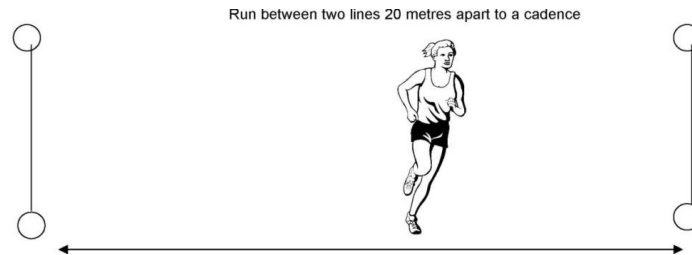


Figure 1: Shuttle Run