



05/18 Initial Officer Course

Joining Instructions

Accept Responsibility

CONTENTS

OFFICERS' TRAINING SCHOOL WELCOME	1
INITIAL OFFICER TRAINING	1
Overview	1
OTS contact information.....	2
ADMINISTRATION (PRE-ARRIVAL)	2
Emergency contact / next of kin details	2
Personal administrative arrangements	2
Pre-requisite training (FSGT and WOFF only)	3
TRAVEL AND REPORTING INSTRUCTIONS	3
Travel arrangements.....	3
Arrival and reporting instructions	4
COURSE CONDUCT	5
Daily routine	5
Physical fitness.....	5
COURSE ADMINISTRATION	8
MESSING AND ACCOMMODATION	9
OTS Students' Mess	9
Meals.....	9
Accommodation.....	9
Living in meals and accommodation charges	10
PERSONAL ADMINISTRATION AND WELFARE	10
Direct Entry Officers.....	10
Current Serving Members (Commissioning Airmen and Undergraduates)	11
Pay.....	11
Leave.....	12
Telephone access	13
Religious observance	13
RAAF BASE EAST SALE HISTORY AND AMENITIES	14
Base facilities	14
CONCLUSION	15

ANNEXES:

- A. Dress and Bearing Standards
- B. Checklist of What to Bring
- C. Accessing Adele Course Instructions (FSGT/WOFF only)
- D. OTS Precinct and Student Car Parking
- E. RAAF Base East Sale
- F. March In Requirements for Current Serving Members
- G. Student Dietary Requirements
- H. History of RAAF College and OTS

APPENDIX:

- 1. MEC Restrictions Incompatible with IOC

OFFICERS' TRAINING SCHOOL WELCOME

1. Congratulations on being selected to undertake initial officer training at the Royal Australian Air Force (RAAF) Officers' Training School (OTS). The Initial Officer Course (IOC) will teach you values and skills that will benefit you in both your career and personal life long after you graduate from OTS. The IOC will also present many challenges that will test your determination and ability to become a junior officer.
2. You will be supported through your training by military staff who have all undergone similar experiences to those you are about to face. They will provide the guidance necessary for you to achieve your aims, whilst ensuring that the high standards of RAAF training and professionalism are maintained.
3. In addition to the military staff at OTS, the school is ably supported by civilian staff members who provide support services in a number of areas including administration, logistics and health.
4. Whether you are just starting out in your military career or are commissioning to continue with your current career, we want you to know that the aim at OTS is to support and graduate operationally focussed Air Force Officers who will become valued members of the Australian Defence Organisation.

INITIAL OFFICER TRAINING

Overview

5. **Dates.** 05/18 IOC commences on 02 Jul 18 and concludes on 25 Oct 18. For commissioning Flight Sergeants and Warrant Officers, you will commence course at Week 8 on 20 Aug 18.
6. The IOC is a 17 week course during which you will receive training in a variety of skills and disciplines. This will include classroom instruction in Military Management, Leadership, Military Law, Air Power, Ground Defence, Security, Military Skills, and Air Force Values and Ethics. You will also receive instruction in written and oral communication and be required to give presentations throughout the course. In addition to being assessed on these topics, you will also be assessed throughout the course on your ability to adhere to the Values and qualities associated with holding a Commission in the RAAF.
7. There are also numerous field exercises ranging from non-tactical to ground defence exercises. These include:
 - a. activities to let you discover your own and others strengths and limits
 - b. field deployments to learn and consolidate security and ground defence skills
 - c. leadership training in a variety of scenarios.

OTS contact information

8. OTS contacts are as below:
 - a. OTS Induction Centre
 - (1) The Induction Centre is your primary point of contact regarding any pre-course administration and all course questions or issues.
 - (2) Available 0800 – 1700 Monday to Thursday and 0800 – 1300 Friday.
 - (3) ots.registry@defence.gov.au
 - (3) 03 5146 6600
 - (4) If any issues of an urgent personal nature arise, contact should be made with the OTS Induction Centre in the first instance. Students should provide family / relatives with the OTS Induction Centre contact information prior to arriving on course to allow contact to be made with students if necessary.
 - b. 05/18 IOC Course Director
 - (1) Flight Lieutenant Matthew Read
 - (2) Available 0800 – 1700 Monday to Thursday and 0800 – 1300 Friday.
 - (3) matthew.read2@defence.gov.au
 - (4) (03) 5146 6677 or Duty DS mobile number 0477 386 822

ADMINISTRATION (PRE-ARRIVAL)**Emergency contact / next of kin details**

9. Current serving members are to ensure their primary emergency contact and next of kin details are accurate in Defence One prior to departing their current location for OTS.

Personal administrative arrangements

10. Students will be confined to the base during working hours and it is important that you have all of your private affairs arranged before arrival. Do not underestimate the amount of time your initial officer training can take from routine personal administration.

11. Further, before departing your home location, all students should arrange for the forwarding of mail including bank statements, renewal of drivers licence, car registration, and insurance policies, hire purchase agreements, credit card repayments, and any other accounts that may fall due for payment during the course.

12. **Mailing address.** Whilst on course, correspondence can be sent to:

RANK, Initials, Surname
05/18 Initial Officer Course
Officers' Training School
RAAF Base
EAST SALE VIC 3852

13. Prior to commencement of training, all students are to ensure they have a haircut in accordance with service regulations. Details are provided in Annex A.

14. A checklist of what students should bring with them is provided in Annex B.

Pre-requisite training (FSGT and WOFF only)

15. Due to the later arrival of commissioning FSGT/WOFFs, there are pre-course work components you are required to complete prior to your arrival. It is estimated that you will require approximately 5 hours per week over four weeks in the lead up to your attendance. The pre-course work is available through the IOC Blended Delivery ADELE course.

16. To access the ADELE course you will need to create an ADELE account (if you do not already have one) and then email eslotstrgsysfltmailbox@drn.mil.au advising that you are joining as a FSGT/WOFF and are ready to be enrolled onto the ADELE course. Once you have access, all pre-course work can be found by clicking on the FSGT/WOFF tile. The steps to create an ADELE account are included at Annex C.

TRAVEL AND REPORTING INSTRUCTIONS

Travel arrangements

17. **New members.** Instructions regarding travel to OTS will be provided by your Defence Force Recruiting Centre.

18. **Current ADF members.** Parent unit and Integrated Travel Services are responsible for all travel arrangements. Members should submit an AE505 *Travel Request Form*. The reason for travel is 'Domestic Short Term Posting' and the relevant cost centre and account codes are available on your posting order. IAW PACMAN 9.1.2, members are entitled to travel by the most economical means of public transport. If you have been issued with a follow-on posting (for post-OTS) before you commence IOC, you can arrange return travel at this stage.

19. **Public transport and rental vehicles.** Public transport between Melbourne and Sale is limited to train. Rental vehicle is recommended to/from Melbourne Airport to allow for greater flexibility when booking flights as there are only two train services to/from Sale per day. If travelling by rental vehicle, pick up/drop off of vehicles is the student's responsibility. You will require your Defence Travel Card (for current ADF members) or a cab charge voucher (new members ONLY) for pick up/drop off of rental vehicles in Sale. Details regarding return of the rental vehicle will be advised by the car company. Dependent on the time and day of travel, travel time from Melbourne Airport to Sale can be between 3 and 4 ½ hours.

20. If travelling by train, the most economical travel to/from Melbourne Airport to Southern Cross Railway Station is by SkyBus. There is no public transport to/from Sale Railway Station to RAAF Base East Sale. Therefore you will need to ensure a cab charge voucher is issued for travel to and from the Sale Railway Station (current serving members are to utilise their Defence Travel Card). Travel time from Southern Cross Railway Station in Melbourne to Sale is approximately 3 hours.
21. If students need to vary booked travel arrangements, the OTS Induction Centre can provide guidance, but do not have the authority to make any changes.
22. **Use of own vehicle.** Students also have the option of driving their own vehicles from their home locality for members travelling to Sale from no further away than Brisbane or Adelaide. Parking at RAAF Base East Sale for OTS students is available as per the map in Annex D. Students travelling over long distances are to drive in a safe manner and take appropriate rests throughout their journey to allow them to arrive at RAAF East Sale safely and refreshed. Students driving their own vehicles to East Sale are to fill in the form in Annex D and bring it with them on their first day of course.
23. **Travel allowances.** Those members who have not been paid travel allowance prior to departure from their home location, or who were not issued with a cab charge voucher (if applicable) for their travel from the station, are advised to retain receipts for travel expenses incurred prior to arrival. OTS Induction Centre staff will require these receipts for authorisation of any entitlement for reimbursement.

Arrival and reporting instructions

24. **Arrival time.** All students are to arrive at RAAF Base East Sale between 1200 h and 2100 h on the Sunday prior to commencing course. This will allow you time to settle into your room prior to course commencement. Unless prior arrangements have been made through the Induction Centre, you are not to arrive at OTS prior to 1200 h on the Sunday prior to course commencement. Students are permitted to eat at the Students' Mess from when you arrive at East Sale.
25. **Arrival.** Your accommodation room key and swipe card will be available for you to collect from the front gate pass office upon arrival – you will need to produce photographic identification (drivers licence or passport). Maps to familiarise yourself with the OTS precinct and RAAF Base East Sale and the OTS precinct are in Annexes D and E respectively.
26. **Reporting instructions.** You are to meet the course Military Skills Instructors (MSIs) at 0800 h on the course start date in front of the OTS Learning Centre for a familiarisation tour of the School. At 1000 h you will commence training with your fellow course members in the OTS Lecture Theatre under the direction of the OTS instructing staff.
27. **Dress standard.** When meeting with the MSIs at 0800 h, male students are to be wearing a minimum dress standard of tailored trousers, long sleeve shirt with collar and tie, and comfortable dress shoes. Males are to be clean shaven by 0800 h on the course start date. Female students are to be in a minimum dress standard of tailored trousers or skirt not above knee length, with a blouse (must not be sleeveless or low cut) and comfortable dress shoes as you will be required to do some walking during the familiarisation tour.

28. **Commissioning FSGTs/WOFFs.** You are to arrive no later than 2100 h on the Sunday evening prior to your start date. The Student Flight Commander (SFC) will provide direction regarding Day 1 reporting requirements and can be contacted on 0429 402 037 upon your arrival. Your training will commence at 0730 h on Monday, 20 Aug 18 in the OTS Learning Centre. Dress of the day will be Service Dress 1B.

COURSE CONDUCT

Daily routine

29. As a guide, a standard working day at OTS is 0700 h to 1800 h and, on average, includes eight 50 minute tuition periods and appropriate meal and comfort breaks.

30. You will be required to study in the evenings and there are also some evening tuition periods. You should expect to work on weekends and public holidays and will have limited opportunity to leave RAAF Base East Sale during working days. Do not plan any social activities or travel to your home locality until you are aware of your course commitments.

31. There will be long working days and a large amount of out-of-hours work required of students in the first seven weeks of the course. This may impact on your ability to contact your family and friends on a regular basis during this time; please ensure you advise them of this prior to your arrival.

Physical fitness

32. The Australian Defence Force values physical fitness highly and your level of fitness will be tested at various stages throughout the course. The health and Physical Training (PT) program that you will undertake at OTS can be very demanding and is targeted at preparing you for the physical requirements of IOC, as well as setting the expected standard for the remainder of your Air Force career.

33. The RAAF requires that you have a good standard of physical fitness before arriving at OTS. You are advised to begin an exercise program prior to arrival. If you are unsure of how to proceed, Defence Force Recruiting Centres offer a fitness application which can be accessed from their website. Current ADF members are encouraged to seek advice from their P&RT section. To help minimise the chance of injury whilst on course, it is advised that you aim to exceed the minimum requirements of the Initial Fitness Test. Students who are new to the military are strongly encouraged to seek medical advice prior to commencing any exercise program.

34. **Current ADF member's fitness requirements (commissioning airmen, undergraduates and members returning to course).** Current ADF members are required to complete a PFT no more than 28 days prior to arriving at OTS and will also complete a PFT during their time at OTS prior to graduation IAW the Air Force Physical Training and Testing Manual (AFPTT) Chapter 6.

35. **Current ADF member's medical requirements (commissioning airmen and undergraduates).** If your Medical Employment Classification (MEC) is J1 and you have current medical and/or employment restrictions, you are required to provide a copy of your PM101 to the Course Director at least one week prior to commencing course. If you are MEC J2 or lower, you are required to provide a copy of your current PM532 and PM101 detailing

medical and/or employment restrictions to the Course Director at your earliest convenience. Members are advised that the course is, at times, physically and mentally demanding and the MEC restrictions identified in Appendix 1 of Annex F are identified as incompatible with IOC. Panelling *may* be revoked with any of these restrictions.

36. **PT lessons.** The focus of PT at OTS is not only on enhancing individual physiological and psychological capacity, but also on developing physiological and psychological resilience. This results in increased resistance to fatigue, injury or illness through adherence to suitable work rest cycles and the application of specific PT activity. The volume of physical activity during IOC is set at a level to develop skills without undue fatigue. This level of exercise ensures that the correct performance of skills is not impeded. This fitness components targeted during this stage are exercise technique, aerobic capacity, coordination and muscular strength. The establishment of appropriate levels of general fitness forms a platform for higher intensity activities during the next stage. The development of individual fitness knowledge is vital to promote positive attitudes towards the unsupervised maintenance of general and vocational fitness.

37. **Initial Fitness Screen.** The Initial Fitness Screen (IFS) involves a wide variety of activities designed to assess a member's physical ability. It includes push-ups, sit-ups (feet unsecured), lying heave, squats, prone hold (plank), Illinois Agility Test and a Maximum Aerobic Speed test consisting of a stationary cycle and a run both lasting for five minutes. The IFS is used to identify members who require assistance in developing their strength and endurance whilst giving OTS staff feedback on your ability to undertake all aspects of IOC.

38. The IFS is a maximal test in which you will be awarded points for each activity. As a reference, the testing scores are in table 1 below. It is recommended that you aim to achieve a score of 3 in all activities tested.

	Male Testing Scores						Female Testing Scores					
	5	4	3	2	1	0	5	4	3	2	1	0
Push up	>40	30 to 39	20 to 29	10 to 19	3 to 9	<3	>20	15 to 19	10 to 14	5 to 9	1 to 4	0
Sit-up (feet unsecured) (Max. in two minutes)	> 50	43 to 49	36 to 42	35 to 29	28 to 21	<20	> 50	43 to 49	36 to 42	35 to 29	28 to 21	<20
Squat with 20% of body weight	>40	33 to 39	26 to 32	19 to 25	11 to 18	<10	>40	33 to 39	26 to 32	19 to 25	11 to 18	<10
Lying Heave	>24	23 to 19	18 to 14	13 to 9	8 to 4	<4	>12	8 to 11	6 to 7	4 to 5	1 to 2	0
Prone Hold (Plank)	<120	90 to 119	89 to 60	59 to 30	29 to 10	<10	<120	90 to 119	89 to 60	59 to 30	29 to 10	<9
Illinois Agility Test	<15.2	15.3-16.1	16.2-18.1	18.2-19.3	>19.4	DNA	<17	17.1-17.9	18-21.7	21.8-23	>23.1	DNA

Table 1: Initial Fitness Screen Testing Scores

39. **PT attire.** All students are encouraged to bring conservative PT attire (shorts, t-shirt, shoes) with them to conduct personal training. All PT attire, including shoes, is to be clean and in good condition. No singlet tops or shirts with offensive slogans are to be worn.

Swimwear is to be one piece and conservative in both style and colour. Socks are to be white in colour and must be visible above the ankle.

40. Students who have not previously been issued with Air Force PT attire (new members) will be issued this entitlement during the first week. Students who have previously been issued with Air Force PT attire are encouraged to bring these items IAW Annex B; if a student has previously been issued this attire and no longer have it they can use Uniform Maintenance Allowance to purchase additional items as required. All students have the option of wearing their own black or navy blue shorts during scheduled PT sessions rather than the issued Air Force shorts if they wish.

41. **Initial Fitness Test (IFT).** All students attending OTS are required to pass an Initial Fitness Test in order to graduate. This test comprises the following three components:

- a. Upper body strength component. Flexed arm hang or push ups.
- b. Abdominal strength component. Sit ups with feet either secured or unsecured.
- c. Cardiovascular fitness component. A 2.4km run or 5km walk.

42. The PT sessions you undertake during IOC will prepare you to undertake the IFT. The IFT standards will be provided to you by PT staff during an appropriate PT lesson.

43. **Basic Swimming Proficiency Test.** The purpose of the Basic Swimming Proficiency Test is to qualify members as competent to conduct Defence water-based activities. This test is conducted in week one of IOC.

44. **RAAF Swimming Proficiency Test (RAAFSPT).** The RAAFSPT is conducted twice during IOC. All members who successfully complete the test will have the result recorded in PMKeyS. There is no requirement to pass the test as part of IOC, however all Pilots and Air Combat Officers are required to attempt the test whilst at OTS.

45. To successfully complete the RAAFSPT members are required to demonstrate competence in the following activities:

- a. enter the water using a recognised Surf Lifesaving Australia (SLSA) or Royal Lifesaving Society of Australia (RLSSA) safety/compact jump as detailed by the Physical Training Instructor;
- b. swim 200 metres—the first 150 metres using the breaststroke or freestyle method and the remaining 50 metres on the back with or without the use of arms;
- c. enter the water with a feet astride jump keeping head above water, then using either a duckdive or feet first descent, submerge to minimum depth of one metre and swim 15 metres underwater; then correctly approach and right an overturned flotation device, and climb into it;
- d. enter the water keeping the head above water maintaining visual contact and swim 20 metres to a person demonstrating appropriate precautions and, using a recognised SLSA or RLSSA lifesaving method detailed by the PTI, tow the patient 20 metres and safely remove the patient from the water;

- e. from the tread water position, apply a duck dive or feet first descent to retrieve an object of at least five kilos in weight from a minimum depth of two metres; and
 - f. tread water and remain afloat without application of any flotation aid for ten minutes in a restricted area (within a radius of five metres).
46. Members are to carry out this test in General Purpose Uniform but without footwear.

First Aid Training

47. During the first phase of the IOC, students will conduct First Aid Training. As part of industry requirements, all students are to have a Unique Student Identifier (USI) for all nationally recognised training. Students are to obtain a USI prior to commencement of IOC by registering at <https://www.usi.gov.au/about>. Students are to register ensuring they use their civilian email and home address and **do not** include any Defence information as part of the registration process. You are to email your USI to the OTS Induction Centre prior to arrival.

COURSE ADMINISTRATION

48. **Recognition of Prior Learning (RPL).** OTS manages RPL in accordance with Defence policy and procedures. OTS SI (PERS) 38-05 *Recognition of Prior Learning* details the procedure for applying for RPL. However, due to the holistic structure of IOC and the integral development of attitude, it is typically unrealistic to grant RPL for IOC.

49. Applications for RPL should be submitted to the OTS Training Systems Flight Commander using the form contained in Annex A to OTS SI (PERS) 38-05 *Recognition of Prior Learning*. All applications must detail the learning outcomes that RPL is being sought for and be accompanied by the relevant supporting evidence. Determination of RPL applications can be a time consuming process and requires consideration of the validity, sufficiency, authenticity and currency of all supporting evidence provided. To that end, all RPL applications must be received by the OTS Training Systems Flight Commander not less than 30 working days prior to course commencement.

50. Any questions regarding RPL should be directed to the OTS Training Systems Flight Commander, contactable via the OTS Induction Centre.

51. **Student performance management and suspension policy.** Attendance on IOC does not guarantee graduation. There are a number of assessment requirements that all students must meet in order to graduate from IOC. Failure to meet these requirements will require a student to be performance managed. There are a number of different courses of action OTS can apply if a student does not meet the standards required for graduation. All students will be made aware of the performance management and training suspension procedures outlined in the OTS Standing Instructions upon their arrival.

52. **March in requirements for current serving members.** Details for marching in of current serving members (including undergraduates), including uniform requirements, are outlined in Annex F.

MESSING AND ACCOMMODATION

OTS Students' Mess

53. You are required to be a member of the OTS Students' Mess while attending IOC. The Mess is a club for Officer trainees which is used for after-hours socialising and relaxing. Like all clubs, Air Force Messes have rules and customs that must be followed. Mess etiquette is an important tradition of the Air Force and you will be instructed in Mess etiquette early in the course. All students will require civilian dress in accordance with the Mess Dress Standards in Annex A.

54. All students will be required to pay Mess fees for the duration of IOC. This covers the cost of subscriptions and the dining-in night conducted during IOC. Payment amounts and details will be advised on your arrival.

55. The Students' Mess is your club and you may invite guests to join you in the Mess for a meal. Approval must be granted by the President of the Mess Committee (PMC) prior to bringing your guests into the Mess. You must pay the appropriate meal charge for any guests and your guests must adhere to the dress and behaviour standards expected of Mess members.

Meals

56. **Dietary requirements.** Students with specific dietary requirements are required to complete the form in Annex G and return it to the OTS Induction Centre (via email OTS.Registry@defence.gov.au) a minimum of five working days prior to commencing course to ensure that you will be catered for from your first meal. Additionally, where special dietary requirements are due to a medical need, students are to obtain a PM101 Medical Advice on arrival at OTS.

57. **Meal times.** Meal times at the Students' Mess are as follows:

	Mon – Thur	Fri	Weekends / Public Holidays
Breakfast	0600 – 0700	0600 – 0700	0800 – 0900 (Hot) 0900 – 1030 (Cont.)
Lunch	1200 – 1300	1230 – 1330	1200 – 1230
Dinner	1800 – 1915	1800 – 1915	1800 – 1845

Table 2: Meal Times – OTS Students' Mess

Accommodation

58. You will be required to 'live in' on the base for the duration of IOC. You will be provided with a single room furnished with basic necessities (single bed, desk, wardrobe and some shelving) and clean linen will be provided weekly. Students are advised that storage space in rooms and accommodation blocks is limited and you should, therefore, pack only those items that are necessary. Laundry facilities are available, but you will be required to provide your own iron, ironing board and top load machine washing powder/liquid. If you do not wish to bring these items with you, there are shops in Sale where you can purchase them; however, please consider your arrival time and access to transport when determining whether or not to bring these items with you.

59. You will be required to clean your accommodation to a high standard for weekly inspection and maintain this standard throughout the course.

60. The requirement to live on the base does not prevent you from having family and friends visit the base during weekends. However, OTS accommodation is not to be used for accommodating visitors overnight. Until you are aware of your course commitments, do not plan any visits or social activities.

61. **Consumption of alcohol.** Alcohol is not to be stored or consumed within the OTS precinct (including the living in accommodation). You will receive a further briefing on this upon commencement of course.

Living in meals and accommodation charges

62. Students posted to OTS will be required to pay living-in meals (LIM), living-in accommodation (LIA) and living-in utilities (LIU) charges during training. The amount paid will vary depending on individual domestic circumstances. As a general guide, you should anticipate paying the full amount (approximately \$300 per fortnight) and should use this assumption when preparing your finances for the period of IOC.

PERSONAL ADMINISTRATION AND WELFARE

Direct Entry Officers

63. You are required to bring a number of personal documents with you to Initial Officer Course in order to establish your pay details, relationship status and dependant details. You will be required to provide documentary evidence and bring the following (as applicable):

a. the original or certified true copy of:

Serial	Items	Qty	✓
1	birth certificate (full birth certificate NOT an extract)		
2	Medicare card		
3	driver's licence		
4	passport (if held)		
5	marriage certificate (if applicable)		
6	birth certificate/s for any dependant children		
7	divorce documents or decrees for all divorces		
8	evidence of current residential address (eg. driver's licence, utility bill, council rates, electoral enrolment etc)		
9	naturalisation or citizenship certificates for all nationalities you hold or have held		
10	university degree/s (not academic transcripts)		

Table 3: Personal Administration – Documentary Evidence

Current Serving Members (Commissioning Airmen and Undergraduates)

64. Prior to arriving at OTS you will need to ensure your personal details in Defence One are current and accurate. Ensure Defence One data is correct for the following:

Serial	Defence One Data	✓
1	Residential address	
2	Military work address	
3	Marital status	
4	Dependant details	
5	Emergency contact (primary and next of kin)	
6	Alternative emergency contact (compulsory)	
7	Nominated family for leave travel	

Table 4: Current Serving Members – Defence One Data

65. **Defence Identification Card.** You are to present to OTS with a Defence ID card reflecting your commissioned rank. The eight digit serial number on your Defence ID card is to be emailed through to the OTS Induction Centre prior to your arrival in order to provide you with access to accommodation and training facilities.

Pay

66. Salaries are paid fortnightly, into a bank account nominated by you, through the Net Pay Deposit (NPD) system. This system automatically deducts tax, superannuation, meals, accommodation, and any other payments that you authorise. You will receive your first pay within approximately two weeks of course commencement. For direct entrants, it may take several weeks before all tax and superannuation calculations are confirmed and your pay becomes stable. To assist in commencement of your pay arrangements, you are required to bring:

Serial	Pay Requirements	Details	✓
1	Your Tax File Number (or a completed Tax File Number Application / Enquiry Form)		
2	Details of your preferred Net Pay Deposit (NPD) account, including:		
3	- name of the financial institution		
4	- account name		
5	- branch (BSB) number and account number		
6	- branch address, including post code.		

Table 5: Pay documents

67. **Current serving members.** You will continue to be paid through the NPD system. If you need to make any changes to your nominated bank account for pay or fortnightly deductions, this should be done via Defence One Self Service prior to your arrival at OTS.

Leave

68. Due to the high workload associated with the first seven weeks of the course, IOC students will have limited opportunities to leave RAAF Base East Sale during this period. All students will be restricted to the Sale local area during this phase of training. Further details will be provided on your arrival at OTS.

69. To apply for leave during IOC, a leave application form must be submitted and such leave is at the discretion of the Chief Instructor OTS. Leave during working hours, including working weekends, is only granted in compelling compassionate cases. Rules and guidelines for leave will be discussed during the first week of training.

Medical and Dental

70. The Australian Defence Force provides members with all appropriate medical and dental treatment as part of the conditions of service. Should you require hospitalisation, you will be sent to a local civilian facility. Your next of kin will be informed should you become seriously ill. However, in less serious cases, the responsibility for such notification rests with the student.

71. **Immunisations.** During OTS, students are required to complete the vaccination requirements in readiness for future deployments. Immunisation books and any records that you have of prior inoculations should be brought to OTS. Immunisations will be provided during the course. Current serving members are to bring all of their medical and dental documents with them.

72. There is a schedule which includes up to 16 immunisations over the OTS program. Some of these will not be required if students can supply evidence of previous immunisation. Any records brought with you have the potential to reduce your immunisation requirements.

Transport

73. **Motor vehicles.** Private motor vehicle use is permitted during IOC. Students may only use their vehicles while on leave or during stand-down periods. Non-covered, on street car parking is provided for OTS students. Students are not to park in the OTS staff car park. Student car parking is detailed in Annex D.

74. **Defence vehicles and hire vehicles.** Defence has a zero blood alcohol limit policy for drivers of Defence vehicles. This also includes hire vehicles that have been hired for use by Defence members.

75. **Victorian road rules.** RAAF Base East Sale adheres to the Victorian road rules. Road rules vary from state to state. For the most recent information on Victorian road rules, including registration requirements, students are advised to refer to the following website: <https://www.vicroads.vic.gov.au/>.

76. **Local public transport.** RAAF Base East Sale is located approximately 7km from the Sale CBD. Transport to and from the Sale CBD from RAAF Base East Sale is limited to taxis. Ride sharing services such as Uber do not operate in Sale.

Telephone access

77. Mobile phones are not permitted during class, and phone contact to students during the day is limited. Evening contact in the living accommodation is subject to availability. Mobile coverage on RAAF Base East Sale is generally poor (to non-existent) from most carriers, with Telstra providing the best coverage and reception. Urgent and important messages can be left during the day with the OTS Induction Centre. After hours, family members can contact the Defence Switchboard on 1300 333 362.

78. OTS staff understand that there may be times where students have a requirement to carry mobile phones during classes as a result of compassionate or compelling personal circumstances. If this is the case, please advise the Course Director who can ensure all instructing staff are aware of this requirement.

Personal electronic devices

79. All students are strongly encouraged to bring their own electronic device (laptop or tablet) that can be used for completing required study and homework throughout the course. In addition, the OTS Learning Centre provides students with access to networked workstations with printing facilities. These workstations provide access to the Defence Protected Network (DPN) and some internet services; however accounts may take several weeks to set up. Personal computers cannot be used to access the DPN.

80. The DPN is tightly controlled and measures are in place to avoid the transmission or addition of viruses within the system. Email and internet access will be made available via the DPN, however, access to web-based email and social media is not permitted. Strict usage guidelines are in place and you will be briefed on these prior to being given access to the network.

81. Students will be required to complete some elements of the course via computer (elements including study, assignment preparation, and some assessments). As a result, basic familiarity with a Windows-based system and applications such as Microsoft Word, Excel, Outlook and PowerPoint would be extremely beneficial.

Religious observance

82. The OTS Chaplain has a formal classroom role and an informal involvement with OTS students. The Chaplain is also available for consultation on request. The OTS Chaplain can arrange the cover of specific denominational needs as required.

83. A Chapel is located on base. There are many local congregations of different denominations should you desire to be a part of one of them. Check the local phone book, or ask the OTS Chaplain for more information.

Support services

84. The RAAF provides various services to meet the needs of personnel and their families. All RAAF Bases have Family Liaison Officers, Chaplains, Social Workers and other qualified personnel who are available to assist when required. Should you or your family wish to access any of these services, OTS staff can provide you with the appropriate contact numbers.

RAAF BASE EAST SALE HISTORY AND AMENITIES

85. RAAF Base East Sale was formed as an operational and training base in April 1943. It was home to Number 1 Operational Training Unit, flying Beaufort light bomber aircraft. With almost 2,500 personnel, the unit was responsible for training operational aircrew and patrolling the south-eastern corner of Australia. The main sorties were convoy duties and anti-submarine patrols. From its opening until the cessation of World War II, RAAF Base East Sale trained 3,158 Pilots, Navigators, Signallers and Gunners.

86. Since World War II, the main function of RAAF Base East Sale has been in postgraduate training of Air Traffic Control Officers, Navigators, Pilots, and Photographers. It is now also responsible for the training of Air Combat Officers and Initial Officers. Additional history on OTS and the RAAF College is provided in Annex H.

87. RAAF Base East Sale is currently home to the following units:

- a. Number 30 (City of Sale) Squadron (30SQN)
- b. Headquarters Air Training Wing (HQ ATW)
- c. Central Flying School (CFS)
- d. Number 1 Flying Training School (1FTS)
- e. School of Air Traffic Control (SATC)
- f. Number 32 Squadron (32SQN)
- g. Officers' Training School (OTS)
- h. Number 453 Squadron – East Sale Flight (453SQN ESL FLT)
- i. 1 Expeditionary Health Squadron Detachment East Sale (1EHS DET ESL)
- j. Air Training and Aviation Commons Systems Program Office (ATACSPO)
- k. 4/19 Prince of Wales' Light Horse Regiment
- l. Number 409 Squadron Australian Air Force Cadets (409SQN AAFC)

Base facilities

88. RAAF Base East Sale provides the following on-base facilities:

Facility	Days Open	Hours
AAFCANS (Café and general store)	Mon – Fri	Mon - Thurs 0700 - 1500 Fri 0700 - 1400
Post Office	Mon – Fri	0830 – 1600 (closed Tues)
Defence Bank (no ATM facilities available on Base)	Mon – Fri	Mon - Wed 0900 - 1600 Thurs 0900 - 1700 Fri 0900 - 1430
RAAF Clothing Store and Tailor Shop	Mon – Fri	Mon - Thurs 0800 - 1600 Fri 0800 - 1400

Roulette Cinema	Tues and Sat	Movie commences at 1900 <i>Matinees (when on) commence at 1400</i>
Dry Cleaning Service <i>Available from the Post Office</i>	Tues and Fri	Drop off by 1100 Tues for a Fri pick up Drop off by 1100 Fri for a Tues pick up
Hairdresser	Mon – Wed	Mon & Wed 1000 - 1500 Tues 1000 - 1900

Table 6: RAAF Base East Sale – Base Facilities

89. Sporting facilities available for your use include a large gymnasium, squash and basketball courts, indoor swimming pool, running track, golf course and sporting ovals.

CONCLUSION

90. OTS is dedicated to providing you with the knowledge and skills you require to be successful in your training. It will enable you to build a solid foundation on which to develop your future Air Force career. Demonstrate the attitude Air Force expects of its junior officers. Work hard, work together, test your limits and achieve success.

91. I extend my congratulations once again and hope that you find your way to RAAF Base East Sale safely, ready to take on the challenges that await you. I look forward to meeting you and hope that the experience on which you are about to embark proves to be as fulfilling and rewarding as it has been for those that have gone before you.

92. For those of you who are new to the RAAF, I encourage you to start engaging with the RAAF prior to arriving at OTS to enable you to start getting a deeper understanding of the work you will be involved with and what the organisation and its people are up to. There are a number of avenues for you to do this:

- a. Royal Australian Air Force [Facebook](#) page
- b. Royal Australian Air Force [YouTube](#) channel
- c. [Royal Australian Air Force](#) website
- d. [Department of Defence](#) website.

93. On behalf of Commanding Officer OTS, Wing Commander Jonathan McMullan, the staff and I welcome you to RAAF Base East Sale for your course and look forward to your attendance.

N Lucas
Squadron Leader
Chief Instructor
Officers' Training School

May 18

Annexes:

- A. Dress and Bearing Standards
- B. Checklist of What to Bring
- C. Accessing Adele Course Instructions (FSGT/WOFF only)
- D. OTS Precinct and Student Car Parking
- E. RAAF Base East Sale
- F. March In Requirements for Current Serving Members
- G. Student Dietary Requirements
- H. History of RAAF College and OTS

Appendix:

- 1. MEC Restrictions Incompatible with IOC

DRESS AND BEARING STANDARDS

OTS Students' Mess

1. A high standard of dress consistent with good taste and the position the Mess holds in the local community as an institution of high standing and presentation is required of Mess members and guests at all times. The appropriateness of dress for the mess is not dependent on the cost or "label" of the garment worn, but on the style and standard that conforms to the general demeanour of the Service and mess environment. Members are to exercise mature judgement, commonsense and conform to these rules in the spirit intended. In general, the rules of dress have been designed to provide a sensible alignment between Service and acceptable civilian dress. Dress requirements will be advertised on the Mess Notice Board.
2. Whereas some specific dress rules have been defined, certain less tangible aspects such as style, cut and taste cannot be clearly prescribed. As a general principle, all members are expected to use discretion and avoid extremes. Dress should always be neat, clean and appropriate to an Officers' Mess.
3. **Service Dress.** All forms of approved working dress are allowed to be worn at any time and to any normal meals, provided they are in a neat and clean condition. Some restrictions to this rule apply when certain functions are held.
4. **Civilian Dress – Male.** The minimum acceptable dress for males is tailored slacks, short-sleeved shirt with collar and enclosed shoes. Shoes may be casual, but shall not be 'running or sporting' in design. All items of clothing shall be clean and in good repair. During warm weather, tailored shorts may be worn and accompanied by enclosed 'boat shoes' or similar leather design. Jumpers and cardigans of a conservative style and pattern may be worn as an outer garment. If additional warmth is required, a coat of conservative style and cut, e.g. a sports coat, should be worn.
5. **Civilian Dress – Female.** The normal dress standard for females is neat conservative, and comparable to the male dress standard. Dresses, tailored suits, skirt (no shorter than knee length), tailored slacks and blouse, and open dress shoe style footwear are all acceptable. Denim jeans, abbreviated shorts or any item that is revealing is not acceptable. It is expected that female members of the Mess apply the same standards as male members when choosing dress.
6. **Weekends and public holidays.** At the discretion of the PMC, the dress standard may be relaxed during weekends and public holidays. This discretion does not apply when members are on duty. The period of observed relaxed dress is from 1500 h Friday until 0600 h Monday. Jeans are acceptable. Footwear shall not be 'running' in design.
7. **Sporting attire and casual dress.** Dress that does not conform to the required standard of dress may not be worn in the mess at any time. This dress may only be worn in the garden and outside areas adjacent to the public rooms of the Mess. Dress that is in poor repair or that is dirty, smelly or otherwise objectionable is not acceptable in any part of the Mess at any time.
8. **Unacceptable dress items.** Dress items not to be worn in the public rooms of the mess (i.e. ante-room, main bar, and dining room) include thongs, slippers, running (except as

defined above) or leisure footwear, abbreviated shorts, shaggy cardigans or pullover's, T-shirts (Bonds-style shirts), windcheaters, duffel coats, canvas material coats, outdoor or wet weather clothing, or vinyl slacks and tops. In addition, scruffy, dirty or otherwise objectionable attire is not acceptable in any part of the mess at any time.

Hairstyles

9. **Males - Haircuts.** The length or bulk of the hair is not to interfere with the correct wearing of head-dress. The hair is to be tapered from the crown to the neck line. The neck line is to be squared across the neck and the neck is to be cleanly shaven and hair is not to cover the ears or overhang the collar. In essence a short back and sides hair cut is required, but it is not to be a 'US Marine' style haircut. Radical style haircuts are forbidden. Only conservative and natural tones of artificial hair colours are permitted. Acceptability of service haircut is based on neatness and general appearance when wearing service uniform.

10. **Sideburns.** When worn, sideburns are not to extend below the earlobe and are to remain the same width throughout their length. Bushy sideburns are not to be worn.

11. **Moustaches.** The entire upper lip is to be left unshaven when worn; the moustache is to be kept neatly trimmed and is not to extend below the upper lip.

12. **Females - Hairstyles.** A female member in uniform is to wear her hair in a neat and simple style so that it does not extend below the bottom of the collar. The hairstyle should not sit on or sweep across the shoulders. Radical or outlandish styles or cuts, heavy mesh nets or excessive numbers of hairpins are forbidden when in uniform.

13. **Wigs.** Wigs or hairpieces may be worn provided they appear natural and comply with the above conditions and are subject to local safety orders.

14. **Hair combs.** One or two hair combs may be worn when in uniform provided they are of a size, colour and design that adds to neatness and are not conspicuous. Combs are to be of a plain design, no more than 8 cm in length and transparent, black, brown or tortoiseshell to match the hair colour.

General

15. **Cosmetics.** A female member is allowed to wear facial make-up in accordance with modern styles but is to use moderation in application. False eyelashes or heavy eye make-up is not to be used. Clear, cream or pale pink nail polish may be worn when in uniform.

16. **Jewellery - Earrings.** Female members may wear gold, silver, clear stone or pearl studs, of 4 mm or less in diameter (one in the lower hole of each ear lobe) or plain sleepers, either gold or silver colour, of 10 mm diameter (one in the lower hole of each ear lobe). To be designated a sleeper; the ring must be able to rotate fully through the hole in each ear lobe.

17. **Jewellery - Necklets and Chains.** Visible necklets or chains are not permitted when in uniform.

18. **Jewellery - Rings.** Members, when in uniform or on duty, may wear a maximum of four rings on no more than two of the eight fingers. Such rings are to be of subdued appearance and design and of moderate size.

19. **Jewellery - Watches and Cufflinks.** Wrist watches of subdued colour and practical design may be worn when in uniform or on duty, except when safety, operational or ceremonial factors dictate otherwise. Members may wear cufflinks of plain or suitable military design with uniform.

20. **Jewellery - Tie Bars.** Tie bars or pins of a plain gold or suitable Air Force or ADF design may be worn with Service Dress 1B as an optional item, except where operational or safety factors dictate otherwise. Tie bars and pins are to be positioned 8cmdown from the top of the pocket flap. These items are not to be worn at ceremonial events.

21. **Stockings.** Females can wear either skin tone stockings or any stockings from dark grey to black with working dress. Stockings are to be plain with no patterns, or obvious seams. Opaque stockings and tights or fishnet style stockings are not permitted. Black stockings are to be worn when wearing the skirt as ceremonial dress. Female personnel are able to purchase the stockings from any commercial source that stocks the above coloured stockings.

CHECKLIST OF WHAT TO BRING

Essential items

Serial	Items	Qty	✓
1	Travel tickets and documents		
2	Personal luggage		
3	Personal inoculation certificates		
4	Personal ATM cards		
5	Personal bank account details		
6	Certified true copies of specified documents		
7	Tax file number		
8	Sporting shoes suitable for running and sports training (clean and in good condition)		
9	Coat hangers (minimum 10) and Trouser/skirt hangers (with clips) (minimum 4)	10 4	
	○ One hanger is required for each item of clothing, for uniform and civilian attire		
	○ Trouser/skirt hangers should be of the 'horizontal with clips' style, and not multifunctional and also able to hang shirts		
10	Swimwear (one piece of a conservative style and colour)		
11	Personal PT attire, sunscreen and hat		
12	Thongs (for showering)	1 PR	
13	Lint roller		
14	Sufficient personal clothing suitable to wear in the OTS Students' Mess, as per Annex A		
15	Personal iron		
16	Towel	2	
17	Undergarments		
	○ Be aware that your course will involve a significant amount of physical training and you will spend extended periods in a bush environment, therefore you should bring well-supporting, cotton undergarments.		
18	Personal toiletries and medications – sufficient for 7 days field at a time		
	○ Any aerosol products such as spray deodorants, shaving cream etc, will not be permitted on exercise. You must find other means (i.e. roll on deodorant, soap shaving cream, etc.)		
19	Padlock	1	
20	Laundry 'top loader' washing liquid or powder		
21	Females with long hair - Bun nets (strong, good quality), hair spray and hair clips matching your hair colour where possible.		
22	White socks (must be visible above the ankle)		

NOTE: There are a number of stores in Sale where many of the above items can be purchased if you do not wish to bring these items with you. However, please consider your arrival time and access to transport into Sale when determining whether or not to bring these items with you.

Additional essential item for current ADF members

Serial	Items	Qty	✓
1	Service documentation (Should be in a sealed envelope)		
2	Current RAAF Identity Card showing current commissioned rank		
3	All uniforms as identified in Annex F		
4	Issued sewing kit or equivalent.		
5	All uniforms as identified in Annex E		

Desirable / optional items for all students

Serial	Items	Qty	✓
1	Personal electronic device (laptop / tablet)		
2	Sport shoes with non-marking soles (if you wish to use the squash court on base)		
3	Thermal underwear (thermals) brown/black/dark green only		
4	○ three sets are issued on arrival, but more comfortable / warmer may be desired		
5	Warm gloves (black or dark green)		
6	○ gloves are issued on arrival, but warmer gloves may be desired		
7	Females only – stockings (as per Annex A)		
8	○ available for purchase at either the RAAF Base East Sale Clothing Store or from within Sale		
9	Sunglasses. Must be of a conservative style and colour (black or tortoiseshell would be suitable). Lenses must be non-reflective (no mirror tint)		
10	If you wear glasses, a cloth glasses strap (plain black or navy blue for use during abseiling and rock climbing activities)		
11	Small power board (4 plug). Double adaptors are not permitted		
12	Clock / clock radio (or alarm function on phone)		
13	Large and small snap lock bags (for keeping clothes dry in the field)		
14	Small basic first aid kits will be issued, however it is your responsibility to bring extra supplements on a personal basis (i.e. paracetamol, blister tape, etc)		
15	Stationery items – some limited stationery (notepad, pen etc) is provided upon arrival		
16	Ironing board. A thick ironing board cover is recommended		
17	Laundry marker.		

NOTE. This list is the official OTS list and supersedes any other list you may have been given.

ACCESSING ADELE COURSE INSTRUCTIONS (FSGT/WOFF ONLY)

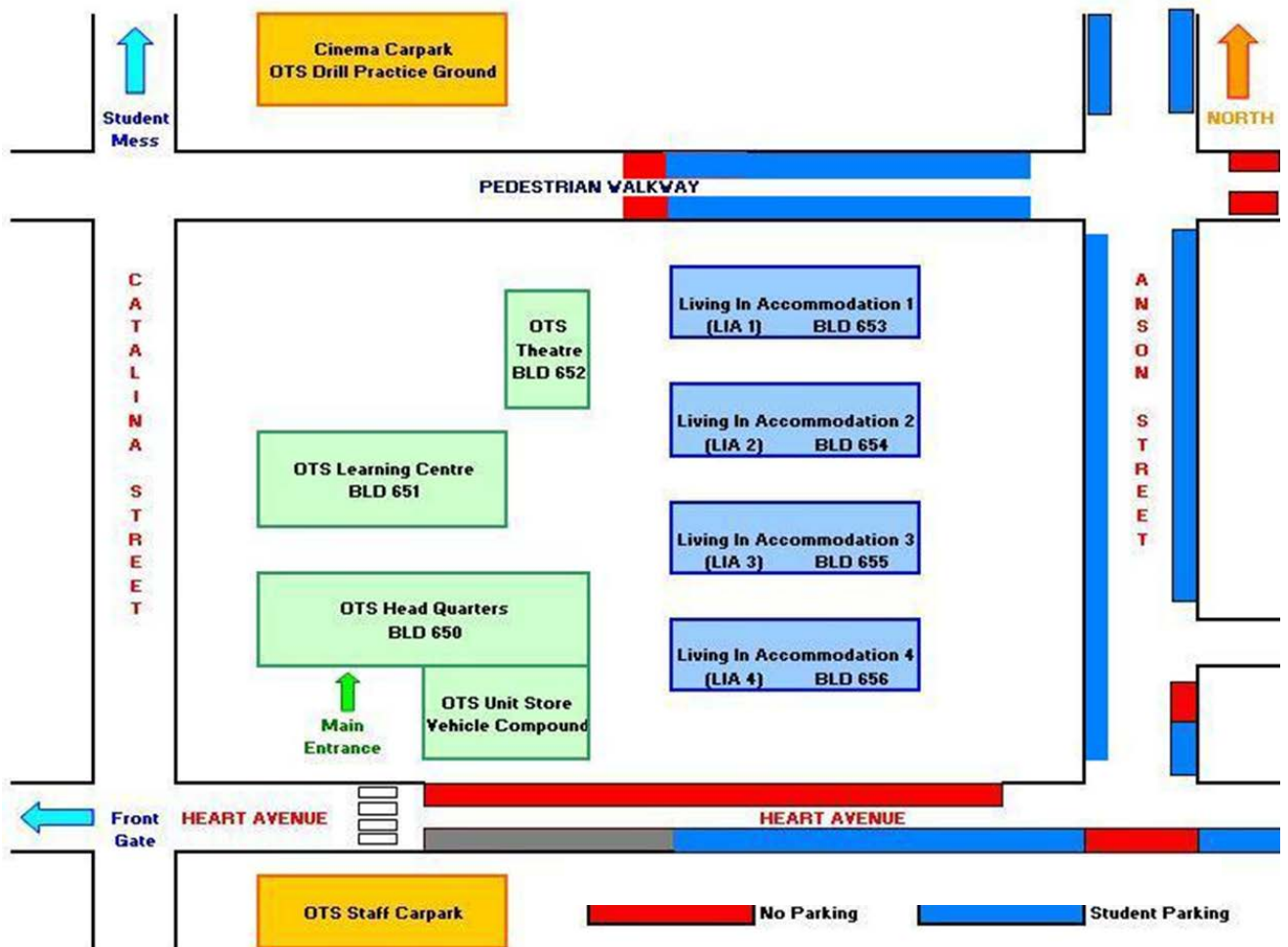
1. Open up 'Chrome' via Start/Programs on your Desktop. Note: Use 'Chrome' when accessing ADELE if you have it, if not Internet Explorer should be fine.
2. Insert the following link <https://www.adele.edu.au/login/index.php> into your browser to access the login page.
3. If you have **not** used ADELE before you will need to create an account.
 - a. Create an ADELE account by clicking on the 'Create new account' button on the login page.
 - b. You will be directed to complete a new account form. Complete all required fields marked*.
 - i. You must use your Defence email address.
 - ii. Click "unmask" to create a password for your ADELE account (do not use your DRN password.)
 - iii. In the "Learning Centre or Training Org" field select – "Air Force Courses".
 - iv. When all required fields have been completed click "Create my new account".
 - v. An authentication email will be sent to your DRN email account. Follow the instructions in the email to access your new ADELE account.
4. Login to ADELE <https://www.adele.edu.au/login/index.php> with your Username and Password.
5. After login you will be taken to the ADELE homepage.
6. Contact eslotstrgsysfltmailbox@drn.mil.au advising that you now have an ADELE account and are ready to be enrolled onto the online course. You will receive an email advising you that you have been enrolled, and the course will now be available to access in ADELE. To access the pre-course work click on the FSGT/WOFF tile.

FSGT/WOFF

(pre-course)

ANNEX D TO
IOC JOINING INSTRUCTION

OTS PRECINCT AND STUDENT CAR PARKING



**ANNEX D TO
IOC JOINING INSTRUCTION**

PERSONAL VEHICLE DETAILS

These details are required if you intend to bring a personal vehicle onto RAAF Base East Sale at any point during Initial Officer Course. All vehicles are to be logged when transiting or parked on Defence land. You are required to fill out all details if you are driving yourself to the course to ensure correct entitlements are paid to you for your travel.

If you have multiple vehicles you intend to bring to RAAF Base East Sale, this form is to be completed for each additional vehicle. Indicate which vehicle was initially used to drive to OTS to commence course in the *Departure Address* box.

LEAVE BLANK IF UNKNOWN

Family name:		Given name(s):	
Employee ID/Service no.	Date of Birth:	Commencement/Posting date:	
Service: <input type="checkbox"/> Navy <input type="checkbox"/> Army <input checked="" type="checkbox"/> RAAF	Unit: OTS	Posted Base: RAAF EAST SALE	

Vehicle type: (Car, Motorbike, Van, etc.)	Make:	Registration No:
Model:	Colour:	Engine Size:
Departure Address: (Write the address where you commence your journey to OTS if you are driving yourself) (Leave this section blank if you are not bringing a vehicle OTS)		

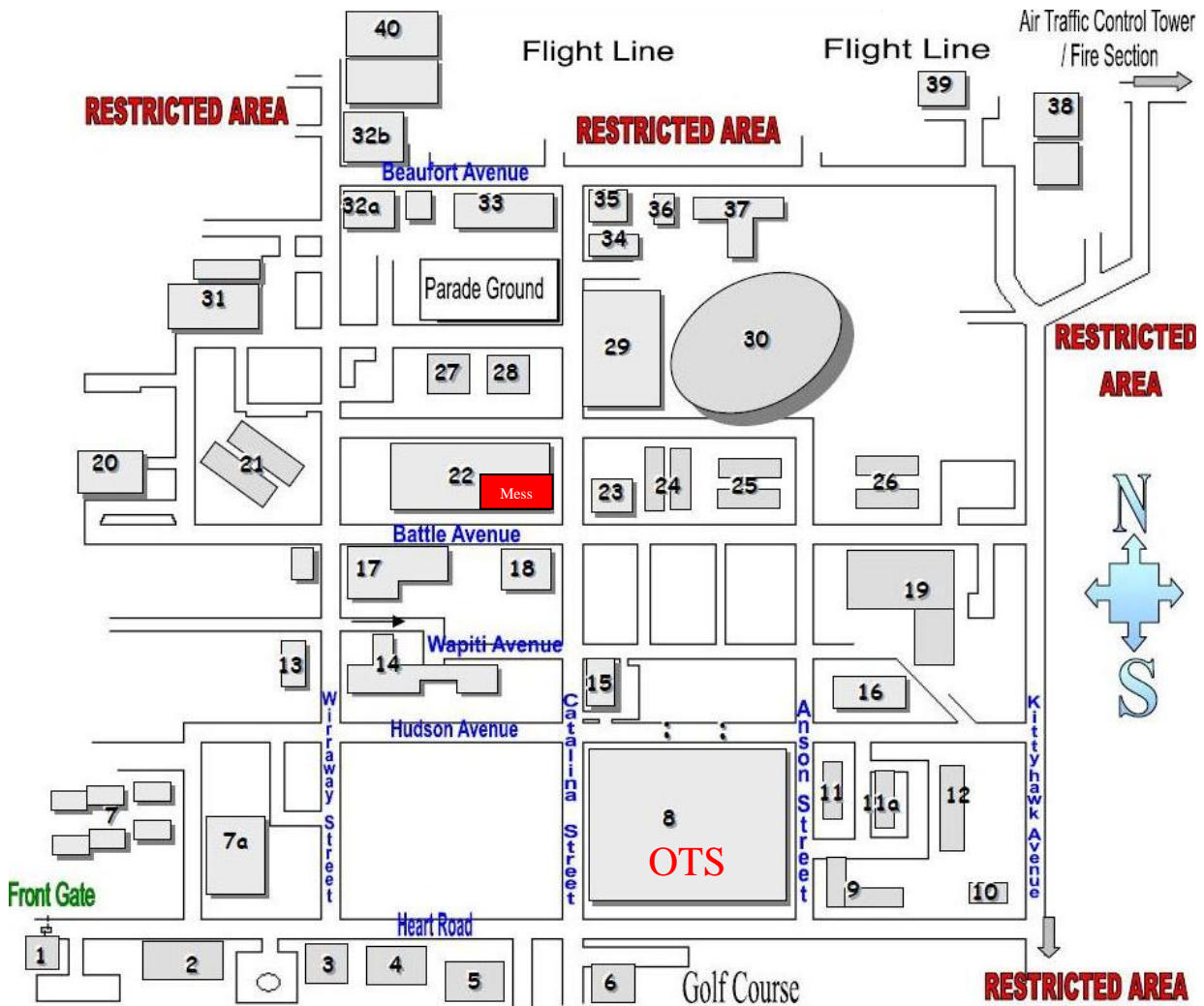
Signed (not required if emailed to Induction Centre)	Date	Contact number
--	------	----------------

Note: If you decide during the course that you would like to bring a vehicle onto RAAF Base East Sale for any reason, you are to contact the Induction Centre to log your vehicle details.

This form can be emailed to the Induction Centre without being signed.

**ANNEX E TO
IOC JOINING INSTRUCTION**

RAAF BASE EAST SALE



LEGEND

- | | | | |
|-----|---|----|--|
| 1 | Security Control Centre (B001) | 21 | SATC Accommodation (B747-748) |
| 2 | Child Care Centre (B002) | 22 | Combined Mess (B665) |
| 3 | Kindergarten (B638) | 23 | Medical - Health Centre (B506) |
| 4 | Chapel (B750) | 24 | Transit Accommodation (B511) |
| 5 | Defence Community Organisation /Mental Health Centre (B751) | 25 | CFS/1FTS Accommodation (B742-743) |
| 6 | Dental (B319) | 26 | 1FTS Accommodation (B745-746) |
| 7 | Transit Accommodation (B91-98) | 27 | AAFCANS/Post office (B752) |
| 7a | Transit Accommodation (B335) | 28 | Defence Bank/Family Group (B753) |
| 8 | Officer Training School Complex (B650) | 29 | Pool/Gymnasium (B754) |
| 9 | 4/19 Prince of Wales Light Horse (B576) | 30 | Outdoor Physical fitness area |
| 10 | Sportsman's Club (B149) | 31 | Warehouse (B226) |
| 11 | AAFC/E&IG Training Rooms 3, 4 & 5 (B573) | 32 | TASPO (B32a & 32b) (B268) |
| 11a | Training Room Amenities (B567) | 33 | 32 SQN HQ (B216) |
| 12 | Defence Section (B571) | 34 | Ground Electronic Support (GES) (B046) |
| 13 | RAAF Security Police (B333) | 35 | CommCen/E&IG Training Rm6 (B203) |
| 14 | School of Air Traffic Control (B105) | 36 | Bureau of Meteorology (B545) |
| 15 | Cinema / Auditorium (B372) | 37 | Central Flying School (B382) |
| 16 | E&IG Training Room 1/ Aviation Candidate Management Centre (B122) | 38 | CHC Search & Rescue (B260) |
| 17 | HQ Air Training Wing / 30SQN (B106) | 39 | Air Movements Section (B223) |
| 18 | E&IG/Customer Service Centre/Tech Pubs/ Accommodation Services (B118) | 40 | Transport Section (B250) |
| 19 | No1 Flying Training School (B135) | | |
| 20 | Clothing Store (B349) | | |
- : Bollards
!!! Base speed limit max 40kmh; 10kmh when passing marching troops

**ANNEX F TO
IOC JOINING INSTRUCTION**

**MARCH IN REQUIREMENTS FOR CURRENT SERVING MEMBERS
(Commissioning Airmen, Service Transfers and Undergraduates)**

Service documents

1. It is essential that you bring the following documents:
 - a. **Medical.** You are to bring your complete medical records including all volumes of your Unit Medical Record (UMR). If you are MEC J2 or below, you are required to provide a PM532 and a PM101 detailing any restrictions and stating that you are fit to undertake all activities associated with IOC to the Induction Centre no later than one week prior to course commencement.
 - b. **Medical restrictions.** The delivery of IOC is done in a variety of classroom and field environments, both in group and individual settings. Throughout your training there will be periods which include intense activity in adverse weather conditions. Appendix 1 details a list of medical restrictions that are not compatible with IOC. Should you have any of the restrictions listed in this Appendix, please contact your Course Director in the first instance to determine if/what effect the restrictions may have on your training.
 - c. **Clothing Card.** Current serving RAAF members will not receive a full issue of new uniforms. You are to seek your additional entitlements, and replace any unserviceable items prior to arrival at OTS. Unless you have already had your clothing card transitioned to the Personal Inventory Management System (PIMS), you are to bring your clothing card with you to allow for the issue of any additional items if required. Following any additional kitting at your home location, you are to email a copy of your full clothing card to the RAAF Base East Sale Clothing Store eslclothingstoresd@drn.mil.au. Ensure you detail what course you will be attending on the email.
 - d. **Dental.** Members are required to bring their Dental documents.
 - e. **Defence Travel Card (DTC).** If you have been issued with a DTC, you may be required to use your DTC for travel purposes whilst on IOC. You are to ensure that it will be valid for the duration of your training.
 - f. **Personnel Documents/Unit Personnel Record (UPR).** Members are to arrange to have their physical and electronic UPRs transferred to OTS as part of the outwards clearance process from their current unit so that OTS can place documents on them if/as required.
 - g. **Official Passport.** Official passport is not required whilst on IOC.

Defence Protected Network

2. Serving members are strongly encouraged to submit an electronic Move Account Request (eMAR) prior to departure for OTS. Failure to do so will result in delayed DPN access on arrival at OTS and may impact your ability to participate in some classes. eMAR is available at the following link:

<http://ciogintranet/ICTServices/Pages/eMAR.aspx>

Uniforms

3. **Service Dress.** You will need to bring SD uniform 1B, 1C and 4B and SD Cap. It is recommended that all students bring a minimum two pairs of SD pants. All items are to be in good repair and condition with worn or damaged uniforms to be replaced prior to arrival at OTS. SD uniforms 1A, 4A, 5A/B, 6D and 7 will not be required. Optional SD items (including SD skirt, court shoes, garrison cap, leather jacket etc) will be permitted to be worn in the later part of the course; students can bring these items to wear if you wish to do so.
4. **GPU.** GPU is required for the duration of the course, including GPU Bush Hat. A minimum of two full sets of GPU is required (including trousers, over shirt, t-shirt, rank slides, socks etc). Students should attain a third set of GPUs at their home location before departing for OTS. If you are unable to do so, kitting can be arranged through the ESL Clothing Store upon arrival. All uniform items are to be in good repair and condition. Worn or damaged uniforms are to be replaced prior to your arrival at OTS.
5. **Squadron caps and patches.** Students are not permitted to wear Squadron caps or patches whilst at OTS.
6. **PT Uniform.** Students are encouraged to wear RAAF PT clothing (t-shirt, shorts, bike shorts, hat, tracksuit - please consult AAP 5135.003 for uniform requirements). At a minimum, students are to wear the Air Force t-shirt with a pair of black or navy shorts. All students are also required to bring suitable swimwear. Paras 38 and 39 of this Joining Instruction provides detail on standard of PT attire and options of dress.
7. **Cold weather clothing.** The weather in the Gippsland area is very similar to Melbourne, with the temperature ranging from below zero during winter to the high 30's during summer. During late Autumn/Winter the weather can be extreme, ensure that you bring all items of cold weather clothing with you (SD jumper, multi-purpose jacket, thermal underwear, rain jacket etc).
8. **E2 Kitting.** You are not required to bring any E2-C kitting (Marching Order – Field Pack) or Webbing as you will be temporarily issued Soldier Combat Ensemble (SCE) for the duration of course (for return prior to graduation). However, you **are required** to bring various items within the E2-A, and E2-B scales as detailed in the kitting list below. If you are not in possession of these items, please ensure you rectify any deficiencies prior to attending OTS.
9. For members joining course later, in addition to bringing all equipment as listed below, you will also attend OTS Logistics Section to obtain further course essential field kitting. If you are not in possession of these items, please ensure you have rectified those deficiencies prior to joining IOC.

Item Name	Qty	Notes
Bag, Duffel (Dive Bag)	2	
Balaclava Woollen, Black	1	<i>or green. If issued.</i>
Boots	2	<i>Terra or GPU (Black) boots.</i>
Canteen, water 1QT	2	
Robe Assembly, Single length (toggle rope)	1	
Cup, Canteen	2	
Gloves, Field Combat Green or Tan	1	<i>If issued</i>

Item Name	Qty	Notes
Drawers, ECW, Long John, Pure Wool, Med Weight	2	<i>Or cotton if issued.</i>
Undershirt, Cold Weather, Long Sleeves, Pure Wool	2	<i>Or cotton if issued</i>
Shirt, Cold Weather, Skivvy	2	
Kit, Sewing Green or Blue	1	
Hat, Broad Brim GPU	1	<i>If issued</i>
Neckcloth, Green	1	
Pack, Hydration (Camelback)	1	
GPU Wet Weather Ensemble	1	<i>If not issued, DPCU wet weather ensemble can be used</i>
Torch	1	
Hexamine Stove	1	
Set, Knife, Fork and Spoon	1	
Field message notebook and pen	1	
Shelter, Individual (Hootchie)	1	
Towel, Bath Green	2	
Bivvie Bag	1	<i>If issued</i>
Wet / Cold Weather GPU Jacket	1	<i>If issued</i>
Wet Weather GPU Pants	1	<i>If issued</i>
Pack, Hydration (Camelbak)	1	<i>If issued</i>

Table E-1: Current Serving Members – E2 Kitting

**APPENDIX 1
ANNEX F TO
IOC JOINING INSTRUCTION**

MEC RESTRICTIONS INCOMPATIBLE WITH IOC

Below is the list of MEC restrictions that are NOT compatible with IOC. If a member has any of the below restrictions, contact your Course Director at your earliest convenience to discuss what impact the restriction/s may have on your training.

1-1 Should not run at all
1-2 Fit for running within own limits
1-3 No lifting heavy weights
1-4 No physical training
1-5 Exempt from a component of physical training
1-7 Physical training at own pace
1-9 Exempt from physical fitness testing
1-11 No standing at all
1-12 No standing for more than one hour
1-13 No more than four hours of standing per day
1-14 Avoid running and high impact activities – fit for run component of physical fitness testing
1-15 Unfit for swimming or water based activities
2-1 Avoid prolonged exposure to loud noise, including range duties or exposure to gunfire noise
2-4 Unfit repetitive squatting
2-7 Unfit pushing, lifting or throwing
2-10 Unfit gripping
2-11 Unfit for sustained concentration
2-14 Unfit for shift work
2-15 Unfit to work unsupervised
2-18 Not to work in stressful environments
2-19 Not to perform physically strenuous work
2-20 Not to work more than 40 hours per week
2-22 Fit for sedentary office based duties in a barracks environment only
3-2 No load carrying as defined
3-3 No route marches
3-7 Requires dietary control
4-6 Requires access to CL3 medical officer support
4-7 Requires CL5 medical officer support
7-1 Rehabilitation under medical officer’s direction, specific restrictions are to be detailed on Form PM 101
7-2 Under active medical treatment. Specific restrictions are to be detailed on <u>Form PM 101</u>

STUDENT DIETARY REQUIREMENTS

Name:

Course Number:

Commencement date:

Circle the relevant dietary requirement below and add comments where applicable. The completed form must be emailed to OTS.Registry@defence.gov.au a minimum of five working days prior to course commencement.

Note that all medical requirements must be fully supported by a form PM101 from RAAF East Sale Health Centre which will be obtained during the first week of course (and any other requirements as stated).

Medical

Gluten free (Coeliac)

Allergens (state allergen)

Reducing/increasing diets (diet must be endorsed by ADF medical staff)

Lifestyle

Semi-Vegetarians

Ovo-Lacto Vegetarian

Ovo-Vegetarians

Lacto Vegetarians

Vegan

Religious belief

Judaism (state food not to be eaten)

Islam (state food not to be eaten)

Hindu (state food not to be eaten)

Sikh (state food not to be eaten)

HISTORY OF RAAF COLLEGE AND OFFICERS' TRAINING SCHOOL

History of RAAF College

1. Before World War II, permanent officers of the Royal Australian Air Force came from the Australian Flying Corps, the Royal Australian Naval College, the Royal Military College, or specialist flying training at Point Cook. To meet the need for increasingly specialised training after World War II, the Royal Australian Air Force College was founded on 1 August 1947.
2. Military aviation developed rapidly in the 1950s. On 1 January 1961, RAAF College was reconstituted as the RAAF Academy and affiliated with the University of Melbourne for degree studies in science.
3. The RAAF Academy continued until 1 January 1986 when the Australian Defence Force Academy (ADFA) was established in Canberra. The RAAF Academy was then reconstituted as the RAAF College. Up to that time, the RAAF College and Academy had graduated 660 officers, predominantly in the General Duties (aircrew) Branch.
4. When RAAF College was reformed in January 1986, it integrated Officers' Training School with parts of RAAF Staff College and Engineer Cadet Squadron and was sited on the campus of the former RAAF Academy.
5. In December 2007 Ground Training Wing was disestablished as a headquarters unit and RAAF College took over this role situated at RAAF Base Wagga.
6. RAAF College is the custodian of much of the history of officer training in the RAAF. As all RAAF officers must now pass through the College at least once during their careers, the influence of the College and quality of its training is felt throughout the RAAF.

History of Officers' Training School

7. Officers' Training School (OTS) was formed under the command of WGCDR P.J. McMahon DFC on 12 April 1950. It was originally sited at RAAF Station Rathmines, a World War II flying boat base located at Lake Macquarie, New South Wales. Later reorganisations of training requirements saw each flight at OTS become an independent squadron. Thus, on 16 May 1956 Officers' Training Flight became Officers Training Squadron.
8. The last course to graduate from the Officers' Training Squadron, No. 30 Officer Initial Training Course did so on 3 November 1960. RAAF Station Rathmines was closed in December 1960. On 9 January 1961, the squadron was relocated to Point Cook and renamed Officers' Training School. At the end of 1986, the school was closed and its functions absorbed into the RAAF College Structure. However in July 1998, OTS once again became an independent unit with a Wing Commander as Commanding Officer.
9. In November 2007 the last course graduated from OTS RAAF Base Williams, Point Cook. During December and January the unit relocated to new facilities at RAAF Base East Sale.

Officers' Training School Today

10. **OTS Mission.** To prepare RAAF junior officers to be effective leaders within the Australian Defence Organisation.
11. **OTS Vision.** To develop and deliver initial officer training to best meet the needs of the future Air Force.
12. OTS is one of the largest units within RAAF College and conducts much of the non-specialist initial officer education and training. This includes Single Service Training for RAAF Officer Cadets of ADFA and training for RAAF Reserve officers. The Initial Officer Course (IOC) is the major activity conducted by OTS.
13. The introduction of the new Professional Military Education and Training (PMET) scheme IOC curriculum in 2002 embraced an adult learning philosophy at OTS. An emphasis is placed on providing graduates who are effective in the modern workplace. The course is designed to develop in officer trainees the knowledge, skills and attributes to function effectively as junior officers. The adult learning philosophy has been further reinforced by the curriculum review, with increased emphasis on structured learning, tutorial discussions, and experiential training. When the OTS motto 'Accept Responsibility' was adopted in 1950, it referred to the Unit's expectations of staff and students. However, more than half a century on, it also neatly encapsulates the philosophy behind adult learning.
14. The curriculum delivered at OTS places an emphasis on leadership training, the development of high levels of individual commitment and team orientation. These develop the attitudes and skills necessary for a professional officer corps that can meet the challenges of the twenty-first century.
15. OTS Directing Staff (DS) have the responsibility of being role models and mentors; emphasis is placed on encouragement and support. Staff are assigned to each course and participate in all aspects of the course including adventurous, physical, full range of classroom and field activities. The practical aspects of the course include several field deployments that develop leadership, management, ground defence and teamwork skills.