

ARMY AVIATION TRAINING CENTRE WELCOME PACKAGE

Welcome to the Army Aviation Centre – home of the Army Aviation Training Centre (AAvnTC) Oakey

General

This is an evolving process of what is planned has been developed from issues identified with previous SSO courses at RMC. RMC are constantly requesting extra tasks from Training Establishments such as Oakey.

Aim

The aim of your short stay at AAvnTC is to ensure that the administrative processes are complete prior to marching in to RMC and also to ensure that you will be totally prepared for what to expect. It will also provide you with an awareness of what you need to do, what you will require and what questions or concerns you may raise to assist with a smooth transition from RMC into Aviation.

March in

Dress for your arrival is neat civilian attire. As many of you are travelling varied distances, it is not expected that you will arrive at the same time. For some of you the date will vary considerably – depending on the order given to you by the Defence Force or Defence Force Recruiting. Once you have a date that you have been told to report, you are required to provide the OC Holding Platoon (MAJ Dave James – 07 4691 7574 or 0427 579 946) or the 2IC, SGT Gerard Saint – 07 4691 9145) with an expected time of arrival. Current members of Holding Platoon will then meet you at the guard house and escort you to the Trainee Administration Cell (TAC) where you will be provided with a march in package.

Training

During your time at Oakey – approximately two to five weeks, you will be issued uniforms and appropriate equipment. For those new to the military, you will be shown how to wear the uniforms and assemble your personal field equipment.

In addition you will be taught the following:

- Basic drill – enough to survive until you get to RMC
- Army ethos
- Military history – aviation flavour

Other activities

Other activities will include research projects and oral presentations. You will be required to prepare an oral presentation for RMC.

Tours

During your time at Oakey a number of visits to the various schools and hangers will be on offer. This will be an ideal opportunity for you to gain a feel for the Army Aviation Centre and the assets that are here and courses that are conducted.

Administration

Many of the issues with previous SSO courses have been the lack of administration. Consequently it is intended that all of your administrative issues will be finalised whilst at Oakey. If you have any documents that pertain to your current or previous military life, please bring them with you.

Security clearance

As intending pilots, you will require a SECRET security clearance. This process may commence in these first few weeks at Oakey. However it is most likely that the process will begin once you graduate from RMC. In order to complete the process successfully with a minimum of delay, you will require the following:

- Birth certificate
- Marriage certificate (if applicable)
- Divorce certificate (if applicable)
- Evidence of current address (mess account will suffice)
- Evidence of previous address
- Evidence of previous employment (if currently a civilian)
- Evidence of previous military employment (if re enlisting)
- Knowledge of financial situation/position (incl BSB and Account # for pay)
- Passport and information on overseas travel – yourself, partner and parents

Categorisation

All military personnel are categorised according to your marital status. Having the correct status is important as it determines your entitlements. An example of category is Member without Dependents (MWOD).

If any of you who are intending to seek a Recognition of an Interdependent Relationship (de-facto) will need to provide the following documents:

- Rental agreements – past/present with both names on it
(Evidence of 3 months living together)
- Statement of joint bank account
- Loans in excess of \$10 000
- Bills/Accounts (in both names)

Defence Restricted Network.

Once you arrive at Oakey you will be provided with access to the Defence Restricted Network (DRN). This will allow you access to the military computers and thus enable you to do your job and to administer your personal issues.

Defence Travel Card

The Defence Travel Card (DTC) is available to all military personnel. The card enables you to move between courses with a minimum of fuss. You will be provided with assistance of how to apply for and operate your DTC upon arrival at the Training Centre.

Pay

Money is important to all. Whilst at Oakey you will complete the paperwork to enable you to be paid correctly and also have time to iron out any deficiencies prior to RMC. NOTE: Be prepared for a delay in your pay to be processed. It may take as long as three pay cycles (six weeks).

Accommodation

Accommodation at Oakey is in short supply. Consequently you will most likely be accommodated at Carbalah during your initial time at Oakey. This is approximately 30 km from Oakey. A bus will be provided to move you between bases. After you have successfully completed your course at RMC some will return to Oakey/Carbalah and remain in these lines before attending BFTS at Tamworth. After Tamworth you will be accommodated in the new accommodation block prior to the commencement of the Helicopter Conversion Course.

Timelines

You need to be aware that the time taken to complete the suite of courses may take as long as 30 months from the time you start at RMC and complete ROBC. Details of the timelines will be provided on your arrival at Oakey.

Free time

Each night you will not be required for duty. Hours of work are from 0730 to 1600 Monday to Friday.

You may be required for Museum Duty during the weekend. If that is so it will only occur once in your time prior to RMC. Otherwise your weekends are your time.

Visitors

During your stay, you are allowed to bring visitors onto the base. There are strict guidelines that need to be adhered to. These will be explained on arrival.

Vehicles

Private vehicles are allowed. They will need to be registered for the base.

What you need to bring to Oakey

Attached to the end of this package is an extract from an old RMC Joining Instruction.

Those of you who are serving members, you will need to bring this to Oakey with you if you still have it. Some units may withdraw this equipment on leaving the unit. Do not despair. It will be re-issued to you prior to RMC.

If you are not a current serving member, the military items will be issued to you.

One of the requirements is Mess Dress. **If you do not have Mess Dress, BRING A SUIT.**

Army Aviation Training Centre – general information

History

Since the handing over of the Oakey Airfield on the 1st of July 1969, many changes have taken place including new facilities, upgrading of old facilities, in addition to future developments to harness the full potential of the site. AAvtTC sets and maintains high standards for itself and its students and as such takes great pride in its past achievements whilst approaching the challenges of the future with enthusiasm, vigour and confidence.

The aim of AAvtTC is the effective instruction of Pilot, Loadmaster, and Ground crewmen courses, as well as the training of Aircraft Technicians for employment within Army Aviation. In order to achieve this high level of technical instruction – support practices, combined with the latest training practices, are utilised to ensure that all graduates are able to operate and support aircraft, both efficiently and effectively, in combat environments.

Physical training and facilities

Gymnasium:

The base gymnasium is open to all military members, their spouses and dependents. Dependents will be required to obtain a gym/pool pass to gain access to the facilities:

- Weight training room featuring machine and free weights
- Cardio vascular area that has exercise machines such as treadmills, bikes, steppers and ergo machines
- Court Games for basketball, volleyball, netball, hockey, soccer and badminton.

Gym hours:

Mon – Fri 0500 – 2100
Weekends key can be signed out by min of 2 pers

Pool:

The Oakey pool is a 25 m indoor heated pool and is located in building B37. The pool is open at set times during the day and is fully supervised during those periods.

Pool hours:

Mon – Wed	0630 – 0900; 1100 – 1400; 1500 – 1800
Thursday	0630 – 0900; 1100- 1700
Friday	0630 – 0900; 1100- 1600
Weekends/public holidays	1230 - 1700

Clothing Store

Phone: (07) 4691 7066

The Clothing Store stocks a wide range of clothing and personal equipment. Bring cash as direct debit will not be available if you are not a current serving member.

Hours of business

Mon – Thurs	0800 - 1530
Friday	0800 - 1300

Q Store

Phone: (07) 4691 7514

The Q store is open from 0730 – 1530 Monday to Thursday for clothing and equipment issues

Corps Shop

The Corps shop is located on the ground floor of B11. Hours of operation are 0900 – 1500 on pay Fridays. Items for sale include PT shirts, berets, knives, torches camelbacks, sunglasses bags, backpacks. Speciality items can be ordered.

Medical/Dental

The Army Aviation Medical centre is located in building 16/17. The Dental Centre is co-located with the Medical Centre. Normal working hours are Monday to Friday from 0730 h to 1600 h. Phone number is (07) 4691 7070. The after hours number: 0429 637 790.

Sick parade hours are: Monday to Friday from 0730 h to 0900 h.

In the event of an emergency call 000 or proceed to the nearest emergency department or hospital and notify the after hours medic.

Banks

There are two banking facilities available on the base, both in building B38. These are the Australian Defence Credit Union (ADCU) and the Defence Force Credit Union

(DefCredit). Both facilities are open Monday to Friday from 0900 h to 1600 h. All banking facilities are provided, however there are no ATMs on base.

Oakey

There are branches and ATMs from most major banks located in Campbell Street. The Westpac branch is only a service provided by the local newsagent.

Toowoomba

There are branches from all major banks and credit unions located within the CBD and major shopping complexes.

Frontline

Normal Frontline services are available including snack bar (catering for morning tea, lunch and take-away), grocery lines and dry cleaning. Operating hours of Frontline are Monday to Friday from 0900 h to 1330 h. The Frontline is located in Building B38

Defence Library Service

The Defence Library Service – Darling Downs is situated at the Army Aviation Centre in the west wing of the 16BDE(AVN)/CSI-DD building (B45) and provides an information service to personnel at Oakey, Cabarlah and Amberley. The library holds books, journals, military pamphlets, newspapers and videos. The collection focus is Aviation, Military History, Military Doctrine, Defence Issues and Management.

Library opening hours:

0730 to 1600 Monday to Thursday

0730 to 1500 Friday.

To join the library and utilise the Defence Information Systems for book loans contact 07 4691 7206 or 07 4691 7121 or the National Help desk on 133139 or

Email: downs.library@defence.gov.au

Salvation Army HOP IN CENTRE Bld B38

The salvation Army has kindly provided the Hop-in Centre for the convenience of all personnel. Within the centre there are coffee/tea making facilities, TV and video/stereo, reading material, board games, dart board, table tennis, microwave and lounge.

Frank McNamara Club – Other ranks mess Bld B20 (For Information Only – Offrs not allowed unless authorised or invited by PMC))

The Frank McNamara club is operated by Frontline. It has bar areas indoors and out. The club offers a large screen TV, Foxtel, pool tables, outdoor BBQ and lounging. EFTPOS is available over the bar. Trading hours are from 1600 h to 1900h.

OR s mess timings are as follows:

	MON – FRI	SAT – SUN
Breakfast	0700 – 0730	0800 – 1000
Lunch	1200 – 1300	1200 – 1300
Dinner	1700 – 1800	1700 – 1800

Dress: Clean neat casual

Shirts, T-Shirts, shorts are acceptable.

Sandshoes, sandals with heel straps are suitable footwear

PT may be worn at breakfast prior to PT and sports afternoons.

Sergeants Mess Bld B20 (For Information only – Offrs are not allowed in unless authorised or invited by PMC)

The Sergeants mess is operated by Spotless. It has an indoor and outdoor bar area, with a big screen TV, Foxtel, pool tables and lounging. EFTPOS is available over the bar. Trading hours are from 1600 h to 1900 h.

The SGT's Mess timings are as follows:

	MON – FRI	SAT – SUN
Breakfast	0700 – 0730	0800 – 1000
Lunch	1200 – 1300	1200 – 1300
Dinner	1700 – 1800	1700 – 1800

Dress: Clean neat casual

Shirts, T-Shirts, shorts are acceptable.

Sandshoes, sandals with heel straps are suitable footwear

PT may be worn at breakfast prior to PT and sports afternoons.

Officers Mess Bldg B 20

The Officers Mess is operated by Spotless. It has an indoor and outdoor bar area, a billiard table and a separate lounge area with a DVD player available to members. EFTPOS is available over the bar.

The Officers mess timings are as follows:

	MON – FRI	SAT – SUN
Breakfast	0615 – 0715	0800 – 0900
Lunch	1200 – 1245	1200 – 1300
Dinner	1745 – 1830	1745 – 1830

Information regarding the Officer's Mess is located on the below website

www.Intranet.defence.gov.au/armyweb/Sites/OakeyOffrsMess (only available to you once you are on the Defence network)

Note:

Minimum dress standard in the Offr's mess is collared shirt, slacks, and shoes and socks.

Location

Oakey is situated 157 km west of Brisbane and 29 km west of Toowoomba on the Warrego Highway. The area is primarily an agricultural area. Consequently the roads are abound with farm machinery and heavy vehicles. This information is important for those who will reside in Toowoomba and travel each day to Oakey. Drivers need to keep in mind that this road, because of the traffic is quite dangerous and travellers need to allocate 40 minutes to travel between the two locations comfortably and safely.

Oakey has all the amenities of a modern town including an Olympic size swimming pool, excellent sporting facilities and many service and social clubs. Oakey is a friendly community that offers a warm country hospitality in a relaxed rural atmosphere. The town's major industries include export abattoirs, malting and engineering works.

Local facilities

Banks: ANZ, Commonwealth, National, heritage Building Society and Westpac.

Post Office: Bell Street

Schools:

Oakey State High school

Oakey State school

St Monica's Catholic Primary school

Hotels/bars: Oakey RSL, Grand Hotel, Bernborough Tavern, Aubigny Hotel, Western Line Hotel.

Take-out: Campbell Street

BP Oakey – ph 4691 1478

Devon Café – ph 4691 1223

Tuckerbox – ph 4691 2749

Henry's Chinese – ph 4691 1410

Eagle Boys Pizza – ph 131433

More food

Windmill bakery

IGA Supermarket – open: Mon – Fri 0800 – 1930; Sat 0800 – 1700

Oakey taxi

13 1924 (landline)
0407 911 421 (from a mobile)

Tourist Information

Oakey tourist Information
Jondaryan Shire Library
60 Campbell Street
OAKEY QLD 4401
Ph (07) 4692 0154

Newsagents, Pharmacies, service Stations, hardware store, real estate agents are all located in Campbell Street.

Toowoomba is approximately 130 km west of Brisbane and two and a half hours from the Gold Coast and the Sunshine Coast. With a population of nearly 100 000 people, Toowoomba is the second largest inland city after Canberra, the nation's capital. It's considered a wonderful city in which to live.

The city sits on the crest of the Great Dividing range, around 700 metres above sea level.

Toowoomba enjoys four distinct seasons and the rich volcanic soil in the region helps maintain the 150 public parks that are scattered across the city. Jacaranda, Liquidamber and Camphor laurel trees line many of the city streets. The city's reputation as 'The Garden city' is highlighted during the Australian Carnival of flowers festival held in September each year.

The city has twice been voted the best city to live in Australia! Factors which influenced this included the city's low cost of living, pleasant surroundings, clean air and the safe, friendly atmosphere. It has the benefits of city living without the pollution!

Toowoomba's climate is pleasant with temperatures averaging 27degrees Celsius in summer and 17 degrees Celsius in winter.

With 23 private schools, a technical and further Education college and the University, Toowoomba is regarded nationally as a major educational centre.

Toowoomba, once a regional city mainly servicing the rural sector, is fast becoming the cosmopolitan hub of southern Queensland with fine restaurants, cafes, antique shops and modern shopping centres both in the centre of the city and in suburban areas. Its architectural heritage is varied and interesting.

As Queensland's most significant inland city, Toowoomba enjoys a prosperity which is strong but stable. Although somewhat exposed to the highs and lows of the rural sector, Toowoomba has a substantial manufacturing and supply industry, a major education sector as well as a highly competitive retail industry.

Conclusion

It is our intention that your stay at Oakey is both enjoyable and productive. As OC Holding Platoon I am adamant that you as trainees are given every opportunity to prepare yourself for the courses that are ahead of you. In order for that to occur, I aim to ensure that all trainees have identified and overcome any personal issues prior to the commencement of courses.

If you have any questions at all please ring.

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OC Holding Platoon
AAVNTC
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Mob: 0427 579 946

David.james4@defence.gov.au

EXTRACT FROM RMC JOINING INSTRUCTION

CLOTHING AND EQUIPMENT REQUIREMENTS

General dress requirements

1. On arrival at RMC-D, trainees will be issued RMC PT shorts, T-shirt, rugby top, and tracksuit, based upon the sizes submitted via annex E. The RMC tracksuit and PT dress will form the basis for barracks dress. At all other times, trainees will be required to wear either DPCU or polyester forms of dress. Trainees are to be neatly attired at all times.
2. Trainees may choose to bring comfortable and warm civilian dress (ie tracksuit or equivalent) to wear in barracks after hours. A recommended list of clothing and equipment is attached in appendices 1 and 2. **Singlet tops are not suitable as barracks dress for either males or females.**
3. The following forms of dress, as detailed in reference B, will be required on the course:
 - a. Dress Order No 2E: Polyester General Duty Dress;
 - b. Dress Order No 4A/B: Barracks Dress / Field Dress DPCU;
 - c. Dress Order No 2F Polyester General Duty Dress Long Sleeve; and
 - d. Coat and tie or female equivalent.

Mess dress requirements

4. All trainees will dine in the Corps of Staff Cadets (CSC) Mess for dinner.

Whilst in the CSC Mess, the minimum acceptable male standard of dress is as follows:

a. Until 1800 h, the following may be worn:

- (1) uniform, or
- (2) suitably styled collared sports shirts and slacks with socks and enclosed shoes.

b. After 1800 h, the following may be worn:

- (1) uniform (if attending evening lessons/instruction but not study); or
- (2) coat and tie.

5. The minimum acceptable female standard of dress in the CSC Mess is as follows:

a. Until 1800 h, the following may be worn:

- (1) uniform;
- (2) suitably styled collared sports shirt / blouse (with sleeves) and slacks with enclosed shoes; or
- (3) suitably styled collared sports shirt / blouse (with sleeves), tailored skirt and stockings with enclosed shoes.

b. After 1800 h, the following may be worn:

- (1) uniform (if attending evening lessons/instruction, but not study); or
- (2) suitably styled collared blouse (with sleeves), slacks/tailored skirt with stockings and jacket / coat.

6. The following forms of civilian attire are not permitted in the CSC Mess public rooms or outside bar: canvas/denim jeans, sneakers, T-shirts, thongs or sweaters.

Physical training dress requirements

7. White socks are to be worn with your own running shoes. Running shoes are to be clean and of a neutral colour. Bicycle shorts can only be worn under shorts and must be plain black in colour. Watches and jewellery, including earrings, are not to be worn during physical training periods.

Appendices:

1. List of items to bring

CLOTHING AND EQUIPMENT CHECKLIST

The following items of dress and general equipment are to be brought to RMC-D:

ITEM	QUANTITY	REMARKS
Shoes Black High Shine	1 pair	
Hat KFF	1	With unit embellishments
Trousers/Slacks Poly Khaki	2 pairs	
Shirt Poly L/S	1	
Shirt Poly S/S	2	
Skirt Poly	1	Female trainees only
Gloves Brown	1 pair	
White sports socks	2 pairs	
Socks khaki poly	4 pairs	
Undershirt green	3	
Bath towel	1	
Towel green small	1	
Raincoat Poly	1	
Black GP/High Shine Parade Boot	1	See note one
Belt Khaki 1 ¼ inch	1	Polyester
V-Neck Sweater	1	
White Mess Jacket with collar badges	1	Required for Module Two only
Shirt Mess White	1	Required for Module Two only
Bow tie black	1	Required for Module Two only
Cummerbund Corps	1	Required for Module Two only
Mess Trousers / Skirt	1	Required for Module Two only
Stockings/Pantihose Black	1 pair	Females only
Ribbons of orders, decorations and medals and emblems of unit awards and individual commendations.	where entitled	
Miniatures of orders, decorations and medals and miniature emblems of unit and individual awards	where entitled	
Black plastic name plate	1	
Rank embellishments, lanyard, buttons, badges, shoulder boards and shoulder titles as issued.	As required	
ID Discs	1 pair	‘Dog tags’
ID Card	1	
Shirt Poly L/S Tie	1	
Handkerchief	Qty	

C1-2

PERSONAL ITEMS	QUANTITY	REMARKS
Runners/joggers	1 pair	Personal or issued
Personal PT gear	Qty	Optional
Plain black or Army bicycle shorts	2	
PT Cap	1	Optional, no offensive slogans
Water bottle	1	1 L, Sports water bottle
Underwear	Qty	
Coat and Tie	1	Equivalent for females
Slacks	1	
Smart Long sleeve collared shirt	2	
Dress shoes	1 pair	Enclosed, not sandals
Casual leave dress	Qty	
Casual barracks dress	Qty	No singlets
Thongs	1 pair	For use in the shower
Toiletries	Qty	Sufficient for six weeks
Alarm Clock	1	
Iron	1	
Laundry Bag	1	Marked with name
Spray starch	Qty	eg: 'Crisp'
Spray bottle	1	For water
Laundry Marker	1	
Personal Stationery including stamps	Qty	
Sewing Kit	Qty	
Shoe Cleaning Equipment	Qty	
Folder and A4 notebook/paper	Qty	
Prescription Medicine	As required	
Spare prescription glasses	As required	

Note:

1. Boots Black GP or High Shine Parade Boots (as issued/or purchased). These boots are issued for parade work; however, trainees may find that they wish to also use these boots for barracks instruction in lieu of service shoes.

Field Equipment (DP-1) to be brought to RMC-D:

ITEM	QUANTITY	REMARKS
GENERAL ITEMS		
ECH BAG (GREEN)	1	
TROUSERS DPCU	3	Not tank cams or flying suits.
SHIRT DPCU	3	With Nametag. No flying suits.
BOOTS GP FIELD PAIR	1	Current in service boot v. 2, 3 or 4
SOCKS WOOLLEN KHAKI	5	
HAT DPCU	1	Giggle hat may be worn / No Kepi
UNDERWEAR (AS REQUIRED)	QTY	
UNDERSHIRT DPCU (OR BROWN)	QTY	
BIVVY BAG	1	If issued.
SLEEPING BAG COLD WEATHER	1	
MOSQUITO NET	1	
SHELTER INDIVIDUAL	1	
JACKET WATERPROOF	1	
TROUSERS WATERPROOF	1	
POLARTEC/COLD WEATHER	1	If issued.
ROLL NECK SKIVVY	1	
COMBAT JACKET	1	
BOOT CLEANING BRUSH	1	Suitable for current in-service boot
HOOTCHIE CORD	10 m	
SEWING KIT	1	
SLEEPING MAT	1	If issued
FIELD MESSAGE NOTE BOOK	2	
PENS (BLACK), PENCILS, ERASER	QTY	
TORCH WITH BATTERIES	1	Small, black or green
KNIFE/FORK/SPOON SET (KFS)	1	
KNIFE POCKET CLASP	1	With Lanyard
WEBBING		
BELT INDIVIDUAL EQUIPMENT	1	
BELT PISTOL	1	
PAD BELT INDIVIDUAL	1	
SUSPENDERS INDIVIDUAL EQUIPMENT	1	
POUCH AMMO MINIMI	1	
POUCH AMMO MAG STEYR	2	
COVER WATER CANTEEN	2	
CANTEEN WATER PLASTIC	2	
CUPS CANTEEN STEEL	2	
MATRESS COVER	1	
CASE FAD	1	
FIELD DRESSING	1	
MINIMI POUCHES	2	
TOGGLE ROPE	1	
FIELD PACK	1	

COVER WATER CANTEEN	2	
COVER WATER CANTEEN 2 L	1	
CANTEEN WATER PLASTIC	2	
CANTEEN WATER PLASTIC 2 L	1	
ENTRENCHING TOOL WITH COVER	1	