



ROYAL AUSTRALIAN AIR FORCE

OFFICERS' TRAINING SCHOOL

RAAF EAST SALE VIC 3852

Dear Member

NO 04/09 INITIAL OFFICER COURSE (IOC)

1. Congratulations on your acceptance for training as an Officer in the Royal Australian Air Force. Your Joining Instructions are enclosed with this letter. If you have not already done so you should now make arrangements, through your Unit Orderly Room or Administrative Centre, for your travel to Officers' Training School (OTS).

2. No 04/09 IOC will commence at **0720h on Monday, 22 Jun 09**. You are to dress in neat civilian attire on this day as detailed in the Joining Instruction. The Joining Instruction also contains useful information, including arrival instructions, with which you should familiarise yourself prior to your arrival.

3. No 04/09 IOC is a 16 week course. There will be some occasions on which you will be required to work after-hours and on weekends. You will not be permitted to leave the base for these periods of the course. However, in general, you are permitted to leave the base during non-working hours.

4. If you are not bringing your own vehicle there will be limited access to shops during the course; therefore you should bring most personal items that you may require. There is a small shop on base which has a limited range of basic supplies.

5. During working hours you will not be able to make or receive personal calls except under exceptional circumstances. However, urgent messages may be left at the OTS Induction Centre on (03) 514 66600 or sent by facsimile to (03) 514 66627. The telephones at the accommodation are limited for local or freecall only - however, 'Calling Card' accounts can be accessed from RAAF telephones.

6. Should you have any queries regarding your arrival and training at OTS, please feel free to contact FLTLT Ken Baker, 04/09 IOC Course Director, on **(03) 514 66605** between the following times:

a. 0800h and 1630h (Monday to Thursday) or

b. 0800h and 1430h (Friday).

7. You are to arrive at East Sale by **1400 hours (2:00pm) on Sunday, 21 Jun 09**. The keys to your room will be available from the front gate pass office, **from 1200 hours on Saturday 20 Jun 09**. The Student Flight Commander can be contacted on Mobile No: 0429 402 037 for assistance.

8. At **1600 hours (4:00pm) on Sunday, 21 Jun 09**, you are to report to the OTS Lecture Theatre for a briefing with FLTLT Baker, or one of the course Directing Staff. Any member who is unable to make travel arrangements allowing them to arrive at East Sale by 1530 hours on the Sunday is to contact FLTLT Baker at the time their travel arrangements are made.

9. Once again, congratulations on your appointment as an Air Force Officer. To be selected for Officer training suggests you already have the desirable personal traits and background skills required of a leader in the Australian Defence Force. The combination of guidance by myself and OTS staff and your willingness to learn and succeed will see you graduate as an Officer in 16 weeks. I look forward to meeting you and working with you to achieve that aim.

Yours sincerely,

(Original signed)

P. KLOSE
Wing Commander
Commanding Officer

Tel: (03) 514 66633

May 09

Enclosure:

1. Initial Officer Course (IOC) Joining Instruction



04/09
INITIAL OFFICER COURSE
Joining Instruction

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OFFICERS' TRAINING SCHOOL WELCOME

1. Congratulations on being selected to undertake initial officer training at the 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. As you embark on your military career we want you to know that the aim at OTS is to support and graduate operationally focused Air Force officers who will become valued members of the RAAF.

INITIAL OFFICER TRAINING

Overview

4. The IOC is a 16-week course throughout which you will receive training in a variety of skills and disciplines. This will include classroom instruction in Management, Leadership, Military Law, Operations, Fire Safety, First Aid, Ground Defence, Security and Air Force Qualities. 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 Principles and Standards associated with holding a Commission. The IOC will commence at RAAF Base East Sale on **22 Jun 09** and graduate on **09 Oct 09**.
5. There are also field exercises ranging from a non-tactical exercise to defence exercises. These include:
 - a. Adventurous Training (AT), to let you discover your own and others' strengths and limits;
 - b. field deployments where you will learn basic weapon handling, field craft, camouflage and concealment, and ground defence; and
 - c. leadership training in a variety of scenarios, including the deployed environment.

Daily routine

6. As a guide, the standard working day at OTS consists of eight fifty minute periods, and approximates the following:

0630 - 0700	Breakfast
0720 - 0750	Block Inspection (Tuesday) / Parade (Thursday)
0815 - 1000	Tuition
1000 - 1015	Break
1015 - 1200	Tuition
1200 - 1300	Lunch
1300 - 1445	Tuition
1445 - 1500	Break
1500 - 1740	Tuition
1800 - 1915	Dinner

7. You will be required to study in the evenings and there are also some evening tuition periods. You will be required to work on the first four weekends as well as other weekends and public holidays later in the course. **Do not plan any social activities or travel to your home locality until you are aware of your commitments.**

Physical fitness

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

9. There are a variety of different physical training lessons conducted at OTS that IOC students are expected to do. These training sessions will prepare you to meet the fitness requirements for field exercises that are conducted throughout IOC. The Physical Training (PT) lessons you will be involved in are:

- a. Aerobic conditioning;
- b. Fitness assessments (Initial Fitness Test (IFT), Beep Test, Swimming Proficiency Test - Aircrew Only);
- c. Strength & conditioning exercises;
- d. Pool PT;
- e. Endurance marching;
- f. Mission specific activities;
- g. Section challenges;
- h. Team building PT; and
- i. Lift & carry exercises.

10. All students attending OTS are required to pass the IFT in order to graduate from OTS. There are three parts to the IFT that you need to pass. This fitness test comprises of:

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

11. The first IFT is a PT screen. The PT screen is conducted over two days. The first part is a beep test, where all IOC students are to make the minimum standard of 6.5. This test is conducted in week one. The second part of the PT screen is an IFT which consists of push-ups, sit-ups (feet unsecured) and run components conducted in the second week of course. This first IFT will be used as an introduction, and to assess your physical fitness. This assessment is designed to identify students with a fitness standard way below the minimum standard of the IFT requirements and may be at a greater risk of injury while on IOC. The PT screen is conducted at a lower level of fitness (75% of upper body strength and abdominal strength components, plus an additional 60 seconds on run time). You will be expected to meet the following minimum standard listed on the table below.

	<i>Beep Test</i>	<i>Push-Ups</i>		<i>Sit Ups Feet Un-assisted</i>	<i>2.4KM Run</i>	
<i>AGE</i>	<i>M / F</i>	<i>Male</i>	<i>Female</i>	<i>M / F</i>	<i>Male</i>	<i>Female</i>
<25	6.5	18	7	22	13 Min	14 Min
25-34	6.5	15	6	19	14 Min	15 Min
35-44	6.5	11	4	15	15 Min	16 Min
45-54	6.5	7	3	12	16 Min	17 Min
55-59	6.5	3	2	7	17 Min	18 Min
60 & over	6.5	2	1	3	18 Min	19 Min

12. The **second** IFT is a **Formative** test consisting of push-ups, sit-ups (feet unsecured) and run components conducted in **week six** of the course. You will be expected to meet the following *minimum* standard listed on the table below:

	<i>Push-Ups</i>		<i>Sit Ups</i>	<i>2.4KM Run</i>	
<i>AGE</i>	Male	Female	M / F	Male	Female
<25	25	10	30	12 Min	13 Min
25-34	20	8	25	13 Min	14 Min
35-44	15	6	20	14 Min	15 Min
45-54	10	4	15	15 Min	16 Min
55-59	5	3	10	16 Min	17 Min
60& over	3	1	5	17 Min	18 Min

13. The **third** IFT is a **Summative test**. This test you get to choose between the two options in each of the three categories. This test is conducted in week nine the course. You will be expected to meet the following *minimum* standard listed on the table below:

	FAH	Push-Ups	Sit Ups Feet Un-Assisted	Sit Ups Feet Assisted	2.4 KM Run	5 KM Walk
<i>AGE</i>	M / F	M / F	M / F	M / F	M / F	M / F
<25	30	25 / 10	30	65	12 / 13 mins	38 / 39 mins
25-34	25	20 / 8	25	55	13 / 14 mins	40 / 41 mins
35-44	20	15 / 6	20	45	14 / 15 mins	42 / 43 mins
45-54	15	10 / 4	15	35	15 / 16 mins	44 / 45 mins
55-59	10	5 / 3	10	25	16 / 17 mins	46 / 47 mins
60 & over	5	3 / 1	5	15	17 / 18 mins	48 / 49 mins

14. The RAAF requires that you have a good standard of physical fitness before arriving at OTS. You are advised to begin an exercise program, before you arrive. If you are unsure, refer to enclosure 1 for the PT training program provided. Ideally, you should aim to exceed the physical standards outlined previously to minimise the risk of injury and help you cope more easily with the physically demanding elements of the course.

15. **Current ADF member's fitness requirement.** You are required to complete a PFT IAW DI (AF) PERS 33-4, physical training and assessment during RAAF courses. You will be expected to supply evidence of PFT currency and Medical category (MEDCAT2 or better) prior to commencing course. While under training you will be required to successfully complete a

beep test (week 1) and additional fitness tests throughout the IOC to ensure you are physically capable of undertaking field training.

16. For all IOC students that are joining as Aircrew (Pilots, Air Combat Officers (ACO)) they have two Swimming Proficiency Tests (SPT) during IOC. These IOC students have to pass the SPT before they start the aircrew course. The first is an introduction only that is conducted in week four. The second test is conducted in week eleven and the result (pass/fail) is recorded on PMKeys.

TRAVEL & REPORTING INSTRUCTIONS

Travel arrangements

17. **New members.** Instructions regarding your appointment and travel to OTS will be provided by your Recruiting Centre and Directorate of Personnel staff in Canberra.

18. **ADF members.** Current serving military members should make use of Parent Unit, or Defence Support Group (DSG) facilities, to ensure they have normal authorisation for attachments, travel requisitions, bookings, a new identity card reflecting their commissioned rank and any additional kitting as detailed in DI (AF) AAP 3131.001-1 and -2.

19. All members are advised that as there is no RAAF transport provided from the Sale Railway Station to OTS, you should ensure that you are issued with a cabcharge voucher to enable payment for the trip

20. Those members who have not been paid travel allowance prior to departure, or who were not issued with a cabcharge voucher 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 to reimbursement.

Arrival and reporting instructions

21. **Arrival time.** You are to arrive at RAAF Base East Sale no later than 1400 hours for a 1600 hours start on the Sunday prior to the course start date. At 1600 hours on Sunday, you will commence training with your fellow course members in the OTS Lecture Theatre under the direction of the Course Director (CD) and Military Skills Instructors (MSIs). Unless previous arrangements are made, you are not to arrive at OTS prior to Saturday 1200hrs.

22. **Dress standard.** You are to report to RAAF Base East Sale in a minimum dress standard of tailored trousers, long sleeve shirt with collar, tie and dress shoes. This will be the minimum required dress standard on course for the first three to five days. Ladies are to wear the equivalent fashion. Denim clothing and sport shoes will not be permitted.

23. **Accommodation.** Your keys will be available from the front gate pass office after 1200 hours on the Saturday prior to course commencement. A map of RAAF Base East Sale is

provided in annex A and the location of the OTS accommodation blocks can be located on the OTS Precinct Map provided in annex B.

24. **Travel arrangements.** Members are to advise OTS of their travel arrangements prior to departing their location. The CD is to be contacted as per the number stated in the welcome letter upon arrival to RAAF Base East Sale. For out of hours **emergency** you should contact the RAAF Base East Sale Duty Member on 0427 826 168.

ADMINISTRATION (PRE-ARRIVAL)

Personal administrative arrangements

25. Prior to arrival, all personnel are to ensure that they have a service haircut (as outlined in annex C). Further, before leaving home, all members should arrange for the forwarding of mail, bank statements, renewal of drivers' licence, car registration, insurance policies and payments, hire purchase agreements, credit card repayments, and any other accounts that may fall due for payment during the course.

26. You will be confined to the base during working hours and it is important that you have all your private affairs arranged before arrival. Do not underestimate the amount of time your initial officer training can take from routine personal administration, especially considering you will be working for five consecutive weeks (including weekends) at the beginning of the course.

Mail address

27. Whilst on course any correspondence may be sent to:

(Rank, Initials, Surname)
No. 04/09 IOC
Officers' Training School
RAAF Base
EAST SALE VIC 3852

Uniforms for new members

28. All RAAF uniforms will be issued at the beginning of the course.

Uniform requirements for ADF members

29. It is essential that a copy of your clothing card accompany your service documents to OTS to allow issue of any additional items. Current serving RAAF members will not receive a full issue of new uniforms at OTS. Only those items not previously issued and those items that must be replaced due to commissioning will be issued at OTS.

30. **Service dress.** SD Uniform 1A, 4A, 5A/B, 6D and 7 will not be required, but you will need to bring SD Uniform 1B, 1C and 4B (Air Force Blue Uniform), including peak cap. These items

are to be in good repair and condition. Worn or damaged uniforms are to be replaced prior to your arrival at OTS.

31. **PT uniform.** RAAF issue PT clothing (T-Shirt, Shorts, Tracksuit), blue towel and suitable swimwear for use during PT are also required. Please consult DI(AF)AAP 5135.003 for each of the uniform requirements. 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, thermal underwear, rainwear etc).

32. You are to bring to OTS those items listed in annex D. Please note that only issued ADF equipment is permitted at OTS. Deficiencies in equipment are to be reported to your CD prior to arrival at OTS.

MESSING AND ACCOMMODATION

Accommodation

33. You will be required to "live-in" on the base for the course duration. You will be provided with a single room furnished with basic necessities (single bed, desk, wardrobe, and some shelving) and clean linen provided weekly. Students are advised that storage facilities in rooms and accommodation blocks are limited and they should therefore pack only those items that are necessary. Laundry facilities are available. You will be required to clean your accommodation to a high standard for weekly inspection and maintain this standard throughout the course.

34. Students at OTS may be required to pay a Rations and Quarters (Food and Accommodation) levy during training. The amount paid will vary depending on individual domestic circumstances. As a general guide, you should anticipate paying the full rate (currently around \$280.00 per fortnight) of Rations and Quarters and use this assumption when preparing your finances for the period of initial training.

Mess

35. You are required to be a member of the OTS Students' Mess while attending OTS. The Mess is a club for Officer trainees, which is used for after-hours socialising and relaxing. Like all clubs, RAAF messes have rules and customs that must be followed. Mess etiquette is an important tradition in the Air Force and you will be instructed in Mess etiquette early in the course. All members will require civilian dress in accordance with the Mess Dress Standards. (details provided in annex C).

36. All members of the Mess are required to pay a \$62.50 mess fee, covering subscriptions and Dining-In-Night costs.

37. The Students' Mess is your club and you may invite guests to join you in the Mess for a meal, provided you gain approval from the President of the Mess Committee (PMC) and pay the appropriate charge for your guests. Guests will be required to adhere to the dress and behaviour standards expected of members.

38. The requirement to live on the base does not prevent you from having family and friends visit the base during weekend free time. However, base / trainee accommodation is not to be used for accommodating visitors overnight.

PERSONAL ADMINISTRATION & WELFARE

Leave

39. After the first five weeks, evening and weekend leave is generally granted to IOC students. A Leave Application form must be submitted in certain circumstances and such leave is at the ultimate discretion of the Commanding Officer OTS. Leave during working hours, including working weekends, is only granted in compelling compassionate cases. Rules and guidelines for leave will be discussed in the first week of training.

Pay

40. Salaries are paid fortnightly, into a bank account nominated by you, through the Net Pay Deposit (NPD) system. This system automatically removes deductions for tax, superannuation, rations and quarters, and other allotments that you may authorise. You will receive your first pay within approximately two weeks of the commencement of course. For direct entrants, it may take several weeks before all tax and superannuation calculations are confirmed and your pay becomes stable. Serving members pay will continue on the NPD system.

41. To assist in commencement or amendment of your pay and administrative arrangements you are to bring:

- a. your Tax File Number (or a completed Tax File Number Application / Enquiry Form);
- b. details of your nominated Net Pay Deposit (NPD) account, including:
 - (1) name of the bank;
 - (2) account name;
 - (3) branch (BSB number) and account number; and
 - (4) branch address, including postcode;
- c. two (2) x certified true copies of:
 - (1) Marriage Certificate;
 - (2) Original Birth Certificate: (NOT EXTRACT);
 - (3) Divorce Documents or decrees for all divorces;

- (4) Evidence of current residential address (eg drivers licence, utility bill, council rates, electoral enrolment etc);
- (5) Certificates of Service or discharge pertaining to Service in the Defence Forces of ANY country;
- (6) Naturalisation or citizenship certificates for all nationalities you hold or have held;
- (7) Evidence of at least one previous period of employment during the last five years, e.g. pay slip or Letter of Service. If you were a student during the period indicated above, attach proof of your enrolment or academic results;
- (8) Passport; and
- (9) University Degree/s.

Medical and dental

42. The RAAF provides members with all appropriate medical and dental treatment free of charge 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 you.

43. Immunisation books and any records that you have of prior inoculations should be brought to the course. Inoculations will be provided during the course. ADF members are to bring all their medical and dental documents with them.

Transport

44. **Motor vehicles.** Private motor vehicle use is permitted during IOC. Students may only use their vehicles whilst on leave or during stand-down periods. Non-covered, on street car parking is provided for OTS students.

45. **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, incoming members are advised to check the information provided on the following website:

<http://www.vicroads.vic.gov.au>

46. **Local public transport.** RAAF Base East Sale is located approximately 7km from the Sale CBD. Transport to the Sale CBD from RAAF Base East Sale is limited to taxis.

47. **Telephone access.** Phone contact to students during the day is limited and evening contact in the accommodation blocks is subject to availability. Mobile telephone coverage at RAAF Base

East Sale is generally poor, with the only reliable coverage being provided by Telstra Next G. Telstra Telecard and Optus Calling Card accounts can be accessed from RAAF phones.

48. Urgent and important messages can be left during the day with OTS Induction Centre staff on (03) 514 66600 and fax: (03) 514 66627. The switchboard number for RAAF Base East Sale is (03) 514 66111.

Religious observance

49. The OTS Chaplain may be contacted on (03) 514 66622. The Chaplain has a formal classroom role and an informal involvement with OTS students, and is also available for consultation on request. The OTS Chaplain will arrange the coverage of specific denominational needs as required.

50. A Chapel is located on the base, (marked on Map as BLD 27). There are many local congregations of different denominations should you desire to be part of one of them. Check the local phone book, or ask the OTS Chaplain for more information. If you require assistance with travel to a local congregation, you are advised to contact the OTS Chaplain.

Support services

51. 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 to assist when required. Should you or your family wish to access any of these services, OTS staff can provide you with the contact numbers.

Personal computers

52. Although bringing your personal computer (PC) and printer is encouraged, they are not essential as the Computer Resource Centre at OTS provides students with access to networked workstations with printing facilities. These PCs provide access to the Defence Restricted Network (DRN) and Internet services, but accounts may take a few weeks to set-up. Access to private Internet Service Providers (ISPs) is difficult through the Defence telephone lines, and PCs cannot be used to access the DRN Internet services.

53. The DRN is tightly controlled and measures are in place to avoid the transmission or addition of viruses within the system. E-mail and Internet access will be made available via the DRN, however, access to web based e-mail is not permitted. Strict usage guidelines are in place and you will be briefed on these prior to being allowed access to the network. Students will be required to complete some elements of the course, including study and reading, assignment preparation and examinations via computer. As a result, basic familiarity with a Windows based system, operating a mouse, various drives and applications such as Microsoft Word and PowerPoint would be extremely beneficial.

54. **Current ADF members DRN access.** Serving members must click on the 'Move Account Request' icon on your DRN desktop PRIOR to departure for OTS. The 'Move Account

Request' wizard will confirm your login details and prepare your account for transition to OTS. Failure to do this will result in delayed DRN access on arrival at OTS and may impact on your ability to participate in some classes. You will retain e-mail and Internet access via the DRN.

BASE HISTORY AND AMENITIES

55. RAAF Base East Sale was formed as an operational and training base in April 1943. It was home to No 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 hostilities, RAAF Base East Sale trained 3,158 pilots, navigators, signallers and gunners. 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 E.

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

- Combat Support Unit East Sale (CSUESL)
- Central Flying School (CFS)
- School of Air Warfare (SAW)
- School of Air Traffic Control (SATC)
- Officers Training School (OTS)
- No 32 Squadron (32SQN)
- No 44 Wing Air Traffic Control Detachment East Sale
- Training Aircraft System Program Office (TASPO)
- A Squadron 4th/19th Prince of Wales' Light Horse Regiment
- 409 Squadron Australian Air Force Cadets

Base facilities

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

Facility	Days Open	Opening Time
Tracey's Place (General Store)	MON&TUE WED,THU,FRI SAT-	0730-1730 0730-2000 1100-1400
Hairdressing	MON- THU FRI	0900-1700 0900-1500
Defence Credit Union	MON-FRI	0900-1600
Australian Defence Credit Union	MON-FRI	0900-1600
Roulette Cinema	TUES AND SAT NIGHTS	1900
Post Office (including EFTPOS)	SAME AS TRACEY'S PLACE	
RAAF Clothing Store and Tailor Shop	MON-THU FRI	0800-1630 0800-1430

58. Sporting facilities available for your use include tennis courts, a gymnasium, a swimming pool (seasonal), golf course and sports ovals.

CONCLUSION

59. I extend my congratulations once again and hope that you find your way to East Sale safely, and 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 for the many that have gone before you.

P.J. KLOSE

Wing Commander
Commanding Officer
Officers' Training School

May 09

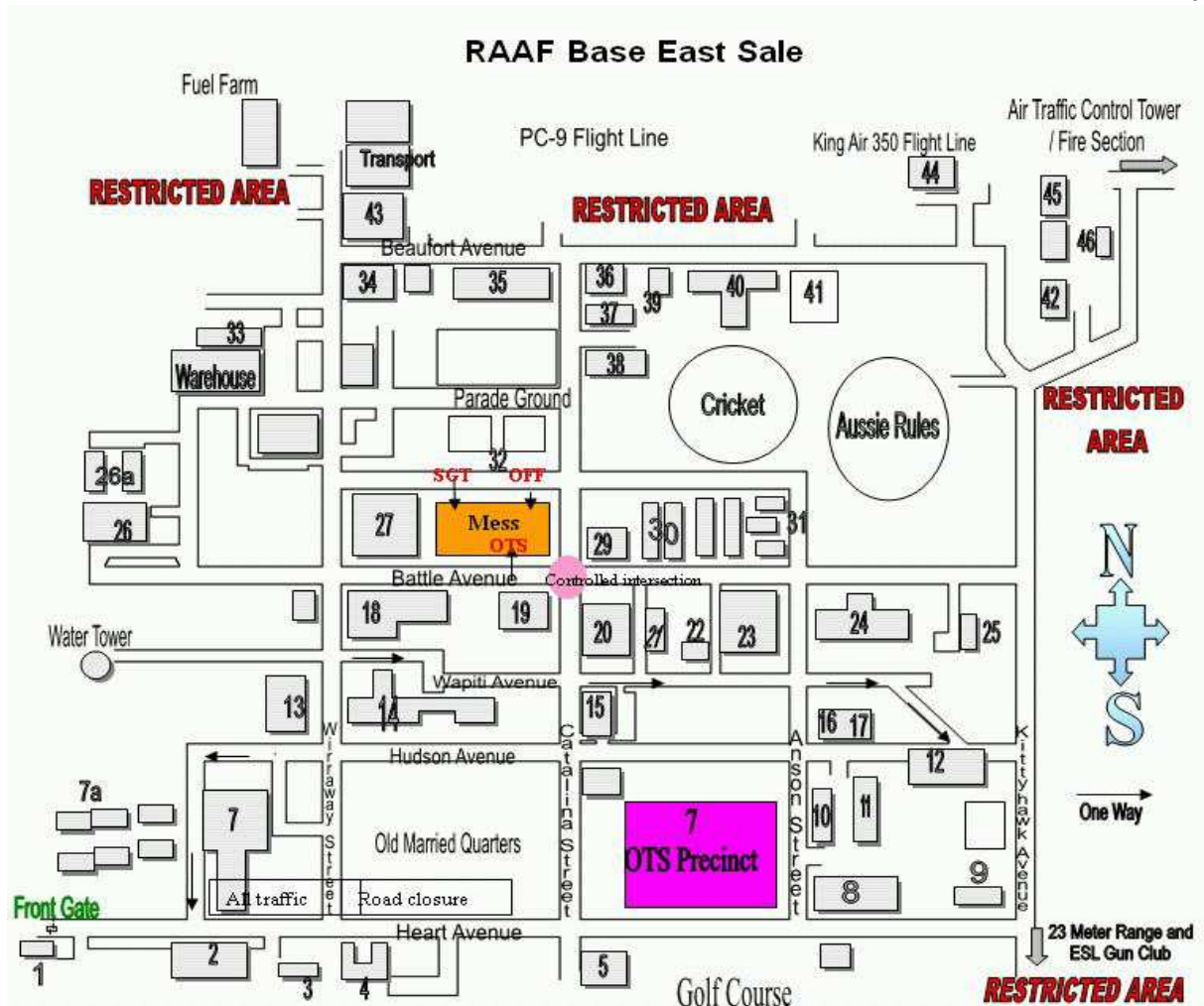
Annexes:

- A. Map of RAAF Base East Sale
- B. Map of OTS Precinct
- C. Dress standards in the OTS Students' Mess
- D. Officer Kitting List
- E. Checklist of what to bring
- F. RAAF College and OTS

Enclosure:

- 1. Pre-Course Training Program for IOC

ANNEX A TO
IOC JOINING INSTRUCTION
MAY 09



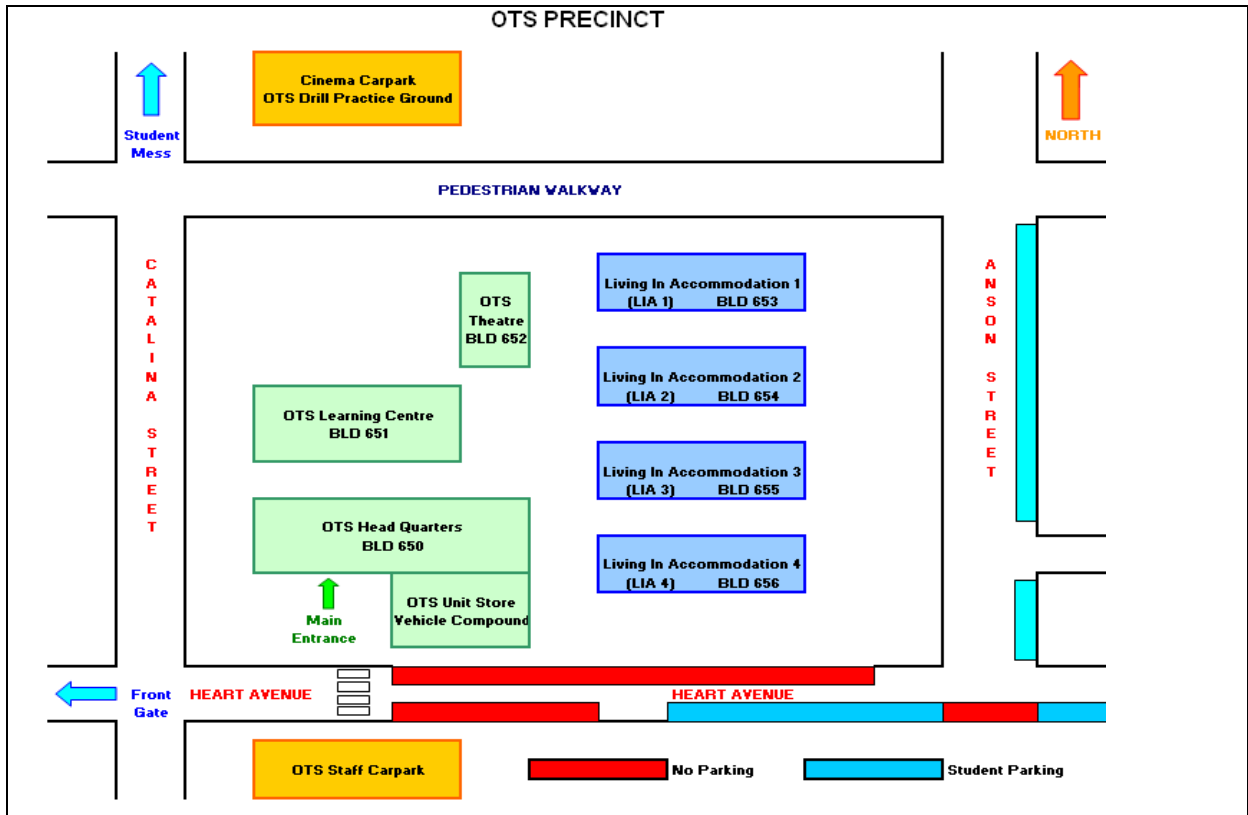
LEGEND

1 Security Control Centre	19 DSG/ Customer Service Centre/ Transfield	39 Met Section
2 Day Care Centre	20 OTS cardio weights room	40 Central Flying School (CFS)
3 Kindergarten	21 Cleaners & Supervisor/ Playgroup	41 Swimming Pool
4 KMC Chapels, Chaplain/ Psychologist	22 Hairdresser/ Def Credit/ Credit Union	42 Hobby Hut
5 Dental	23 Post Office, Canteen, ESL Family Group, Community Room -ESFG	43 Training Aircraft Systems Program Office (TASPO) HQ
6 Officers transit accom.	24 School of Aviation Warfare (old SAN)	44 Air Movements/ Flight Line
7a SATC/ CFS student accom, SNR and JNR Off Quarters	25 Squash Courts	45 Search & Rescue Helicopters/ Pad (SAR)
7 Officer Training School (OTS)	26 Clothing Store	46 Transport Fuel Bowsers
8 4/19 PWLH	26a Transient Accommodation Buildings	
9 Golf Club House	27 Transit Accommodation (Bldg 174)	
10 ESL Training Facility (Bldg 573) 409	28 Combined Mess	
11 SQN Air Training Corps	29 Health Services Flight	
12 Defence Section/ Base Armaments	30 SAW Accommodation	
13 Defence Community Organisation (DCO)	31 Airmen's Quarters	
14 Base Security Police (SECPOL)	32 Tennis Courts	
15 School of Air Traffic Control (SATC)	33 Gym/ Cardio/ Weights	
16 Cinema/ Auditorium	34 TASPO Projects Office	
17 Base Printing Section	35 32 SQN HQ	
18 Base Library/ TPO (Bldg 12)	36 Communications Centre	
HQ CSU/ HQ ATW & Photographic Training Flight	37 44WG Ground Engineering Support	
	38 'Old Gym' Basketball Court	

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ANNEX B TO
IOC JOINING INSTRUCTION
MAY 09



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ANNEX C TO
IOC JOINING INSTRUCTION
MAY 09**DRESS STANDARDS IN THE OTS STUDENTS' MESS**

1. The following standards are to apply to all members and their guests.

Service Dress	<ul style="list-style-type: none"> • Dress of the Day • Other Services - equivalent
Civilian Dress (Male/Female)	<ul style="list-style-type: none"> • Tailored trousers • Long / short sleeve shirt WITH COLLAR (polo shirt acceptable, jumper optional) • Dress shoes with socks (not sports socks) • Ladies are permitted to wear a moderate style of current fashion. Backless sandals are unacceptable. <p><i>Note: Denim and sport shoes are not permitted. Revealing clothing, or clothing that may be deemed inappropriate is not permitted in the mess</i></p>

Service dress

Service Dress:	SD 1B/C.
Special Purpose Dress:	SD 8 (DPCUs)

Civilian dress

2. On weekends, dress rules are somewhat relaxed. However neat, tidy attire is required at all times. The minimum standard is shoes, tailored trousers, short or long sleeved shirt with collar, and optional pullover. Tailored shorts with enclosed footwear may be worn up to the evening meal or 1830 hours. Female dress should be moderate style of current fashion or a suitable equivalent to male attire.

3. Members on duty may wear special purpose dress (DPCUs) in the dining room for evening meals.

4. The following items are unacceptable in the mess public rooms; wind cheaters, skivvies, T-shirts, jeans, slippers, thongs, running shoes, non-tailored trousers and duffel coats.

Body piercing

5. IAW Australian Air Publication (AAP) 5135.003 (AMI) – *Manual of Dress*, the wearing of 'body' jewellery whilst in uniform is prohibited due to occupational health and safety concerns. Body jewellery includes, but is not limited to nose, ear, and tongue studs; and eyebrow, navel, and nipple rings, including the placement or affixing of ornaments to enamel teeth.

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6. Female members may wear plain ear studs, silver or gold in colour of 4mm or less in diameter (only one in each ear lobe), or they may wear plain sleepers, either gold or silver in colour of 1cm diameter (only one in each ear lobe).

7. Generally, wearing of body jewellery in the mess is not encouraged and members should be mindful of their post as Air Force officers, and the conservative nature of the mess environment.

Hairstyles

8. **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 towards the neckline and is not to cover the ears or overhang the collar. 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.

9. **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.

10. **Moustaches.** When worn, the entire upper lip is to be left unshaven. The moustache is to be kept neatly trimmed and is not to extend below the upper lip.

11. **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, ponytails, heavy mesh nets or excessive numbers of hairpins are forbidden when in uniform.

12. **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 is not conspicuous. Combs are to be of a plain design, no more than 8cm in length and transparent, black, brown or tortoiseshell to match the hair colour.

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

ANNEX D TO
IOC JOINING INSTRUCTION
MAY 09

Officer Kitting List	
ITEMS	QTY
Auspack	1
Bed roll	1
Back pack	1
Sleeping bag/cover	1
Houtchie	1
KFS	1
Hexamine stove	1
Dixie set	1
Green torch	1
Echelon bag	1
Clasp knife	1
Helmet	1
Complete set of issued webbing	1
Water bottle	2
Water bottle covers	2
Cup canteen	2
Wet weather jacket	1
Wet weather pants	1
Combat jacket	1
Air Force Biscuit	1
Bivvey bag	1
Tent pegs	6
Camel back/bladder	1
Coat combat DPCU (shirt)	3
Trousers DPCU	3
Hat DPCU (Broad Brim)	1
Undershirt	3
Skivvy thermal	2
Sweater DPCU	1
Boots, Combat	1
Socks JG	3
Gloves, green/black woolen	1
Hood, green/black woolen	1

INTENTIONALLY

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ANNEX E TO
IOC JOINING INSTRUCTION
MAY 09

CHECKLIST OF WHAT TO BRING

ITEM	
Essential	
Tickets and travel documents.	
Service documentation (should be in a sealed envelope).	
Personal inoculation certificates and / or blood donor cards.	
Personal ATM cards.	
Full personal bank account details (See paragraph 41).	
Certified true copies of specified documents (See paragraph 41)	
*For Serving Members - Proof of Security Clearance Level (XP 113) or similar from Unit Security Officer (USO).	
Personal luggage.	
Tax File Number.	
Sporting shoes (you will be issued with one pair of ADF Runners. If you do not consider these suitable for running and sports training you will need to provide a more suitable pair that are of a conservative colour.	
White sports socks (must be of mid-ankle length). Current serving members only, all other members will be issued.	
Coat and Trouser/Skirt hangers (with clips). One hanger is required for each item of clothing (for uniform and & civilian attire).	
Clothes pegs.	
Sewing Kits (Current serving members only, all other members will be issued)	
Laundry Marking Pens (black and white) and/or iron on name tags	
Clothes brush (Current serving members only, all other members will be issued). However, it is recommend that a lint roller be purchased and used in place of the clothes brush.	
Clock / Clock radio.	
Washing powder.	
Towels (RAAF towels will be issued, however serving members are to bring at least one issue towel for PT Activities).	
Swimwear (one piece of a conservative style and colour).	
Personal iron and spray starch.	
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. Females are advised to invest in some good quality sports bras).	
Extra socks or stockings (Kolotex brand 'Nearly Black' colour).	
Coffee Mug.	

E-2

Personal toiletries (Sunscreen and adequate insect repellent will be issued on exercise, however its your responsibility to have sufficient amounts as the weather may change from time to time). *NOTE 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.)	
*For serving members - a current RAAF Identity Card showing current commissioned rank	
*For Serving Members - Uniform (including field kit / E2 issue - as detailed Paragraph 29-32, page 8) and RAAF issue tracksuit.	
*For direct entrants - any luggage that you will require for the duration of the course should be taken to the Recruiting Centre, as you may not have time to return home prior to your departure.	
If you wear glasses, a cloth glasses strap (plain black or navy blue for use during abseiling and rock climbing activities).	
FEMALE - (to assist in the field):	
(Strong) Hair nets, hair spray and hair clips are of great importance for all aspects of the training.	
Tampons or Sanitary Pads/Panty Liners (field hygiene). Powderless disposable gloves.	
NOTE: Uniform tracksuits will be issued for the duration of the OTS course.	
Desirable	
Personal Computer. (see paragraph 52, page 12).	
Small Stereo.	
Camera.	
Doona.	
Sunglasses (must be of a conservative style and colour: gold, silver, black or tortoiseshell would be suitable). Lenses must be non-reflective.	
Small powerboard (4 plug). Double adaptors are not permitted.	
Thermal non cotton underwear (brown/black/dark green only)	
Balaclava or Beanie (plain black or Khaki).	
Fingerless Gloves (for handling weapons, plain black or Khaki).	
Thongs (for showering).	
Permanent Markers (for labelling clothes and other items).	
Large and Small Snap Lock Bags (for keeping clothes dry in the field).	
Small Basic First Aid kits will be issued, however its your responsibility to bring extra supplements on a personal basis (i.e. Panadol, blister tape etc)	
Ironing Board (can be purchased in the area)	
'Wet Ones' or similar (for cleaning / hygiene in the field).	
NOTE: Many of these desirable items are available for purchase from the Canteen (Tracey's Place). All consumables are also available for purchase from the canteen.	

**ANNEX F TO
IOC JOINING INSTRUCTION
MAY 09**

RAAF COLLEGE AND OTS

History of RAAF College

1. Before World War II, permanent officers of the Royal Australian Air Force (RAAF) 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 (RAAF) 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 (OTS) with parts of RAAF Staff College and Engineer Cadet Squadron and was sited on the campus of the former RAAF Academy. The old Academy physics and chemistry laboratories, lecture theatres, humanities building and university support facilities were extensively remodelled. The excellent Academy library was retained. The facilities include a computer training centre and audio-visual facilities.
5. 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.

RAAF College today

6. Today, the RAAF College conducts initial training at the Officers' Training School and No. 1 Recruit Training Unit; and some post-graduate courses at the School of Postgraduate Studies. The College is also responsible for conducting promotion courses for non-commissioned and Warrant Officers through the Airmen Leadership Flight.
7. The mission of the College is to train and educate officers, airmen, airwomen and other members for the RAAF and other agencies. The College provides non-specialist officer education and training for PAF and Reserve up to but not including the Command and Staff Course. This includes Single-Service Training for RAAF officer cadets attending ADFA.
8. Major components of the College are:
 - a. Officers' Training School,

- b. School of Postgraduate Studies,
 - c. Number 1 Recruit Training Unit, and
 - d. Airmen Leadership Flight.
9. All courses offered by the College embrace the student-centred philosophy of adult learning and stress the value of the individual. Elements include the following:
- a. All students are considered both capable of and motivated towards passing the course for which they have been selected.
 - b. Wherever possible, teaching strategies involve student participation and experiential learning.
 - c. The role of directing staff is as facilitators, tutors, mentors and role models.

History of Officers' Training School

10. Officers' Training School 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. A later reorganisation of training requirements saw each flight at OTS become an independent squadron. Thus, on 16 May 1956 Officers' Training Flight became Officers Training Squadron.

11. 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 down 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.

Officers' Training School Today

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.

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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.

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PRE-COURSE TRAINING PROGRAMME FOR IOC



AIM This pre course program is designed to prepare you to meet the physical requirements to successfully pass the Initial Officer Course. This program is also designed to reduce the chance of injury whilst on course.

CONDUCT This program should be started 7 weeks prior to starting your on IOC. It is in your best interest to complete all activities in this 6 week program so that you are not under prepared in any area and it will reduce your chance of injury. You are reminded that there are a number of field exercises and the major OTS IOC Course Training Outcome (CTO).

HELP **Your PTI in the local area will help you with anything you are unsure of about this program**

NOTE If you have any further doubt or require more information contact the OTS PTI's on the following number 03 51466646

Six Week Training Program:

Week	Time	Activity	Dress	Intensity
1.1	am / pm	Trial PFT plus Body Weight Circuit 1 (record your score)	PT	MHR
1.2	am	Recovery Session plus 10–15 min stretching session	Pool	Low
1.3	am / pm	Electronic machine circuit 1 plus Weight Program 1	PT	Med
1.4	am	Recovery Session plus 10–15 min stretching session	Pool	Low
1.5	am / pm	50 min walk & 20min stretching session	PT	Med
1.6	am	Recovery Session plus 10–15 min stretching session	Pool	Low
1.7		Rest	-	-

Note – Recovery sessions are optional, but they will help in your recovery.

Week	Time	Activity	Dress	Intensity
2.1	am / pm	Interval Training (3.2km) run (act 1) plus 500m walk	PT	Med /Low
2.2	am	Recovery Session plus 10–15 min stretching session	Pool	Low
2.3	am / pm	60 min walk plus 20min stretching session	PT	Med
2.4	am	Recovery Session plus 10–15 min stretching session	Pool	Low
2.5	am / pm	Run or walk (LSD) 5km plus Body Weight Circuit 1 (record your score)	PT	Low/Med
2.6	am	Recovery Session plus 10–15 min stretching session	Pool	Low
2.7		Rest	-	-

Note – Recovery sessions are optional, but they will help in you recovery.

You can swap a swimming session for a Running or Electronic machine circuit if you are becoming sore or starting to get leg problems or you are Aircrew / ACO.

Week	Time	Activity	Dress	Intensity
3.1	am / pm	Beep Test (record your score) plus Weight Program1	PT	MHR/Med
3.2	am	Recovery Session	Pool	Med
3.3	am / pm	Electronic machine circuit 1 & 20min stretching session	PT	Med
3.4	am	Recovery Session	Pool	Med
3.5	am / pm	Endurance Patrol Order Walk 5km (max of 5 mins on top your recorded 5 km walk)	DPCU 1	Med
3.6	am	Recovery Session	Pool	Low
3.7		Rest	-	-

Note – Recovery sessions are optional, but they will help in you recovery.

You can swap a swimming session for a Running or Electronic machine circuit if you are becoming sore or starting to get leg problems or you are Aircrew / ACO.

Week	Time	Activity	Dress	Intensity
4.1	am / pm	Interval Training (3.2km) run (act 2) plus Body Weight Circuit 2 (record your score) (See list of Body weight exercises)	PT	High
4.2	am	Recovery Session plus 10–15 min stretching session	Pool	Low
4.3	am / pm	Electronic machine circuit 2 & 30min stretching session	PT	Med
4.4	am	Recovery Session plus 10–15 min stretching session	Pool	Low
4.5	am / pm	Endurance Patrol Order Walk 7km (Increase pace 2 mins on 2 mins off)	DCPU 2	High
4.6	am	Recovery Session plus 10–15 min stretching session	Pool	Low
4.7		Rest	-	-

Note – Recovery sessions are optional, but they will help in you recovery.

You can swap a swimming session for a Running or Electronic machine circuit if you are becoming sore or starting to get leg problems or you are Aircrew / ACO.

Week	Time	Activity	Dress	Intensity
5.1	am / pm	Electronic machine circuit 2 plus Body Weight Circuit 2 (record your score) (See list of Body weight exercises)	PT	High
5.2	am	Recovery Session plus 10–15 min stretching session	Pool	Low
5.3	am / pm	Interval Training (3.2km) run (act 3) plus Weight programme 1(record your score)	PT	Med
5.4	am	Recovery Session plus 10–15 min stretching session	Pool	Low
5.5	am / pm	Endurance Patrol Order Walk 8 km (Increase pace 4 mins on 2 mins off)	DCPU 3	High/Low
5.6	am	Recovery Session plus 10–15 min stretching session	Pool	Low
5.7		Rest	-	-

Note – Recovery sessions are optional, but they will help in you recovery.

You can swap a swimming session for a Running or Electronic machine circuit if you are becoming sore or starting to get leg problems or you are Aircrew / ACO.

Week	Time	Activity	Dress	Intensity
6.1	am / pm	Trial PFT (Run) plus Body Weight Circuit 2 (record your score)	PT	MHR/High
6.2	am / pm	Electronic machine circuit 2 plus	PT	High
6.3	am	Recovery Session	Pool	Low
6.4	am / pm	LSD 40 mins plus Weight programme 1(record your score)	PT	Low/High
6.5	am / pm	Endurance Patrol Order Walk 9 km (Increase pace 4 mins on 2 mins off)	DPCU 3	High/low
6.6	am	Recovery Session	Pool	Low
6.7		Rest	-	-

Note – Recovery sessions are optional, but they will help in you recovery.

You can swap a swimming session for a Running or Electronic machine circuit if you are becoming sore or starting to get leg problems or you are Aircrew / ACO.

LEGEND

PT - Running Shoes, PT Dress, Hat & Water

Pool - Swimmers, Towel,

DPCU 1 - DPCU's, Runners and Patrol Order (minimum two full water bottles)

DPCU2 - DPCU's, Boots and Patrol Order (minimum two full water bottles)

DPCU3 - DPCU's, Day Pack, Boots and Patrol Order (two full water bottles)

Day Pack - Males; (>5kg) pack weighing amount stated (fill your pack with what you would need to take out bush for 1 day)
Females; (>5kg) pack weighing amount stated (fill your pack with what you would need to take out bush for 1 day)

LSD - Long Slow Distance

INTENSITY LEVELS

LOW	50-65% of maximum heart rate (MHR)
MED	65-80% of MHR
HIGH	> 80% of MHR
MHR	= 220 – your age
RHR	= resting heart rate, to be taken every morning for 1 week at the same time if possible 2 minutes after you wake. Used as a guide to increase or decrease your training intensity level for that day
THR	training heart rate = [% x {MHR-RHR}] + RHR

TRAINING NOTES

- Stay hydrated by drinking water before (minimum of 1 Lt within the 30 mins of training), during your training session and after every training session (1 Lt within the first 30 mins after training especially any PT session that is at High Intensity).
- Ensure you eat within 30 mins of every training activity and straight after (a piece of fruit).
- Substitute runners for boots wherever possible to reduce the chance of injury whilst on IOC.
- Warm up, stretch and carry out a cool down for every activity.
- Endurance marching activities are to be conducted on grass, gravel or bush land.
- On the longer endurance walks you should train in pairs and notify someone of your route and ETR.
- If you do not recover from the previous days training, have an extra rest day.
- If you feel recovered do not add in an extra training session as the program increases with intensity from week to week.
- If you sustain an injury during the program, do an alternative session to compensate. **DO NOT** train with an injury (e.g. swimming).
- Monitor your RHR each morning to determine training intensity for that day.
- You are reminded that the main emphasis of the IOC is field endurance.

CARDIO VASCULAR WORKOUTS**PFT & Beep Test:**

These are two different tests we conduct at OTS. You will complete both while you are at OTS on IOC. The Beep test is a good fitness assessment test for testing your fitness level and Vo2. It is also used as a good injury indicator, the better you score the less chance of injury while on IOC. The IFT (PFT) is the only CTO at OTS. You will be tested IAW DI AF (PERS) 53-13.

Long slow distance:

After a good warm up (2-5mins), run at a comfortable speed for 30 – 40mins. Ensure there is a good cool down at completion to reduce stiffness and regain Range Of Movement (ROM) of muscles.

Endurance Marching:

Start without pack and dressed IAW the dress standard on the Legend. Gradually build up marching time and distance whilst keeping to the training program. To prevent cumulative foot and leg injuries, the recommendation is not to run as the impact is likely to cause injury. Insure you wear your DPCU's and webbing as stated, but you may substitute runners for boots if you are receiving foot problems. There should be no requirement to do more than 1 endurance march per week depending on the time spent on each one.

Intervals Training:

You run for a specific distance (e.g. 3.2 km = 8 x 400m) or a Specific Period of time (e.g. 12 mins per 2.4km = 8 x 1:50 min per 400m); this is the **interval** of running. After each running interval a specified recovery time is taken. When a group of intervals are run, with the specified recovery between, this is called a **set**. The rest between sets is typically longer than that taken between intervals within the set. The speed at which you run each interval is referred to as the **tempo** or **pace**. It's as simple as that.

When you are training up to 10km you can break down your training into intervals. This is performed by breaking down the distance into smaller distance e.g. 200m, 400m, 800m intervals and no more than once per week.

Due to the intensity of the session you need time to recover, your goal should be to improve on each interval time every second or third session you do. This will depend on your start point and your time frame to train. The distance of each session should be at least the distance you need to run (EG: 2.4kms), working on work/rest ratios of no less than 1:3 (That is; work for 1.30mins: rest for 4.30mins). It is recommended your total distance is approximately 3.2kms.

DISTANCE	INTENSITY	TIME
		800M, 400M, 200M
3.2km	Activity 1; 6 x 400m, 6 x 200m	e.g. 8 min: 2:40, 1:10, 35 - 40 sec,
3.2km	Activity 2; 1 x 800m, 4 x 400m, 4 x 200m	10 min: 3:20, 1:30, 45 - 50 sec, 12 min: 3:50, 1:50, 55 - 1 min,
3.2 km	Activity 3; 2 x 800m, 4 x 400m,	14 min: 4:30, 2:10, 1:05 -1:10,

Swimming 1:

Swimming can be used as a cardio-workout or for recovery. The efforts should be at High (80% of MHR) pace and use the rest to recover. Complete the training session in the sequence laid out. Ensure you do a cool down at the end of the session and re-hydrate ASAP.

SESSION SEQUENCE	EXERCISE	INTENSITY	DISTANCE	TIME
Warm up	Free Style / Brest Stroke	Long controlled strokes, work on style @ Low- 50%	200m	5-10 mins
Main Activity	Arms (Technique)	Free style (100m), side stroke(50m), Breast stroke (50m) @ Low – 60%	200m	5-10 mins
	Legs (Technique)	Free style (100m), side stroke(50m), Breast stroke (50m) @ Med – 70%	200m	5-10 mins
Sprint	Sprint work	F/S 3 x 50m, 6 x 25m @ High – 80%	300m	15 mins
Cool down	Free Style / Brest Stroke	Long controlled strokes, work on style @ Low- 50%	200m	5-10 mins
	Stretch	ROM & hold each stretch for 10-15 sec		5 – 7 mins

Swimming 2 (Aircrew/ACO Only):

Dress in DPCU with runners (optional), complete the Swimming Proficiency Test IAW DI AF (PERS) 33-17. Depending on the size of the pool, the number of laps required will vary. At the end of each swimming session you are to cool down, stretch and re-hydrate with water.

To successfully complete the RAAFSPPT 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 PTI;
- 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 duck dive or feet first descent, submerge to minimum depth of one metre and swim 15 metres underwater; upon completion of the underwater swim the participant is to correctly approach and right an overturned Life raft/dinghy/craft/flotation device, and climb in/onto 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).

RECOVERY SESSION- (POOL)

SESSION SEQUENCE	EXERCISE	INTENSITY	DISTANCE	TIME
Warm up	Free Style / Brest Stroke	@ 50%	200m	5-10 mins
Main Activity				
	Walk Shallow end	As far as possible @ & back or Back and forward across the pool	Up to you	10 mins
	Deep water Running	Activity 1: Med - ½ to ¾ pace 30 sec on 1 min off, repeat 6 times	N/A	15 mins
		Activity 2: Low - run at a comfortable pace remaining 5 mins	-	-
Cool down	Free Style / Brest Stroke	@ 50%	200m	5-10 mins
	Stretch	ROM & hold each stretch for 10-15 sec		5 – 7 mins

All activities conducted in a 25m pool

LOW 50% of maximum heart rate (MHR)
 MED 65-80% of MHR
 HIGH > 80% of MHR

ELECTRONIC MACHINE CIRCUITS

Circuit 1

EXERCISE	INTENSITY	TIME
EXERCISE BIKE	75-85 RPM	15 MIN
STEPPER	LOW 50-60 STEPS PER MIN	15 MIN
ROWER	26-30 STOKES PER MIN	15 MIN

Circuit 2

EXERCISE	INTENSITY	TIME
TREADMILL	12-14 KM/H	15 MIN
ROWER	28-32 STOKES PER MINUTE	1200 M
STEPPER/STRIDER	65-80 STEPS PER MINUTE	15 MIN
ROWER	28-32 STOKES PER MINUTE	1000 M
CYCLE	84-95 RPM	15 MIN
ROWER	30-32 STROKES PER MINUTE	800 M

CONDUCT

To be done at a low intensity level, you have 2 programs to choose from, adjust the times to suit the length of your training session. It is performed in order from top to bottom.

Endurance cross training session to develop muscular endurance at a low intensity level

RESISTANCE TRAINING:

This program is designed for members who want to gain strength and build size to better prepare them for the physical aspect of the field phase of IOC. The weights will vary and may improve gradually or depending on your level of training, rapidly as you train. As you are working hard, recovery is important so listen to your body

WEIGHT PROGRAM 1

Circuit 1

EXERCISE	REPS	1ST SET	2ND SET	3RD SET	4TH SET
45 Leg Press	12-15				
Seated/Flat Bench Press	12-15				
Lat Pull Downs	12-15				
Barbell Curls	12-15				
Triceps Extensions	12-15				
PFT SIT UP	15-25				

CONDUCT

Complete all 4 sets of each exercise before moving to the next exercise. Each exercise should take 10 minutes to complete. You must have a 2 minute break between each set. Each set is completed to failure.

BODY WEIGHT CIRCUIT

Circuit 1

EXERCISE	1ST TIME	2ND TIME	3RD TIME	4TH TIME	5TH TIME
PUSH UPS					
LYING UNDERGRASP HEAVES					
FEET UP BENCH DIPS					
WEIGHTED SQUATS (Males;25kg) (Females; 12kg)					
WEIGHTED STEP UPS (Males;5kg) (Females; 2kg)					
PFT SIT UP					
SKIP	1 MIN	1 MIN	1 MIN	1 MIN	1 MIN

Circuit 2

EXERCISE	1ST TIME	2ND TIME	3RD TIME	4TH TIME	5TH TIME
PUSH UPS					
LYING OVERGRASP HEAVES					
DIPS					
WEIGHTED SQUATS (Males;40kg) (Females; 15kg)					
WEIGHTED STEP UPS (Males;10kg) (Females; 5kg)					
PFT SIT UP					
SKIP	1 MIN	1 MIN	1 MIN	1 MIN	1 MIN

CONDUCT

Complete exercises in order from top to bottom without any rest, when you reach the last exercise complete column's 2-5 in the same order until you have finished. Record the total time taken to monitor fitness improvements. If at first you have trouble completing the circuit introduce a 1min rest period after each skipping session until your strength builds up.

PRE-TRAINING ESSENTIALS

WARM UP:

More now, the emphasis is to move away from stretching and to emphasise warm ups that include moving the joints & activating the muscles through the range of movement required in a particular activity.

This has the effect of achieving a gradual increase in heart rate and blood flow to the main muscle groups to be used. Stick to compound activities (major muscle groups) when warming up to prepare the body for resistance training.

Practice the exercise without the use of any resistance or increasing speed to simulate the body part to be trained.

A warm - up should always precede an exercise session.

Why?

- * To increase core body temperature.
- * Increase muscle temperature and elasticity.
- * Gradually increases blood pressure and heart rate together.
- * Blood directed to working muscles.
- * Increase joint lubrication.
- * Increase reaction time.

A warm - up prepares the body and mind for the activities to come.

All warm - ups should consist of three basic phases:

* *General Phase:*

Low intensity level exercise, light jog, cycle, skipping, swimming, stepper for approx **5 min** or until a mild sweating is achieved. Heart rate between 120 and 150 BPM (beats per minute).

* *Range Of Motion (ROM) Phase:*

Moving a muscle through its full range of motion and holding for 3-4 seconds then releasing. You can introduce a series of well-controlled ROM exercises specific to the main group; this will take approximately **3 - 4 minutes**.

* *Specific Phase*

This involves movements that are specifically used in the activities to follow. For example with resistance training when squats are part of the main program a warm-up set, consisting of a light weight / performed at a medium speed, may precede the main activity. Should last approx **3-4 minutes**.

Total time for a total warm - up approx 7 - 12 minutes**COOL DOWN:**

This is the tapering - off period. It is important to maintain the muscles' ability to return blood from the extremities to the heart. A large supply of blood remains in the working muscles following exercise. If it is not returned promptly to the central circulation, pooling of the blood may occur in the muscles causing light-headedness and fainting.

A cool down should be directed towards the muscles and joints that were placed under stress. For e.g. slow jog or walk followed by specific flexibility exercises (stretching) to return Range Of Motion (ROM) to the muscles contracted during the main activity.

Each stretch as part of a cool down can be held from between 20 - 30 seconds, and should include the muscle groups trained in the program. The cool down should last approximately 7-12 minutes during which time, continue moving and stretching concurrently to avoid reasons mentioned above.

Similar exercises can be used as in the warm up or more specifically, the exercises completed in the program, and holding the position for the desired period for the stretch. It is not designed to improve flexibility.

Total cool - down period approx 7-10 minutes**STRETCHING:**

As stated above stretching is an important component of all warm - ups and cool - downs. Stretching is simply lengthening a muscle in order to increase Range of Motion (ROM).

Benefits Include: Prevention of injury,
 Improved muscle co-ordination,
 Decrease muscle tightness after training.

RECOVERY:

It is important to get the right amount of recovery in between sets as well as weight sessions. Two to Three minutes minimum in between sets and 48 to 72 hours minimum in between same body part session.