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NO 1 RECRUIT TRAINING UNIT

RECRUIT JOINING INSTRUCTION

Congratulations on your selection as a member of the Royal Australian Air Force (RAAF). Your Initial Military Training at Number 1 Recruit Training Unit (1RTU) will equip you with the basic skills required to become a uniformed member of the Air Force. Upon successful completion of your recruit training, you will progress to Initial Employment Training (IET) where you will learn specialist skills before joining squadrons and units throughout Australia. You can look forward to an interesting and challenging career in the service of your nation.

1RTU prepares newly enlisted personnel of the Air Force for full time and reserve service – air power starts here. This preparation centres on the fundamental principles of basic military training, and ensures members are provided the required knowledge, skills and attitude to successfully integrate into the Australian Defence Force (ADF).

The purpose of this Joining Instruction (JI) is to provide you with information about the steps necessary to prepare yourself for recruit training, and to help your family adjust to your new life in the Air Force.

You should read this JI carefully. To ensure you have the current JI, consult the Defence Force Recruiting (DFR) website, or simply google “1RTU Joining Instructions”. The newest version of these JIs are to be followed. Recruit training can be challenging and preparation is a key enabler to success. Failure to prepare yourself mentally, physically and administratively will disrupt your training progression, limit your opportunities for weekend leave, and undermine your chances of completing the recruit course in the 11 weeks allocated. There is limited time, phone and internet access, or leave to remedy poor preparation.

Should you require further information, contact should be made with your Defence Force Recruiting Centre (DFRC) in the first instance. Additional information can be obtained by emailing the Ground Academy Services Centre at waggroundacademy.registry@defence.gov.au.

AIR FORCE



Contents

Before arriving at 1RTU.....	4
Fitness	4
Personal medication.....	4
Electronic devices	4
Security clearance.....	5
Personal documentation	5
Interdependent relationships (de-facto)	6
Financial documents	6
Vaccination records.....	6
Equipment	6
Prohibited items.....	7
Expenses.....	7
Pre-course study	7
Travelling to 1RTU	8
About your training	9
Course location	9
Course length	10
Course content	10
Course structure.....	11
Arrival at 1RTU.....	12
Accommodation.....	13
Dress and Personal Grooming.....	13
Uniforms	15
Meals	15
Recreational Facilities and Store	15
Pay	16
Allowances for dependents	16
Pay Deductions	16
Removal Entitlements	16
Undertaking training	16

Duties	17
Mobile Phone Use	17
Internet Access.....	17
Photography/Social Media Use	17
Private Vehicles.....	17
Home Comforts	17
Smoking and Alcohol.....	18
Religious Observance	18
Stand Down.....	18
Local Transport	18
Local Retail Facilities.....	19
Progress and Assessments	19
Graduation.....	20
Remuster.....	20
Family support.....	21
Defence Community Organisation (DCO).....	21
Family Information Network for Defence (FIND).....	21
All hours support line.....	21
Defence Special Needs Support Group	22
Phone	22
Mail.....	23
Conclusion.....	23
Annex A – Physical Fitness at 1RTU	25
Initial fitness screen.....	25
Initial fitness test.....	25
Push up test	26
Flexed arm hang test.....	28
Sit up test	29
2.4km run	31
Annex B – Personal Documentation	32
Annex C – Equipment packing list	34
Equipment checklist	40

Before arriving at 1RTU

You must satisfy several requirements prior to enlistment in order to safely and efficiently commence recruit training. Failure to complete these requirements may affect your safety, training progression, finances and dependants.

Fitness

Physical fitness is a major component of recruit training – you will need to arrive at 1RTU with a high level of fitness. Before commencing training at 1RTU you need to be medically and physically fit. DFR will provide a range of testing prior to your enlistment and it is in your best interest to ensure your physical, medical and mental fitness does not degrade between your testing days at DFR and your arrival at 1RTU.

Challenging physical activity is an essential part of the recruit course. During your course, Physical Training Instructors will guide you through multiple periods of physical training each week, which may include activities such as swimming, confidence courses, circuit training, strength and endurance training and, at the end of your course, the physically challenging 505 Pain Train. While your instructors will help build your confidence and fitness levels along the way, physical preparation prior to commencing training at 1RTU is essential. In addition to programmed physical activities, all recruits are required to march / walk in excess of 6km daily. Applicants should refer to the DFR website and the *ADF Active* application (available from the relevant app store) to assist preparation.

It is highly recommended that you try to exceed the minimum fitness standards required by DFR as this will assist you to pass the fitness requirements.

Personal medication

ADF members may only take medication issued or approved by the ADF Medical system. On arrival at 1RTU, you must declare all medication. Replacement prescription and non-prescription medication will be arranged through the RAAF Base Wagga Health Centre. Many over the counter medications return a positive reading during Defence mandated random drug tests. Should you return a positive drug test result for medication (prescription, over the counter or otherwise) that is not annotated on your Defence health record you may be removed from training and discharged from the Air Force.

Electronic devices

Air Force is currently undergoing a great deal of change as we migrate to a 5th Generation Air Force. Training in the Air Force is evolving as a result of this change. 1RTU has adopted a blended learning environment where course material and study aids are provided in an electronic format.

It is optional to bring a Personal Electronic Device (PED) preloaded with required applications for study purposes. In order to allow you to carry this while in uniform, the screen size must not exceed 24cm when measured diagonally across the screen. A generic smart phone is suitable. Limited Wi-Fi access is provided. 1RTU accepts no responsibility for any network charges incurred or any damage caused during training. The following applications should be preloaded:

- Kahoot!
- Adobe PDF file viewer such as *PDF Expert*
- Microsoft *Powerpoint* files or *Keynote*
- Internet browser
- QRCode reader, such as *QRCodeScanner*
- Email application.

You are required to provide a personal email address to establish an account with the ADF online learning environment. This email address **must** have your full first and / or last name. Addresses must not be offensive or have contractions of names (e.g. Ben instead of Benjamin). Free email accounts can be established with providers such as [gmail](#), [Outlook](#) or [Yahoo!](#)

To allow you to make use of any possible downtime, recruits **MAY BE PERMITTED** at times to carry mobile phones and PEDs while in uniform during training.

Security clearance

You are required to gain a security clearance and security clearance documentation (called an ePack) should have been provided as part of the enlistment process. Commencement of this process prior to arrival at 1RTU is a priority and should occur ASAP. Failure to do so may result in a delay in the completion of your training and subsequent graduation.

Applying for a security clearance is a very thorough and lengthy process. To ensure the speedy processing of your application it is very important you bring all the documentary evidence required to 1RTU, regardless of the status of your security clearance or ePack. You must bring the items listed at Annex B and copies of documents submitted during the recruitment process. Failure to bring these documents may result in a delayed security clearance, which may affect graduation, follow-on training and employment.

Personal documentation

DFR will have already asked to see some of the documentation listed in Annex B; however, you **must still bring them** to 1RTU as the Air Force and the Australian

Government Security Vetting Agency have specific requirements for the documents, which are separate to those of DFR.

Interdependent relationships (de-facto)

If you are seeking recognition of your interdependent relationship by the Air Force this must be approved by the Senior Military Recruiting Officer at your DFRC **before** your enlistment. You should ensure the Enlistment Coordinator at your DFRC is provided with all the required documentation to be able to process your application well in advance of your proposed enlistment date. In certain circumstances, applications for recognition of an interdependent relationship can be processed while you are at 1RTU; however, the process will be slower due to training requirements and the possibility that required documentation is not available. If approved by DFR, you must provide a copy of the recognition documents on arrival.

Financial documents

You are required to have a bank account with an Australian financial/banking institution and have the following information with you, provided in Annex B. You are also to have a registered [myGov](#) account.

Vaccination records

Whilst training at 1RTU, you will receive vaccinations against Hepatitis A and B, Diphtheria, Flu, Tetanus, Mumps, Measles, Rubella, Varicella Zoster (Chicken Pox) and Meningococcal C. There are possible complications with repeating a full dose of some of these vaccinations. Recruits are to advise if they have previously contracted the Chicken Pox virus. You are required to bring proof of your vaccinations to 1RTU, proof of vaccinations can be obtained from:

- The Australian Childhood Immunisation Register
<http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>
- Your childhood immunisation record book (commonly referred to as the Blue Baby Book)
- Your GP
- Your local public health officials.

Equipment

You are required to bring basic clothing and equipment for use during the initial stages of the recruit course. This equipment includes but is not limited to appropriate sporting attire, toiletries, civilian dress clothing and sundry items. A full list of equipment is provided in Annex C.

Prohibited items.

Due to storage, safety, security and portability restrictions, some items/equipment must not be brought to 1RTU under any circumstances. These items include:

- Any item/s deemed illegal by state or federal law such as illegal drugs and associated paraphernalia
- Flick knives, fireworks, firearms (including replicas) or other weapons such as martial arts weapons, bludgeons, knuckle busters, switchblades, crossbows, sling-shots, spear guns and spears
- Offensive or inappropriate material (such as pornographic magazines, posters, books, clothing, videos and DVDs)
- Sporting equipment (not including clothing or running shoes), including skateboards, roller-blades and scooters
- Televisions, stereos, gaming consoles or large electrical items.

Expenses

You will need money for incidental expenses before you receive your first pay. \$200 is the recommended minimum amount to cover such items as:

- Toiletries and other personal hygiene items
- Boot polish and cloths
- Haircuts (all haircuts are at own expense)
- Portable Electronic Devices (approved Tablets).

Pre-course study

To ensure the best possible start to your new career, you may wish to undertake some pre-course study. While this is not mandatory, previous recruits have suggested that this has been advantageous to their training. If you wish to start studying now, suggested topics are:

- Air Force, Navy and Army ranks – The ability to identify ADF ranks visually from a rank indicator will assist in your transition from civilian to military life

- ADF aircraft – Ability to visually identify the various air frames currently used by the three ADF services
- ADF establishments – Know the location of the major Defence bases operated by all three ADF services

To assist your study, only reliable sources such as, www.airforce.gov.au, www.army.gov.au, www.navy.gov.au or sources provided by the Australian Government should be referenced in your study.

Travelling to 1RTU

Significant measures have been put in place to minimise the risk of COVID-19 infection and any possible exposure that staff and newly enlisted recruits might have. These measures include screening at DFR prior to enlistment, screening of all recruits (regardless of geographic point of origin and COVID-19 hotspots) and quarantining newly enlisted recruits (except Victorian recruits) for fourteen days on arrival at Number 1 Recruit Training Unit, RAAF Base Wagga Wagga. In this period, newly enlisted recruits will be provided accommodation, separated from other recruits and base personnel. They will be provided with tea and coffee making supplies, contactless meal delivery and have access to television and laundry facilities. Recruits may wish to bring reading material, movies etc. for the period spent in segregation.

Newly enlisted recruits entering New South Wales from a declared COVID-19 hot spot will be quarantined for fourteen days in Sydney at Defence expense. On completion of quarantine, the intent is for those recruits to travel by bus to 1RTU to commence recruit training. There is a robust welfare plan in place for all newly enlisted recruits. These recruits will have access to individual rooms, television, internet, laundry (washing facilities are limited to in-room) and contactless meal delivery. Additionally, during quarantine, newly enlisted recruits can utilise personal devices/laptops. 1RTU staff will conduct regular welfare checks (telephone and video conferencing) with those recruits who are isolating in hotels. In case of emergency, the 1RTU Duty Staff Member (DSM) can be contacted all hours via mobile number 0428 737 116.

Your DFRC arranges all aspects of your travel to 1RTU. You will travel by one of the following modes:

- **Albury.** Recruits enlisting in Albury will arrive in Wagga Wagga by rail. You will be met at the Wagga Wagga Train Station by uniformed representatives of 1RTU and administrative tasks will commence (you will need mobile phones and emergency contact details). You will then be transported to RAAF Base Wagga via service vehicle.

- **Canberra.** Recruits enlisting in Canberra will be transported to 1RTU by road. Upon arrival at 1RTU, uniformed representatives of 1RTU will meet you and administrative tasks will commence (you will need your mobile phone and emergency contact details).
- **All other locations.** Recruits enlisting from the remaining DFRCs around the country will arrive at Wagga Wagga by a combination of air and road transport. Uniformed representatives of 1RTU will meet you and administrative tasks will commence (you will need your mobile phone and emergency contact details).

You are advised that Wagga Wagga is a regional centre and baggage limits apply. Baggage limits can be found on the [QANTAS](#) or [REX](#) websites. Should there be any change to your travel plans, or your travel details change due to cancellations or missed connections, recruits are to contact one of the following numbers:

- Primary contact (business hours) – Ground Academy Services Centre – 02 6937 5501
- Secondary contact (after hours) – 1RTU DSM – 0428 737 116.

Recruits are not permitted to make their own way to 1RTU using their own transport.

About your training

1RTU is where all enlisted members of the Air Force begin their careers. Our mission is to graduate Airmen and Airwomen with the essential knowledge, skills and values to enable them to become effective members of the Air Force team. Training will be physically and mentally challenging. Recruits will be required to work hard with little time available for recreation. Your success will be determined by your personal commitment to the training, your ability to work as part of a team, and your adherence to the Air Force Values of Respect, Excellence, Agility, Dedication, Integrity and Teamwork. Some recruits find the change in lifestyle, communal living and marching in excess of 6km per day difficult, particularly in the first two weeks, but the vast majority successfully make the transition and go on to complete their training.

Course location

1RTU is located at RAAF Base Wagga, Forest Hill, New South Wales 2651. Forest Hill is located 10km east of Wagga Wagga, which is the largest inland city in NSW. Wagga Wagga's population exceeds 62,000, and it is geographically located midway between Sydney and Melbourne. For more information about 1RTU, RAAF Base Wagga and the city of Wagga Wagga go to <http://raafbasewagga.com.au/no1-recruit-training-unit/>.

Course length

The 1RTU recruit course is conducted over an 11 week period, including public holidays and some weekends. This is the minimum course length and may be extended due to a range of factors. This **does not** include the fourteen day quarantine period for all recruits. Instruction formally commences at 0800h and does not finish until 1600h. Outside of these hours recruits are required to march (under supervision) to meals and conduct after-hours tasks as directed. Recruits can expect to be awake at 0500h, with lights out strictly at 2200h.

Course content

All recruits complete the same training regardless of gender, age, cultural backgrounds, intended mustering (job) or prior experience. You must successfully complete all theoretical, practical and physical assessments to graduate. The key course components are:

- Service knowledge: You are taught ADF ranks, courtesies to superiors, Defence Force law, Defence and Air Force Values, ADF aircraft and Work Health Safety.
- Air Power: You are taught the core and enabling roles of Air Power to provide a basic understanding of Air Force core business.
- Physical Training (PT): 1RTU Physical Training Instructors (PTIs) will instruct you in nutrition and conduct PT lessons to progress all recruits from the pre-enlistment standard assessed at DFR, to the Air Force standard required to pass the Air Force Initial Fitness Test. Refer to Annex A for more information.
- Weapons and Force Protection training: Military Skills Instructors (MSIs) and Airfield Defence Guards (ADGs) will teach you the safe handling and operation of the current individual weapon of the ADF, coach you in the application of fire at a firing range and instruct you in basic Force Protection. This period of training is finalised with your participation in a one week ground defence exercise.
- Drill (marching): MSIs will teach you the appropriate skills to march as a uniformed member of the Air Force and ADF. Recruits will be required to perform in a number of parades and 10 weeks of drill will culminate in the execution of the ceremonial Graduation Parade.
- Medical and dental screenings and inoculations: To ensure all recruits are and remain healthy, various medical and dental appointments form part of your training at 1RTU. Members requiring non-urgent dental treatment will have appointments made for them at a suitable time following their departure from 1RTU.

- Personal/character development: The ADF and Air Force are values based organisations and have expectations of how our members perform either on or off duty. Failure to adhere to these values has a negative impact on Defence, your progress through 1RTU and your career. You can find the Defence and Air Force values listed on their respective webpages.
- First aid: You (regardless of any qualification already held) are required to undertake a civilian accredited First Aid course while at 1RTU. Recruits will need a [Unique Student Identifier \(USI\)](#) to complete this training and you should arrange this prior to arriving at 1RTU.

Day to day activities at 1RTU are dynamic and are subject to change due to external influences such as instructor availability and weather. You can expect to spend up to 6 periods (50 minutes each) in a classroom environment, undertake programmed physical training lessons and other activities to assist your transition to life in the Air Force.

Your recruit course may consist of people from many different walks of life, as the Air Force is committed to establishing a diverse workforce.

Course structure

The recruit course is divided into four phases with a pre-course quarantine period. Broadly, these phases are:

Quarantine Period – This will be conducted prior to course commencement and will be based upon ADF requirements and any current Public Health Orders.

Phase 1: Organisational Induction – This phase begins upon your arrival at 1RTU. Various forms and data are collected to ensure the ADF holds the correct information to ensure you are paid, issued correct clothing, vaccinated and suitably prepared to commence your next phase of training. You will also begin drill and PT lessons, (including your Initial Fitness Screen), which will continue throughout all phases of training.

Phase 2: Service Knowledge – During this phase, your days are spent largely in classrooms learning basic service knowledge topics. You will also continue your drill and PT lessons.

Phase 3: Weapons and Force Protection phase – Recruits are issued their current in-service individual service weapon. Recruits are taught how to safely use the weapon and are trained in the safe handling and firing of the weapon. This phase of training ends with a field training exercise.

Phase 4: Airmen Phase – Recruits can expect to apply knowledge gained throughout their training in a large number of assessments. Successful recruits can expect to

graduate on Wednesday of week 11 (this may change due a number of factors). Invited and approved friends and family can attend your graduation parade subject to any Public Health Orders. For safety reasons, limits are placed on the number of guests you are permitted to invite.

Arrival at 1RTU

On arrival, recruits (up to 60) will be assigned to a squadron, which is further divided into two flights of up to 30 recruits. This basic structure forms the basis of the organisational structure of the Air Force. A Course Director who holds the rank of Sergeant will manage your squadron. Up to three squadrons will report to a Flight Adjutant who holds the rank of Flight Sergeant, who reports to a Flight Commander, who holds the rank of Flight Lieutenant. This structure is shown in Table 1.

Recruit training should be seen as an 11 week long job interview to ensure you are the right fit for the ADF. You will receive a welcome address by members of 1RTU, be allocated your accommodation, and informed of the expected standard of behaviour while you are at 1RTU. There will be a significant amount of information given to you in a short period. You will also need to complete a number of forms and provide some basic personal information, so bring a notebook and a pen for use on day one.

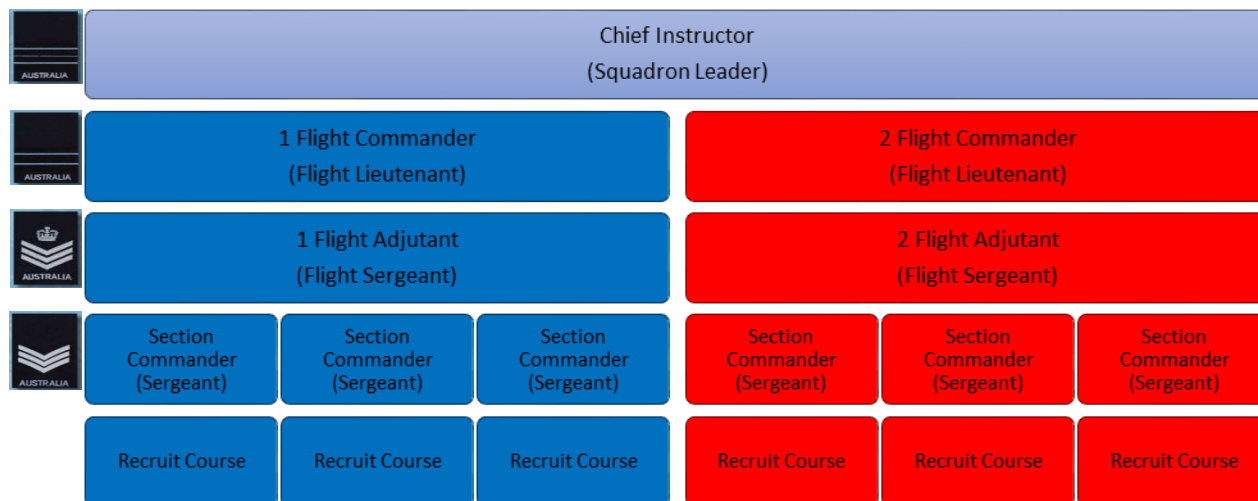


Table 1: Recruit Flight Structure

Your first few days at 1RTU consist of administration, induction lectures, medical and dental checks as well as fitness assessments. You will remain wearing civilian clothing until your first issue of uniform with the first few days.

Accommodation



1RTU Living in accommodation

All recruits are accommodated on base and are required to 'live in' whilst undertaking recruit training in dedicated 1RTU Living-In Accommodation (LIA) buildings. These buildings are two storeys and contain 16 rooms per floor. Each room contains four beds, and each bed space includes equipment for individual use (such as a locker and desk). The majority of your personal belongings will be stored in a lockable suitcase or bag in a store room. Each floor has a communal laundry, shower and toilet facilities. You will be required to keep your room and communal living areas to a high standard of cleanliness. The LIA is cleaned and maintained by all recruits and is subject to daily inspections. Males and females are not accommodated in the same rooms and do not share ablutions. Males and females may be accommodated on the same floor in adjoining wings, with communal access to common areas.

Dress and Personal Grooming

At all times, you must be mindful you are representing an organisation with a distinguished record of service to the Nation. The requirement also applies to personnel in civilian dress when their status as a member of the Air Force is known or apparent. Accordingly, your appearance, bearing and behaviour, in and out of uniform must be of the highest standard.

Upon arrival at 1RTU, it is expected you will be dressed in smart casual clothing. Active wear, shorts, singlets, runners and jeans do not create a good impression, and are not to be worn. Your first day of a new career should create a favourable impression.

Extremes in hair colour and style will not be permitted. Male and female hair colour must be conservative and as close to your natural hair colour as possible before your enlistment date.

Females may have their hair cut in the first week of training at own expense. Hair below collar length is required to be worn in a bun with a hair net, or braided in a single braid. Hairpins, elastic and nets must be the same colour as your hair. 'Scrunchies' are not permitted, and course staff will assist recruits with the correct wearing of hair.

Males will be required to get a number two crew cut in the first week of training at own expense (approximately \$20). Hair is to be a uniform natural colour.

You will be required to conform to Air Force standards of dress and grooming:

- **Shaving.** Male recruits are to be clean shaven on arrival and clean shaven daily prior to reporting for duty. Exceptions may be given based on medical or religious/cultural grounds.
- **Cosmetics and jewellery.** Females are not permitted to wear makeup during the conduct of recruit training, with the exception of official course photographs, Australian War Memorial visit and graduation. While in uniform, females may wear ear rings and rings, however ear rings must:
 - Only be gold, silver, clear stone or pearl studs (one in the lower hole of each ear lobe), or plain sleepers, either gold or silver colour.
 - Studs are to be either circular of 4 mm or less in diameter, or square, no more than 4mm from corner to opposite corner.
 - Sleepers are to be round and no larger than 10 mm diameter. To be designated a sleeper; the ring must be able to rotate fully through the hole in each ear lobe
 - Recruits are not permitted to wear any other body jewellery.

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. Due to the nature of recruit training, there are times where jewellery is required to be removed.

Personal clothing. Dress is to be neat with collared shirts and jeans or slacks preferred. The following items are not acceptable:

- Midriff tops or sheer/see through clothing,
- Clothing with offensive mottos or pictures or death symbology,
- Clothing which is in poor condition (torn or designed ripped look) or is soiled,
- Clothing that does not cover the shoulders, such as a singlets, strapless tops or muscle shirts,
- Shorts/skirts above the mid-thigh, and
- Enclosed shoes are to be worn at all times when leaving your LIA.

Uniforms

You will be issued with Air Force uniforms. These uniforms are for working dress, ceremonial occasions, and physical training. You are responsible for the cleanliness, presentation and upkeep of all of your kit items, and will be required to replace them if they are damaged or lost. You will be required to wash and dry your own uniforms in the facilities provided. Some uniform items, such as ceremonial uniforms, will require dry cleaning at your expense. All Air Force members receive a Uniform Maintenance Allowance currently \$16 per fortnight to cover the cost of maintaining your uniforms. Information about pay and allowances can be found in the [Pay and Conditions Manual](#).

Meals



RAAF Base Wagga Airman's Mess

Recruits are provided all meals with the majority provided at the Airman's Mess. The Airman's Mess caters for three meal sittings a day and provides a cyclic menu, catering for most dietary requirements. If you have specific dietary requirements, contact the Ground Academy Service Centre on 02 6937 5501 or email waggroundacademy.registry@defence.gov.au prior to your arrival to advise of any dietary requirements or restrictions.

Recreational Facilities and Store

The recruit recreational area (Middleton VC Club – named after [FSGT Rawdon Middleton VC](#), the first Royal Australian Air Force airman to receive the Victoria Cross) has a pool table, table tennis table, television/cinema room and video games. Recruits also have access to a small shop for purchasing snacks, drinks and other basic essentials. Access to the recreational facilities in the first weeks of training is limited; however, recruits may access the shop at various times during the course.

Pay

The first payday for new entry recruits falls within the first 21 days post enlistment. Wages are paid into your nominated bank account electronically. Current rates of pay may be found at http://www.defence.gov.au/dpe/pac/Pay_Current_Rates.pdf.

Allowances for dependents

Recruits with recognised dependents may be eligible for additional allowances. These recruits must bring a copy of the following documentation to 1RTU:

- Dependant's birth certificate,
- Current lease agreement, and
- Current rental receipts (if applying for rental assistance).

Pay Deductions

You are required to pay for meals and utilities while at 1RTU, you do not pay for accommodation. Meal and utilities payments are automatically deducted from your pay. Recruits with recognised dependents may submit an application to be categorised as Member with Dependents Unaccompanied MWD (U) and, if successful, will not be required to pay for meals or utilities.

Removal Entitlements

There are no removal or local housing entitlements for recruits or their dependents while undertaking recruit training.

Undertaking training

Air Force recruit training may not be what you expect if you have based your opinions on stereotypes that you may have seen in Hollywood movies or members that have undertaken military training in the past. In order to develop the type of person Air Force requires, 1RTU has adopted a coaching and mentoring style of training. This style of training is designed to empower you to be able to make informed and considered decisions, to meet the objectives of Air Force. There is still a time and place for conventional autocratic style training – which you will experience at 1RTU.

Duties

In addition to the normal working week, recruits are required to keep duties. The duty routine means that, regardless of weekends and public holidays, recruits are required to work outside normal working hours. Leave is not permitted and visitors are not allowed when personnel are on duty.

Mobile Phone Use

1RTU policy restricts access to mobile phones; however, there will be designated periods and tasks where recruits are permitted to access mobile phones. Recruits should consider their service providers as some providers do not have suitable coverage at RAAF Base Wagga. Providers that use the Telstra network generally outperform other networks.

Internet Access

You may access the internet via Defence desktop computers or the recruit Wi-Fi network during designated times. At the time of writing, download speeds were very limited due to the state of the local telecommunications network.

Photography/Social Media Use

In order to maintain Operational and Physical security at our Defence establishments, explicit permission must be given prior to taking photographs within military bases. Social media is an easily accessible platform for recruits and their families to stay informed of current Air Force and ADF events. The Air Force has an official Facebook page that recruits and their families are encouraged to follow. Recruits and their families should consider security and privacy implications prior to posting any content on this page. Recruits are to be aware that once enlisted they are prohibited from posting Defence related information, comments (including photos) to the internet, or from engaging in other forms of communication that could be viewed as illegal, offensive, harassing, bullying, belittling or politically motivated.

Private Vehicles

You may be permitted to have private motor vehicles or motorcycles on base. Approval must be granted by your chain of command at 1RTU after your arrival at 1RTU and **prior** to bringing your vehicle to RAAF Base Wagga and 1RTU.

Home Comforts

You may bring personal portable music players, laptops, tablets and/or e-readers with you to 1RTU, however the opportunity to use these items will be limited. Do not bring large items (such as guitars and surfboards) as they will not fit in your locker and appropriate storage is not available for them.

Smoking and Alcohol

Whilst not prohibited, there are limited opportunities to smoke or consume alcohol. Recruits are not to bring alcohol on base. Recruits are not to provide alcohol or cigarettes to recruits under the age of 18.

U18 Management

If you are under the age of 18 years you are considered a minor, and therefore you will not purchase or consume any alcohol or any tobacco products, either on or off base. Those of you over 18 years will not purchase or supply alcohol or tobacco products to under 18 recruits. In addition minors are not to:

- enter licensed premises when on approved local leave
- purchase adult products
- obtain tattoos and body piercings.

Religious Observance

Chapels (Catholic and Anglican/Interdenominational) are located on base. Christian religious services are held on Sundays for Catholic, Protestant and Anglican denominations. Other faiths are also respected and arrangements for worship will be made where appropriate and practical.

Stand Down

In the initial stages of training, recruits will have limited opportunity to leave the 1RTU precinct. It is therefore recommended recruits have enough personal supplies (toiletries, laundry supplies, etc.) to last approximately three weeks.

Generally, recruits will not be given leave to return to their home locality during training. Local leave **may** be granted, dependent on training progress, from week three. Overnight leave **will** only be awarded following graduation. Under current COVID-19 restrictions, off base leave is not currently permitted for recruits at 1RTU.

Recruits under the age of 18 require written approval from a parent or guardian before they can take leave. When proceeding on stand down, you will need a set of neat, clean civilian attire and enclosed shoes. Cold weather (wet and less than 10 degrees) can be expected at Wagga from April to October. Recruits joining during this period are advised to bring warm clothing.

Local Transport

RAAF Base Wagga is serviced by bus from Forest Hill. Bus route details can be obtained from [Busabout Wagga Wagga](#). Taxis service RAAF Base Wagga and can cost in excess of \$30 for each leg of the journey. Uber does not service the Wagga area at the time of writing.

Local Retail Facilities

In addition to a small shop operated out of the Middleton VC Club, the base offers a hairdresser and two banks (Defence Bank and Australian Military Bank) including an ATM. Following week three of training, recruits may be able to access the Forest Hill shopping centre as training and COVID-19 permits.

Progress and Assessments

As a Registered Training Organisation, Air Force offers Recognition of Prior Learning (RPL) for full or partial completion of courses. However, due to the holistic nature of recruit training, it may be difficult to provide adequate evidence for the granting of RPL. Those wishing to apply for RPL should contact the **Ground Academy Services Centre on 02 6937 5501** to request an RPL package. It should be noted that the RPL process can take up to eight weeks to complete, therefore this should be completed as a matter of urgency.

The National Unit of Competency (UOC) for First Aid - HLTAID003 is awarded as part of the recruit course. Those persons wishing to apply for RPL for this UOC must provide their Statement of Attainment to course staff upon arrival at 1RTU.

Whilst undertaking training, recruits will be continually assessed on the values, behaviours, skills, knowledge and attitude required for service in the Air Force. To successfully graduate from 1RTU, recruits must satisfactorily pass all summative assessments.

Once a recruit commences training, there are four potential outcomes for each member. These are:

- **Graduation.** The majority of recruits will graduate on the course they commence. Graduation day is usually on the Wednesday of Week 11.
- **Suspension / removal.** Some recruits may be unable to complete their training in the minimum allocated time due to unsatisfactory training progress, medical restrictions or disciplinary issues. There is opportunity for medical rehabilitation, extensive retraining and re-assessment to ensure recruits are given appropriate opportunity to complete their training. These recruits, once fit to continue training, will be placed on the next available recruit course. This will delay the recruit's graduation date, and may affect any subsequent Initial Employment Training (IET). If a recruit is unable to successfully fulfil all of the requirements of the recruit course, they may be discharged from the ADF.
- **Discharge at Own Request (DOR) (Resignation).** Recruits may be given the option to discharge if they consider they are unsuited to military life. To assist the recruit to

make an informed decision about their future, Defence policy dictates how a member can DOR, and automatic approval of a discharge request may not be granted.

- **Termination from the Air Force.** The Commanding Officer (CO) of 1RTU may determine that, as an enlisted member, a recruit's service is to be terminated whilst undergoing recruit training. This could be the outcome of the member's training failure, behavioural reasons, psychological unsuitability, medical considerations, or drugs and alcohol related incidents.

If there are unresolved administrative or disciplinary matters, the CO of 1RTU may require you to remain at 1RTU after you graduate. The CO may also allow you to proceed to your IET as scheduled, however you may be placed on a Formal Warning.

Graduation (subject to any Public Health Orders)

Recruits who pass all their assessments will participate in a Graduation Parade that is generally held on Wednesday of week 11. The parade is followed by an awards ceremony and a light lunch. Souvenirs and course photos, will be available for purchase, credit card facilities are available. Under current COVID-19 restrictions, guests are not permitted to attend graduation functions at 1RTU, inclusive of serving family members.

The Graduation day is held from 1030–1400 h. If COVID-19 restrictions change, guests should not arrive at RAAF Base Wagga prior to 0900. Guests will require photographic identification to enter RAAF Base Wagga.

In some circumstances, recruits may be able to take advantage of certain conditions of service that will allow members' immediate family to travel to 1RTU at a subsidised rate. Information about this will be provided during training at 1RTU.

The Graduation Parade is held outdoors, and guests are recommended to wear warm clothing as the winter months in particular can be quite cold and weather at other times can be unpredictable. While this may make for an uncomfortable environment for spectators, it may also affect the ability for aircraft to land or depart the local airport. When making travel arrangements, consider the impact of aircraft delays on your journey.

Family are also strongly advised to refrain from making travel arrangements too early and it is recommended they take out appropriate travel insurance. Recruits may not always graduate as planned and 1RTU, Air Force and the ADF will not accept financial liability for travel that is cancelled due to training or operational requirements.

Family and friends that are unable to attend the Graduation day have the ability to view the parade via our online live stream at the following link, which will only be active prior to the programmed start time:

<https://player.cloud.wowza.com/hosted/2lpzlkij/player.html>

Remuster - Changing of jobs within Air Force

Recruits are reminded that policy exists that prevent remuster (including commissioning as an Officer) within designated time periods following enlistment. 1RTU generally DO NOT process remuster applications during training, unless exceptional circumstances exist.

Family support

The Air Force recognises the mobile lifestyle of ADF personnel and their families can present challenges. The following provides an outline of some of the services available to assist members and their families during training and into their future careers.

Defence Community Organisation (DCO)



Australian Government

Department of Defence

Defence Community Organisation

A range of social work, family liaison, educational and military support services and related programs are provided through Defence Community Organisation (DCO) to enhance the wellbeing of Air Force personnel, their families and communities. Professional, qualified and experienced staff provide these services. Additional information regarding DCO can be obtained at www.dco.gov.au.

Serving members, partners and other dependants may contact DCO directly. The DCO office in Wagga Wagga is open during normal working days and has personnel on call after hours for emergencies. Office details for Wagga DCO are:

DCO Wagga Wagga

76 Morgan Street Wagga Wagga, NSW 2651

Phone: (02) 6931 011

Emergency after hours number: 1800 801 026

Email: DCO.wagga@defence.gov.au

Web: <http://www.defence.gov.au/DCO/Community/Wagga-Wagga/Default.asp>

Family Information Network for Defence (FIND)

The Family Information Network for Defence (FIND) (1800 020 031) is a telephone service that provides easy access to personnel information on matters of everyday interest and concern. This is a toll-free, confidential service. It is available to Service members and their families anywhere in Australia.

All hours support line

The All-hours Support Line (ASL) is a confidential telephone service for ADF members and their families that is available 24 hours a day, seven days a week. The ASL is designed as a triage line, which simply means that it is there to help you access ADF or civilian mental health services more easily. Services that you can access include psychology, medical, social work, and chaplain services. The ASL is provided by a very experienced outside agency that has been contracted by the ADF to provide this service. The company employs health professionals (nurses, psychologists, and social workers mainly) as their operators and provides this type of service to a number of other government agencies and private companies in Australia and overseas. The company's personnel have been trained on the issues that ADF members and their families face, and what services are most appropriate to assist them. When calling the ASL, you can expect a qualified, mental health professional, who has a good understanding of what is available to you. The ASL can be contacted on 1800 628 036

Defence Special Needs Support Group

The Defence Special Needs Support Group is a non-profit benevolent volunteer organisation established to assist Navy, Army and Air Force families with a family member with special needs.

The Defence Special Needs Support Group Inc. has now grown into a well respected national organisation with many local support groups and well over two thousand families located both around Australia and overseas. The group provides support, information, assistance and advocacy for all ADF families who have a dependant (child, spouse or other dependant) with special needs. Information about your local Defence Special Needs Support Group can be obtained by contacting the National Office.

Mail:

North Ipswich LPO
P.O Box 2403
North Ipswich, QLD, 4305

Email: national.coordinator@dsnsg.org.au

Website: <http://dsnsg.org.au>

Phone: 1800 037 674

Phone

Due to the nature of recruit training, there are times when recruits will not be contactable. In the event of an emergency or when the recruit may require additional support, (e.g. the death of a family member) 1RTU duty personnel can be contacted on:

0428 737 116

Mail

There is no post office on base. Recruits are able to both send and receive mail via the 1RTU Induction Centre, however no other postal services are available. Recruits who wish to send mail are required to supply their own stamps and packaging. To receive mail, it should be addressed as follows:

Rank, Initials, Surname, Employee Number
1RTU Course No XX/XX
RAAF Base Wagga
FOREST HILL NSW 2651

Try to avoid sending breakable or fragile items through the mail. Liquids, glass etc. have the potential to destroy important personal documentation. Care must be taken when posting items.

Conclusion

1RTU is the point of entry training unit for all enlisted Air Force personnel; our job is to transform civilians into highly effective Air Force members. The knowledge, skills and attitude gained throughout recruit training will prepare newly enlisted members for future success in their next phase of training and into their Air Force careers. Your success at 1RTU will be determined by your aptitude, commitment, preparation and attitude. Should you choose to prepare yourself administratively, mentally and physically and commit yourself to your training, you should find the transition to Air Force life a challenging, enriching, and ultimately rewarding experience. We look forward to welcoming you to 1RTU and guiding you through your transition from civilian to Airman or Airwoman.

D Dolan
Wing Commander
Commanding Officer

Annex A – Physical Fitness at 1RTU

The Air Force requires its personnel to maintain a high level of physical fitness throughout their career. In order to ensure Air Force members are indoctrinated with a fitness-oriented mind-set, recruits at 1RTU will undergo extensive physical training. This training is conducted under the instruction of Air Force Physical Training Instructors (PTIs).

Individuals are expected to possess a high level of fitness prior to arrival at 1RTU. It is this pre-course fitness that will assist recruits to overcome some of the obstacles during the initial conduct of the course. Recruits who are physically and mentally fit will find they have a higher level of concentration, resilience, perform better during theory and practical lessons and return better results during assessments.

Initial fitness screen

To ensure sufficient physical fitness to safely commence training, you will be required to pass an Initial Fitness Screen (IFS) on arrival at 1RTU. This comprises of all the testing components conducted during the Physical Fitness Assessment (PFA) conducted at your DFRC, prior to enlisting in the Royal Australian Air Force. The IFS is below the required level of fitness necessary to graduate from 1RTU. It is designed to specifically test whether you have maintained the minimal standard of fitness required to undertake training safely. Failure to meet this standard may result in suspension from training.

In order to safely begin training, recruits must achieve:

SEX	PUSH-UPS	SIT-UPS (HELD)	Beep Test
Male	10	20	Shuttle 6.5
Female	4	20	Shuttle 6.5
PTI Males	20	30	9.5
PTI Females	10	30	9.5

Recruits must achieve the required standard in each of the three components with sub-maximal effort. Failure will result in removal from course.

Initial fitness test

All members undertaking recruit training are required to pass the RAAF Initial Fitness Test (IFT) at the Operational Readiness standard of physical fitness.

The IFT sets the fitness standard required to be a member of the Service. The IFT is designed to be a sub maximal test of aerobic fitness based on the principles and philosophies of the Physical Fitness Test that you will be subjected to annually once you

complete all your required training.

The test components of the IFT are identical to the PFT Operational Readiness physical fitness standard, as is detailed in the Air Force Physical Training and Testing Manual(AFPTTMAN).

The required repetitions and/or maximum time allowances are:

FLEX-ARM HANG (Seconds)						
AGE:	<25 yrs	25–34	35– 44	45-54	55-59	<60
Male	30	25	20	15	10	5
Female	30	25	20	15	10	5
PUSH-UP TEST (reps)						
AGE:	<25 yrs	25–34	35– 44	45-54	55-59	<60
Male	25	20	15	10	5	3
Female	10	8	6	4	3	1
SIT-UP TEST (Feet Un-held)						
AGE:	<25 yrs	25–34	35– 44	45-54	55-59	<60
Male	30	25	20	15	10	5
Female	30	25	20	15	10	5
SIT-UP TEST (Feet held)						
Male	65	55	45	35	25	15
Female	65	55	45	35	25	15
2.4 KM RUN (Minutes)						
AGE:	<25 yrs	25–34	35– 44	45-54	55-59	<60
Male	12:00	13:00	14:00	15:00	16:00	17:00
Female	13:00	14:00	15:00	16:00	17:00	18:00

Table 1.

Push up test

The push-up test is to be done to a cadence and the procedure is as follows:

- **Starting position.** The member assumes the push-up position with any width of hand placement that they choose, so long as the fingers are placed on the ground with the fingertips pointed forward and the elbows fully extended. Members may change the width of the hands during the test as long as the fingertips maintain the forward direction.
- **Body position.** The member’s torso, as scrutinised by the examiner, must not deviate from a rigid position. The member must maintain a neutral spine position and a straight line from shoulder, hip, knee, and ankle. The feet are to remain in contact with the ground and no wider than shoulder width apart.

- **Lower.** As the member descends, their elbows may stay close to the body or move out to the side. The member must lower to a depth, as scrutinised by the examiner, where the upper arm is parallel to the floor. Note that this does not necessarily equate to an angle at the elbow of 90 degrees (particularly when the elbows are kept close to the torso during the movement).
- **Raise.** The member must extend fully back to the start position at the top of the movement to complete the repetition and before beginning subsequent repetitions.
- **Cadence.** A cadence of one push-up every two seconds is to be controlled by the PTI.

Warnings. A member is permitted only one warning (the member is not required to repeat the repetition if a warning is given). The requirement for a second warning will result in the test being terminated.

- A warning will be given if any of the following occur:
 - the required neutral spine position and a straight line from shoulder, hip, knee and ankle is not maintained,
 - the member does not lower to a depth where their upper arm is parallel to the floor,
 - the member does not return to the start position to complete each repetition,
 - the required cadence is not maintained, and
 - the required number of push ups are not completed as detailed in the table 1 above.
- For safety reasons the PTI may terminate the activity.



Push-up start/up position



Push-up lower/down position

Flexed arm hang test

This component is a static activity. The procedure for the flexed arm hang is as follows:

- **Starting position.** The individual may be assisted to the test start position. The chin bar, pole or beam may be grasped with the hands facing either forward or to the rear, or with an alternate grip.
- **Arms.** The arms are to be fully flexed with the chin clear above the bar and feet clear of any support.
- **Legs.** The legs may be slightly bent, but the knee height must remain below waist level. Excessive swinging of the individual's body is to be prevented by the placement of another person's arm in front of the suspended individual's legs to act as a control beam. For the members safety they are not to cross their legs in case they fall from the bar.
- **Time.** The individual is to maintain this position for the prescribed period of time as detailed in table 1 above. The hands may be moved during the flexed arm hang so long as the chin does not touch or drop below the bar during the time period.
- **Warnings.** A member is permitted only one warning if the chin touches or drops below the bar. The requirement for a second warning will result in the test being terminated. The flexed arm hang tests upper body strength and muscular endurance. The flexed arm hang is a static activity and the procedure is as follows:
- The recruit is may be assisted to the start position. The bar may be grasped with hands facing either forward, rearward or with an alternate grip.



FAH Start position



FAH Raised position

Sit up test

The sit-up test is to be done to a cadence and the procedure is as follows. Members can choose between either sit-ups with feet unsecured or feet secured for the abdominal strength component of the IFT.

- **Start position.** The individual lies flat on their back with the knees bent and both heels on the floor (on or off the mat which is to be no more than 5 cm in thickness). Both knees and heels should be no more than shoulder width apart. The angle of the knees is to be maintained at approximately 90 degrees for the duration of the sit-up test. The arms are to be placed with the palms resting on the thighs and the arms are to remain straight throughout the activity. The head is to be raised and held off the floor in a comfortable position. The head is to remain in this position during the entire test.
- **Sit-ups feet unsecured.** The feet are not secured and the member is required to complete the number of sit-ups as detailed in Table 1.
- **Sit-ups feet secured.** The feet are to be secured under an immovable object or be held by another person and the member is required to complete the number of sit-ups as detailed in table 1 above.
- **Raise.** From the start position, the upper body is raised and at the same time the arms remain straight and the hands remain in contact and slide forward up the front of the thighs until the wrists touch the top of the knees, being the limit of the upward movement for the sit-up position.
- **Lower.** The upper body is then lowered to the start position until the shoulder blades touch the floor.

- The sit-up activity is to be conducted to a three-second cadence. One sit-up is to be completed every three seconds using the following guidelines:
 - raise the body to the 'raise' position in approximately one second
 - lower the body to the 'start position' in approximately one second
 - relax the abdominal muscles for approximately one second.

Warnings. A member is permitted only one warning (the member is not required to repeat the repetition if a warning is given). The requirement for a second warning will result in the test being terminated.

- A warning will be given if any of the following occur:
 - the heels or buttocks are lifted from the floor
 - the hands are lifted from the thighs/knees
 - the wrists do not reach the top of the knees
 - the wrists extend beyond the top of the knees
 - the neck or hands are jerked forward as a means of increasing leverage
 - the hands are used to pull the body up
 - the required cadence is not maintained
 - the angle of the knees exceed 90 degrees
 - the activity is stopped (resting is not permitted).
- To prevent injury to the member the activity may be stopped by the PTI.



Sit up start/lower position



Sit up feet held position



Sit up raise position

2.4km run

Is to be conducted according to the following guidelines:

- The preferred venue for conducting the test is a 400 metre track marked on a firm grass surface. If this is not available, an 'out and back' with line of sight of 400 m distance. If the course is not in line of sight, a PTI is to accompany the members being tested. Cones or other suitable markers are to indicate each 400 m. For a 'pass', participants must finish the test within the target time as detailed in table 1 above.
- **Warnings.** During the conduct of the aerobic component the member is to be warned if they are observed to be labouring as scrutinised by the PTI and not meeting lap split times. If the member fails to meet split times for two consecutive laps the member may be withdrawn for their safety.

Annex B – Personal Documentation

All recruits are to read the following document list. Failure to bring these documents with you may result in administrative action or removal from your recruit course resulting in a commensurate delay in graduation date. Your DFRC will have already asked to see some of the documentation; however, you must still bring them to 1RTU as the Air Force and the Australian Government Security Vetting Agency have specific requirements for the documents which are separate to those of the DFRC.

Essential documentation	
	Australian bank account details including BSB, account number and account name (must be held in your name)
	Details of any current superannuation fund
	Tax file number
	Original/certified true copy of your birth certificate
	Original/certified true copy of dependant children's birth certificate
	Original/certified true copy of marriage or divorce certificates (as applicable)
	Original/certified true copy of your current will
	Drivers licence
	Passport (or naturalisation documents)
	Original/certified true copy of one of your parents birth certificate
	Vaccination records
	Evidence of previous government employment
	Deed Poll – change of name certificate
	Medical prescriptions
	Citizenship certificate (if applicable)
	Medicare card
	ATM/credit cards
	USI – Unique Student Identifier

Supporting documentation for Interdependent Partnership	
	Evidence of a will or life insurance policy, which nominates your partner as principal beneficiary, or co-beneficiary with children.
	If your partner was, before beginning to live with you, in receipt of Commonwealth pension or benefit, evidence that your partner has notified the relevant agency.
	Evidence that you have enrolled your partner in a health insurance scheme, or arranged to pay the Medicare levy because of his or her changed domestic status.
	You have named your partner as a person to be notified for service purposes.
	Statutory declarations from next of kin or close relatives stating that they have regarded you and your partner as interdependent partners for a minimum period of 90 days, and giving any other information that they may consider appropriate.

	If your partner has no interdependent income, evidence of regular financial support by you for a minimum period of 90 days.
	Evidence that you as a couple regularly operate a joint account.
	If you and your partner live in rented accommodation, either evidence that both names appear on the lease, or a statement from the landlord or agent declaring that he or she rented the premises at your address to a couple (rather than two singles or one person). If the accommodation is leased through Defence Housing Australia, evidence that you have applied for an additional person to reside with you, and the subsequent approval. These documents must show a commencement date of a minimum period of 90 days prior to the application.
	Documents to show that you and your partner have purchased or are purchasing as joint owners, valuable property.
	Evidence of a recognised partnership from other Government agencies.
	One partner has changed his or her name by Deed Poll, or informally calls himself or herself by the name of the other partner (as shown by any documents that refer to him or her as Mr or Mrs "X").
	A copy of a birth certificate of any children of the union.
	Evidence of any financial arrangements for sums in excess of \$1000, which you and your partner may have agreed between you (e.g. personal loan, payment of one or other's debts, guarantor of loan).
	Evidence that you or your partner has given the other partner access to their personal bank account(s) for bill paying purposes or power of attorney during any separation.
	Evidence of either one household bill in joint names, or two separate household bills, one in each partner's name.

Australian Government Security Agency (AGSVA)

	AGSVA form SVA100 - Security Clearance Consent form (previously SVA021)
	AGSVA form SVA041 - Statutory Declaration.
	AGSVA form SVA84 - National Police Checking Service (NPCS) Application
	Birth certificate, (including parents birth certificate if YOU are born after 20 Aug 86)
	Proof of current and previous 10 years of addresses (such as utility bill or rates notice)
	Previous payslips or education certificates

Annex C – Equipment packing list

The following paragraphs details the type and standard of equipment you are required to bring to 1RTU. Read this list in conjunction with the checklist, which provides the quantities you require.

- Coat hangers: Coat hangers are to be identical and made of wood. Cheap metal or plastic coat hangers generally do not support the weight of your uniforms. See image 1 for an example of the preferred type.



Image 1 - Coat hanger

- Clip style pants hangers: Designed to hang pants or skirts, these hangers must have clips that can be moved closer or further apart as required. See image 2 for an example of the preferred type.

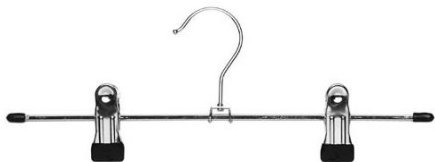


Image 2 - Pants hanger

- Watch: A standard wristwatch to ensure that you are running on time. G-shock type watches of a single conservative style and colour are suitable. Fitbits and smart watches will not be able to be charged on a regular basis and can become damaged during training.
- Shoe polishing cloth: Suitable soft cloth (such as an old cloth nappy or terry towelling) to clean and polish boots.
- Shoe polish: Kiwi Parade Gloss and standard black boot polish is used to polish various issued footwear. See image 3 for an example of the preferred type.



Image 3 - Kiwi boot polish

- Shoe polish brush: Used for the application of boot polish. See image 4 for an example.



Image 4 - Shoe Polish brush

- Old/cheap toothbrush: Used to assist in the cleaning of shoes and other personal items.
- Front loader laundry liquid or laundry pods: Laundry detergent is provided by 1RTU, however you may wish to provide your own product. All washing machines are a commercial front loading machine and liquid offers the best performance and is easier to clean.
- Bath towel: Only used for the first few days of training until your first issue of equipment. Towels are to be in good repair and not to have offensive or death symbology.
- Steam iron: Recruits are to spend a suitable amount of money purchasing an iron. Kmart, Big W and discount stores may not sell irons that are suitable. You will be ironing multiple items every day of your training. Select an iron that has a high steam output (in excess of 50G/min) and a high wattage (in excess of 2000W). Auto shut off is an added benefit that should be considered. Expensive ironing stations are not to be bought to 1RTU and offer no advantage to recruits. See image 5 for an example of a suitable iron.



Image 5 - Iron

- Tablet: Recruit course material and study tools are made available online. While smart phones can be suitable, recruits may bring a tablet no bigger than an iPad mini. The size limitation will ensure that their tablet fits in the pockets of your uniform for ease of carriage and protection. A cellular data connection or Wifi option to permit tethering to your personal mobile phone will be required if you want to gain internet access away from the primary training areas.

- Plastic container: This will be used to store food products in your room to prevent vermin. A suitable size should not exceed 310 x 245 x 130 mm or 10 litre capacity.
- Physical training attire: Recruits are required to bring clothes suitable to engage in PT activities, such as sit ups, push ups and running until you are issued their Air Force PT equipment within the first few days of training. Unless otherwise specified, clothing is to be black, in good repair, not to contain offensive images, logos or death symbology and be of modest designs.
 - PT shorts – Plain black. Shorts are to cover the mid-thigh at a minimum.
 - Bike/compression shorts – Worn under the PT shorts for modesty during PT and trying on clothes when being issued uniforms.
 - T-Shirt – Suitable size to permit your arms to move through their full range of motion.
 - Runners – Good quality and professionally fitted shoes suitable for running long distances. These shoes should be worn in prior to attending 1RTU.
 - Swimming attire - Depending on the season females are to bring a suitable one-piece swimsuit, or for any culture reasons a burkini (PT shirts may be permitted to be worn over the top of the swimsuit). Males are expected to swim in PT attire. The pool facility is open October 1st through to March 31st.
 - Tracksuit – Depending on the season, a tracksuit may be suitable.
 - White sports socks – Full length (not ankle) crew socks. These may be worn during PT lessons throughout your training.
 - Cap – Baseball cap to be worn during the first days of training.
- Sports bras: Suitable design and style based upon personal preference.
- Underwear: Air Force does not issue underwear. Recruits are to bring garments that are suitable for continued daily exercise and physical activities.
- Sleepwear: Clothing suitable to sleep in. Clothing is not to have any offensive designs, not to be transparent and must cover the mid-thigh as a minimum and cover your shoulders.

- Religious garments: Garments such as Hijabs, Turbans, Patka, Songkok and Yarmulkes may be worn with Air Force uniform. These garments need to be Air Force blue or a colour as close as possible and it is the member's responsibility to provide these garments prior to arrival at 1RTU.
- Neat smart casual attire: Worn while during "stand down" for local leave or attending the mess on the weekend. Clothing must comply with the Dress and Personal Grooming section of this JI.
- Rubber thongs: Cheap rubber thongs to be worn while showering or transiting in the accommodation blocks after hours to prevent the spread of tinea and assist in the prevention of injury.
- Mobile phone: Recruits are encouraged to bring their mobile phones. Be aware that some mobile networks may not be available at 1RTU.
- Framed photo: A single frame containing photos or pictures are allowed, but must not exceed the size of a single A4 piece of paper.
- Sunglasses: Glasses and sunglasses, including prescription eyewear, worn with Air Force uniform are to be of a colour and design which is appropriate to military dress, mirrored lenses are not permitted.
- Stationary: Stationary is provided by 1RTU, however recruits should bring a pen and notebook for day one.
- Cotton balls: Loose cotton balls are used by recruits to assist in the cleaning and polishing of shoes.
- Ironing aid: Ironing aid is used to assist in the ironing of uniforms and can assist in producing a better result for inspections
- Starch: Crisp starch is preferred and is used when ironing your Service Dress uniform to assist in its presentation.
- Ziploc bags: Large ziploc bags to store items within your locker or within your field pack to keep items dry during the field exercise.
- Laundry marker: Laundry markers are provided, however you may wish to bring your own fine tipped laundry marker to write names on your personal effects.

- Permanent marker: Permanent markers are provided, however you may wish to bring your own marker to write names on your personal effects
- Stencil: Stencils are provided, however you may wish to bring your own to stencils your name on your uniforms upon your arrival. Recruits with long names will need to have a stencil with smaller uppercase letters.



Stencil



Example name tag

- The following items are personal preference, however ensure you have an adequate supply to last you three weeks as a minimum.
 - Shaving cream:
 - Razor and blades
 - Toothpaste and brush
 - Deodorant
 - Shampoo and conditioner
- Body wash/soap: Personal preference, however body wash is easier to store and keep clean at 1RTU.
- Hair brush/comb: Consider buying a new and easy to clean item for use at 1RTU.
- Hair ties / hair nets / hair pins / Hair “donut”: Only natural tones of artificial hair colours, including streaking are permitted. Heavy mesh nets or an excessive number of hair pins are not permitted when in uniform. Hair donuts may be required by some members to achieve a ballet bun.

- Gel / hair spray / mousse: Females are required to have their hair in a neat ballet buns during training. Strong hair products are required to ensure hair is maintained in accordance with Air Force dress manual.



Classic Ballet bun



Hair "donut"

- Toiletries bag: A suitable bag to store toiletries in may be bought to 1RTU.

Equipment checklist

Status	Qty	Description
Personal equipment		
C	20	Coat hangers
C	8	Pants/trouser hangers
O	1	Watch
O	1	Medication
C	1	Shoe polishing cloth
C	1	Parade gloss and black shoe polish
C	1	Shoe polish brush
O	1	Old Toothbrush
O	1	Front loading washing liquid or pods
C	1	Bath towel
C	1	Iron
O	1	PED - Tablet
C	1	Sealable plastic container
C	1	Lint Roller

Miscellaneous		
O	1	Mobile phone
O	1	Frame photo
O	1	Sunglasses
O	1	Stationary
O	1	Bag of cotton balls
O	1	Ironing Aid
C	2	Crisp brand starch
O	1	Box large zip lock bags
O	2	Laundry marker
O	2	Black permanent marker
O	1	Plastic stencil

Status	Qty	Description
Clothing		
F	5	Sports bras
C	5	Underwear
C	1	Sleepwear
O	1	Religious Garments
C	2	Neat smart casual attire
C	1	Rubber thongs
F	2	Knee high pantyhose (Black)

Toiletries		
M	1	Shaving cream
M	1	Razor and spare blades
C	1	Toothbrush and toothpaste
C	1	Deodorant
C	1	Shampoo & conditioner
C	1	Body wash and/or soap
C	1	Hair brush / comb
F	10	Hair nets/hair ties
F	20	Bobby pins
F	2	Hairspray
F	1	Gel/Mousse
O	2	Hair donut
O	1	Toiletries bag

Physical Training clothing		
C	1	Black PT Shorts
C	1	Bike/compression shorts
C	2	Black T-shirt
C	1	Running shoes
F	1	Swimming attire
O	1	Tracksuit
C	2	White socks
O	1	Black or dark blue cap

C = Compulsory, O = Optional, M = Males only, F = Females only

