



AD 304
Revised 13 Nov 23

Acknowledgement of the Requirements of Service in the Royal Australian Navy, Australian Army or Royal Australian Air Force

Personal details

Printed name <input type="text"/>	Date of birth <input type="text"/>	Appointment or Enlistment? <input type="radio"/> Appointment <input type="radio"/> Enlistment
Service <input type="text"/>	Specialisation/Category/Trade <input type="text"/>	

1. I acknowledge that on appointment/enlistment to the ADF, I am subject to the relevant legislative requirements, and ADF policy and procedures.

Applicant's initials

2. I acknowledge that a security assessment conducted by the Australian Government Security Vetting Agency (AGSVA) will be obtained. Should I fail to obtain a satisfactory clearance for any reason, my services in the ADF may be terminated.

Applicant's initials

3. I acknowledge that I have been informed of the provisions of the laws of the Commonwealth relating to official secrecy, in particular Section 73A of the *Defence Act 1903*, and Sections 91.1, 122.4 and 122.4A of the *Criminal Code Act 1995*.

Applicant's initials

4. I declare that I have honestly disclosed all information relating to any Weapons Prohibition Order (WPO) and/or Protection Order (PO) (which includes, but is not limited to, Family Violence, Restraining, or Apprehended Violence) which I may be subject. I understand that if I am found to be subject to a WPO or PO, or have failed to disclose such information, my service may be terminated.

Applicant's initials

5. I acknowledge that I am committing myself to an Initial Minimum Period of Service (IMPS) and/or Return of Service Obligation (ROSO) as detailed in my Letter of Offer.

Applicant's initials

6. I acknowledge that I may be required to perform combat or combat related duties or peacekeeping services during my service in the ADF.

Applicant's initials

7. I acknowledge that I may, unless my service is otherwise terminated, be required to serve for a specified period in the Reserve following my service in the Permanent Forces.

Applicant's initials

8. I acknowledge that the misuse of alcohol, the use of illicit drugs or misuse of prescribed or over the counter medications, theft, fraud, forgery, assault or any other criminal offence(s) are not tolerated in the ADF and that if I am involved in any of the above my service may be terminated.

Applicant's initials

9. I acknowledge that I may be subject to random and targeted testing for illicit use of drugs and for alcohol testing.

Applicant's initials

10. I acknowledge that harassment, workplace bullying, any form of sexual misconduct, discrimination in all its forms, abuse of power, conflict of interest, inappropriate workplace relationships and violent behaviour are not tolerated within the ADF. I understand that should I participate in such activity I may be subject to administrative or disciplinary action, which may lead to the termination of my service.

Applicant's initials



11. I confirm that I am making an informed decision and I have no reservations about committing myself to the service of Australia as a member of the ADF.

Applicant's initials

12. I understand that as a member of the ADF I must comply with lawful directions and orders given to me by persons in the ADF who have the legal authority to issue such directions and orders.

Applicant's initials

13. I understand that I may be required to undertake duties, tasks and roles that are outside the Employment Category into which I have been enlisted/appointed.

Applicant's initials

14. **Please choose a Service to continue.**

Applicant's initials

15. I acknowledge that I may be required to serve either within or beyond the territorial limits of Australia.

Applicant's initials

16. I acknowledge and understand that no civil contract is created or implied between the member of the ADF and the Crown or Commonwealth.

Applicant's initials

17. I declare that I have no outstanding legal actions (including court summons), any Protection Orders (see para 4 for more info) nor any further charges since my last Australian Defence Force Careers Criminal History Check. I acknowledge that if such history is identified at a later date and is considered to be incompatible with the inherent requirements of service life, I may be subject to disciplinary action or discharge from the ADF.

Applicant's initials

18. I acknowledge the Conditions of Enlistment/Appointment as specified in my Letter of Offer and that my service may be terminated if I fail to meet these conditions.

Applicant's initials



Appointment

Oath

I, swear that I will well and truly serve His Majesty King Charles the Third, His Heirs and Successors according to law, as a member of the for the period of:

and any extensions of that period, or until retirement age, and that I will resist His enemies and faithfully discharge my duty according to law. **So Help Me God.**

Rank

Date of entry

Signature of Enlistee

Witness

Taken and subscribed before me, on this

day of at

Australian Defence Force Careers Centre

in the state/territory of

Printed name of witness

Date

Signature of Witness

Note

The witnessing officer may be an officer of the Navy, Army or Air Force, a Chief Petty Officer of the Navy, Warrant Officer Class 2 of the Army, Flight Sergeant of the Air Force, a Justice of the Peace, a Commissioner for Affidavits or a Commissioner for Declarations. (Defence Regulation 2016 refers)

Affirmation

I, promise that I will well and truly serve His Majesty King Charles the Third, His Heirs and Successors according to law, as a member of the for the period of:

and any extensions of that period, or until retirement age, and that I will resist His enemies and faithfully discharge my duty according to law.

Rank

Date of entry

Signature of Enlistee

Witness

Taken and subscribed before me, on this

day of at

Australian Defence Force Careers Centre

in the state/territory of

Printed name of witness

Date

Signature of Witness

Note

The witnessing officer may be an officer of the Navy, Army or Air Force, a Chief Petty Officer of the Navy, Warrant Officer Class 2 of the Army, Flight Sergeant of the Air Force, a Justice of the Peace, a Commissioner for Affidavits or a Commissioner for Declarations. (Defence Regulation 2016 refers)



<<nvCurrentDate2>>

Reference No.: <<intCandidateID>>-<<intApplicationID>>

<<nvSalutation>> <<nvCandidateNameDisplay>>
<<nvAddress>>
<<nvSuburb>> <<nvState>> <<nvPostCode>>

Dear <<nvSalutation>> <<nvSurnameOther>>,

I refer to your application for entry into the Australian Regular Army and am pleased to advise that, in accordance with the delegation provided by Defence Regulation 2016, Part 3, Division 1, Para 12, you are being offered enlistment, subject to the conditions specified in this letter. The service offer is as follows:

Offer Terms:

Enlistment Date: <<nvSessionDate1>>

Employment Category: <<nvJobDetailDescription>>

Minimum Initial Period of Service: <<nvInitialServicePeriod>>

As discussed with you on your Assessment Day, your enlistment remains subject to the following conditions:

- You must receive a satisfactory blood test result prior to the enlistment day;
- You must pass a final medical examination on enlistment day, which will include a weight for height check (Body Mass Index);
- You must pass a Pre-Enlistment Fitness Assessment;
- You must receive a satisfactory criminal history check;
- You must meet all other pre-requisites for your avenue of entry;
- You must return your New Employees Particular form at least 14 days prior to your Enlistment Date;
- You must return your response to the offer of employment at least 14 days prior to your Enlistment Date;
- You must submit your Security ePack online at least 14 days prior to your enlistment. All supporting documentation relevant to the Security ePack must be uploaded at the time of submission. Failure to meet one or more of these conditions will delay your enlistment or may result in termination of your enlistment without notice pursuant to the Defence Force Regulation 2016, section 24 and at the discretion of your Service.

You should not alter your personal circumstances, for example resigning employment or cancelling a residential lease, until such conditions have been satisfied.

Additional Caveats associated with your Service Offer (excluding Gap Year and Open Employment Category):

On enlistment you will be obligated to serve for the agreed Initial Minimum Period of Service (IMPS). If however, during your Recruit Training at Kapooka you decide that you are no longer suited to Service in Army, you may apply to end your service early. As the CDF's delegate, the Commanding Officer of the 1st Recruit Training Battalion will consider and make a decision on your application pursuant to s18 of the Defence Regulation 2016. This option is only available to you during Recruit Training; once you graduate from Kapooka, you will remain obligated to complete your IMPS.

You have been chosen to join the Army within a specified employment category. This position has been allocated with pre-scheduled training courses. As such, requests to transfer to a different employment category will not be considered before you are deemed fully proficient in your chosen

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employment category and will not be approved until you have completed your IMPS. Similarly, Service transfer requests will not be approved prior to completion of your IMPS.

During your initial training there may be circumstances, such as medical injury, training failure or security clearance delay (Refer to the Security Clearance Pack Section) which may impede your Recruit training. As such you may not meet your pre-scheduled training course timings, but you may still be deemed suitable for service within the Army. Should this occur, and you are still serving your Initial Minimum Period of Service, you will be re-categorised ECN 500 (Recruit Open Employment Category). By agreeing to this offer you agree that, if you become ineligible to qualify in your chosen employment category, you may enter an employment category for which you are suitable and which fulfils a service need.

Medical Check

Your final medical check and administrative procedures will be completed prior to your enlistment into the Australian Regular Army. If you have suffered an illness or injury since your initial medical examination, you are requested to contact the Medical Supervisor immediately. Failure to do so may result in a delay to your enlistment or result in termination of your enlistment without notice.

Outstanding Police/Court Activity and Criminal History Check

You must inform your Recruiter immediately if you have any outstanding police or criminal court activity (including as a witness) prior to your enlistment date, no matter how minor. If it is discovered that you have any undeclared police or criminal court activity, regardless of whether a conviction or penalty is subsequently imposed, your offer of enlistment will be reviewed and may be adversely affected (including terminated without notice).

Pre-entry Fitness Assessment

The fitness assessment should be completed 6 weeks prior to enlistment. If you have not passed the fitness assessment 4 weeks prior to your enlistment date, your enlistment will be reviewed.

As passing the PFA is a pre-requisite to entry, it is in your best interest to pass this test at the earliest opportunity within this period of time prior to your enlistment date. Maintaining this level of fitness is essential for undertaking initial training in the Australian Regular Army.

Dress

Dress for the PFA is physical training attire. Neat, casual dress is required for the Enlistment Ceremony.

New Employee Particulars Form

The New Employee Particulars (NEP) Form enclosed requires detailed information necessary for entry to the ADF. The information you provide on this form will assist in your transition to service life. Incomplete or incorrect information may delay payment of salary and allowances. Prompt return of the NEP form at least 14 days prior to your enlistment is required. If you receive your Offer less than 14 days from enlistment, please return the NEP within 3 business days of receiving it. Failure to return your NEP form will delay your enlistment.

Recognition of De Facto Relationships

If you wish to apply for recognition of a De Facto relationship or dependants, please let your Recruiter know ASAP as this may need to be completed in centre. You must complete an application via the AF084 form, including providing all required documentary evidence and the Statutory Declaration Form, as soon as your offer of appointment/enlistment is accepted.

The form, with supporting documentation attached, is to be completed at the first available opportunity. This will allow the Approving Authority sufficient time to consider the application and if

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approved, for administrative staff to arrange removals, housing and other entitlements. The effective date is to be the date of appointment/enlistment.

Examples of supporting documentation that may be used to show that two people live together on a genuine domestic basis:

- Rental agreement, mortgage deed or land/property title in both names;
- Joint bank account;
- Bills in both names (ie utility, phones, rates notice, home and contents insurance);
- A member's will, indicating their partner as a primary beneficiary;
- Proof the member's partner has power of attorney or guardianship;
- Reciprocal life insurance policies; Statutory declaration indicating or recognising the relationship between the member and partner – such as the knowledge of the relationship existing on a genuine domestic basis.

This is not a definitive or exhaustive list. Other forms of evidence can be used to support the statement of relationship. However, if a decision maker reasonably believes there is a need for further information, they can request further documentation.

A copy of the completed form will be placed on your recruiting dossier and forwarded to your gaining unit. A copy will also be provided to you by ADFCC staff for your records and to hand in at your gaining unit.

Security Clearance Pack

You must submit your Security ePack online as soon as possible when you receive an email from AGSVA, and at least 14 days prior to your enlistment. Please note that you have 20 business days to access, complete and submit your security clearance ePack, including all required supporting documentation. Failure to meet one or more of these conditions will delay your enlistment.

You are to contact AGSVA on 1800 640 450 or via email securityclearances@defence.gov.au if you have any questions or difficulties concerning the completion of the security ePack.

If you receive your Offer less than 14 days from enlistment, please submit your ePack immediately and prior to enlistment. If this cannot occur for any reason, please contact your Recruiter for advice ASAP.

If you were born outside Australia, you must provide one of the following documents to confirm your citizenship:

- an Australian citizenship certificate
- a Citizenship by Descent extract
- an Australian citizenship certificate of an Adoption in accordance with the Hague Convention on Inter-country Adoption or bilateral arrangement
- an extract from the Register of Australian Births Abroad

If you are unable to present one of the documents listed above, you will need to apply for evidence of Australian citizenship issued by the Department of Immigration and Border Protection (DIBP). The DIBP website provides information on how to apply for evidence of Australian citizenship.

If you were born in Australia before 20 August 1986, your full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM) will suffice to confirm your citizenship, provided your parents were not in Australia as foreign diplomats or consular officers at the time of your birth.

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If you were born in Australia on or after 20 August 1986 and have previously held an Australian passport issued on or after 1 January 2000 that was valid for at least two years, you can present that document to confirm your citizenship.

If you were born in Australia on or after 20 August 1986 and one of your parents was an Australian citizen, you can provide your full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM) **plus**:

- your parent's full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM), showing your parent was born in Australia before 20 August 1986, or
- your parent's Australian citizenship certificate detailing their acquisition of citizenship before your birth.

If your parent was also born in Australia on or after 20 August 1986, you will need to provide their full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM) plus a grandparent's Australian birth certificate issued by an Australian RBDM or their Australian citizenship certificate.

Alternatively, you can provide evidence of your own Australian citizenship with a citizenship certificate issued by the Department of Immigration and Border Protection (DIBP). The DIBP website provides information on how to apply for evidence of Australian citizenship.

If you were born in Australia on or after 20 August 1986 and one of your parents was an Australian permanent resident, you must provide evidence of your own Australian citizenship with a citizenship certificate issued by the Department of Immigration and Border Protection (DIBP). The DIBP website provides information on how to apply for evidence of Australian citizenship.

If you were born in Australia on or after 20 August 1986 and neither parent was an Australian citizen or an Australian permanent resident, you can apply for an evidence of Australian citizenship if you spent the first 10 years of your life in Australia.

Please note all enlistees are required to have at least a 10 Year checkable history, including social referees.

Failure to obtain the required security clearance within 12 months of enlistment may result in Termination of your enlistment without notice.

Should your nominated employment category require a higher security clearance failure to obtain such a clearance may result in:

- Failure to be accepted into your nominated employment category (ECN);
- Termination of your enlistment without notice;
- Delays in proceeding to your initial employment training (IET); or
- At the discretion of your Service, the requirement to transfer to another employment category (ECN).

International Traffic in Arms Regulations

Any individual (including members of the ADF) who holds, or has previously held citizenship of a country identified as a proscribed country under the International Traffic in Arms Regulations (ITAR) Code of Federal Regulations (CFR), a United States regulation, may be considered ineligible to access United States Government controlled defence equipment and technology. This may result in a reduction of training or career opportunities in the ADF. If you believe you may be impacted by the ITAR, you are encouraged to seek guidance on career opportunities from your ADF Careers Military Recruiter.

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Enlistment

Your enlistment day session will be held at <<nvSessionLocationName>>, at <<nvSessionLocationAddress1>>, <<nvSessionLocationAddress2>>, <<nvSessionLocationSuburb>>, <<nvSessionLocationState>> <<nvSessionLocationPostCode>>. Your Enlistment Coordinator will advise arrival times and confirm enlistment details closer to the date. Upon satisfactory completion of the above tests and assessments, you will be enlisted and proceed to the Army Recruit Training Centre, Kapooka.

Family and friends wishing to attend the ceremony should arrive at the ADF Careers Centre at the time communicated by the Enlistment Coordinator. On completion of the enlistment ceremony, you will have the opportunity to farewell friends and family before departure.

Enclosures

Enclosed are the Training Facility Joining Instructions detailing initial training and preparation instructions. Please read this information carefully. Also enclosed is the NEP for your completion and forwarding to the ADF Careers Centre as soon as possible. Other applicable enclosures are listed below.

Superannuation

You will receive an employer contribution rate of 16.4% to your chosen superannuation fund. If you have an existing superannuation fund, you can elect for your superannuation to be paid to that fund, or to any other fund of your choice.

Alternatively, you can elect for your superannuation to be paid to the Australian Defence Force Superannuation Scheme (ADF Super). ADF Super is the default super fund for current members of the ADF.

To elect your superannuation fund please complete the enclosed ATO Superannuation Standard choice form or download a copy of the form by visiting the following website <https://pay-conditions.defence.gov.au/superannuation>.

Please note this form will need to be submitted in advance to your commencement via email to adf.payandadminstration@defence.gov.au or returned to your ADF Careers Centre.

ADF Cover

All ADF personnel who are serving in the permanent forces or continuous full-time reservists under the age of 60 and are either an ADF Super member or would have been had they not chosen to have their 16.4% employer contribution paid to another fund, are automatically covered by ADF Cover. This includes death and invalidity benefits, which are separate to accumulated super benefits.

One of the benefits of ADF Cover is to provide for your family if you die while serving in the ADF. While you are serving in the ADF, you will also be covered for death caused by natural reasons and from injuries or events that are not service-related.

Regardless of which superannuation fund you elect your superannuation to be paid to, it is important that you understand your ADF Cover arrangements. Further detail can be obtained at csc.gov.au/Members/Insurance-and-cover

Re-joining ADF members

ADF members who are re-joining and previously commenced in the ADF prior to 1 July 2016 may be eligible to re-join Military Super (MSBS). These members are encouraged to contact CSC to determine their eligibility to re-join MSBS. Please note from 1 July 2016 returning DFRDB members are unable

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to re-join the DFRDB. More information about MSBS and DFRDB can be found on the CSC website.
www.csc.gov.au

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Acknowledgement

By signing the Acknowledgement of Conditions of Enlistment you accept the information contained herein. You are required to sign and return one copy of this letter at least 14 days prior to the Enlistment Date. If you receive your Offer less than 14 days from enlistment, please return this letter within 3 business days of receiving it and keep the other copy of this letter for your own records.

If you do not enlist on the date identified within this offer, ADF Careers may identify a future enlistment date subject to availability. If 12 months elapse prior to an enlistment becoming available, you will be required to undertake re-assessment by a Doctor, Psychologist and Defence Interviewer, to confirm your suitability for ADF service.

If you do not meet one or more conditions of your enlistment as detailed in this letter of offer, your enlistment may be terminated without notice pursuant to the Defence Force Regulation, section 24.

Gap Year only: If you are applying for a Gap Year position, you are also acknowledging that upon completion of the Army Gap Year Program, options to transfer to a full or part time element of the Service will be subject to the Service's requirements, and cannot be guaranteed.

If you have any queries or concerns, please do not hesitate to contact ADF Careers on 13 19 02.

Please see their telephone number and email address listed below.

We look forward to seeing you on the <<nvSessionDate1>> for Enlistment.

Yours sincerely,

<<nvEnlistingOfficerName>>

<<nvEnlistingOfficerRank>>

Enlisting Officer

ADF Careers

Telephone: <<nvCoordinatorBHPHONE>>

Email: <<nvCoordinatorEmail>>

Enclosures / Additional Resources

1. Training Facility Joining Instructions
2. Acknowledgement of Conditions of Service
3. New Employee Particulars (NEP) Form
4. Official Secrecy Extract
5. Pre-entry Fitness Assessment (PFA) Information (available to download from www.adfcareers.gov.au Help Centre)
6. Defence Member and Family Support <https://defence.gov.au/members-families/>

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PREPARATION INSTRUCTION

Bank Account

It is essential that you **possess a current bank account and bring the below details with you to your Recruit Course**. The Australian Regular Army pay system deposits your pay directly into a nominated account. The banking institutions that operate at Kapooka are listed in the enclosed Joining Instruction. It is not essential that your bank account is held with one of these institutions however you may find your account easier to access if you use a bank that operates at Kapooka.

You will need to supply the following bank details:

- Name of Financial Institution
- Branch name
- Account Number
- BSB Number

Tax File Number

You will also be required to **provide the pay office with your Tax File Number**. Please ensure you bring this information with you to your Recruit Course. If you do not already have a Tax File Number, please apply for one at your nearest Australian Taxation Office. A Tax File Number is usually provided within 10 working days but can take up to 28 days.

Note: If you cannot provide bank account details and a Tax File Number there may be a considerable delay before you can be paid.

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CONDITIONS OF ENLISTMENT

ACKNOWLEDGEMENT OF CONDITIONS OF ENLISTMENT OF PERSONS RECRUITED FOR THE GENERAL ENTRY SCHEME OF THE AUSTRALIAN REGULAR ARMY

I, <<nvCandidateNameDisplay>>, having been accepted as competitive for entry as a <<nvJobDetailDescription>> in the Australian Regular Army, acknowledge that, if offered a position in the Army, I will have no right after enlistment to change my employment category. I acknowledge however, that the Army is not bound nor limited to employing me in my chosen employment category and that I may be employed in any element of the Army if the Army considers such employment to be in its interest.

I, <<nvCandidateNameDisplay>>, having been accepted as competitive for entry as a <<nvJobDetailDescription>> in the Australian Regular Army, acknowledge that, if offered a position in the Army, my failure to pass any module of my training may lead to my termination.

I, <<nvCandidateNameDisplay>>, reaffirm that I fully understand and agree to all the conditions of service listed in this letter, which includes the following:

Legislation and Policies: By becoming a member of the Australian Defence Force, I will be expected to follow all applicable legislation and Defence (including Service specific) policies.

Outstanding Police/Court Activity and Criminal History Check:

If any undeclared Police/Court activity (which commenced prior to enlistment) is discovered post-enlistment, Defence will review my suitability for ongoing service and this may result in early termination of my enlistment.

Signed:

Witnessed:

Name: <<nvCandidateNameDisplay>>

Name:

Date :

Date :

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UNDERAGE CONSENT

Both parents' or legal guardians' signatures are required if you will be **under 18 years of age** at the date of your enlistment or appointment. If both parents or legal guardians are unable to sign, a Statutory Declaration is required. If you are unsure, please ask your Recruiter.

I / We have read this letter and declare that		
/		
Full Name(s)		
has my / our consent to apply for Enlistment or Appointment in the Australian Defence Force.		
Name:	Signature:	Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Relationship to Applicant:	Phone:	
Address:		
Name:	Signature:	Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Relationship to Applicant:	Phone:	
Address:		

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ARMY RECRUIT MOVEMENT PLAN BRIEF FOR SOLDIERS AND FAMILIES

Getting you to recruit training is an Army owned process managed by the Personnel Movement Coordination Centre (PMCC). Initially you will be moved to one of the two concentration areas, Sydney or Melbourne, and then onto recruit training. Army's aim is to have you arrive safely at the recruit training location, well rested, well fed, and ready to successfully commence and complete recruit training.

During the process if there is a travel related issue the following are the points of contact:

Working Hours: 07 4758 7111 0700 - 1800 (6:00 p.m.) EST Ask for the Recruit Desk

After Hours: s22 1800 (6:00 p.m.) - 0700 EST PMCC Duty Officer

In an emergency or safety situation contact the Induction Coordinator or Emergency Services on 000.

Those of you enlisted from **Queensland and regional New South Wales (*less Canberra*)** will be moved to arrive in Sydney the day before the commencement of recruit training. You will be accommodated over night at the Holiday Inn - Mascot Airport. **Western Australia, South Australia, Tasmania, Northern Territory (via Adelaide) and regional Victorian** soldiers (*less Albury*) will be moved to Melbourne. You will be accommodated overnight at the Holiday Inn at Tullamarine Airport. ► **When ever possible move and stay as a group.** ◀

Sergeants employed as Induction Coordinating Officers (ICO) work out of Melbourne and Sydney airports.

The ICOs are there to assist with your move to recruit training. If in doubt or if you have questions give them a call.

Soldiers from the greater **Sydney** and **Melbourne** metropolitan areas will concentrate at the Melbourne and Parramatta ADF Careers Centres by the day of commencement of recruit training as arranged with the ADF Careers Centre (ADFCC) or through the PMCC.

Airport Arrival For those flying into the concentration areas make sure you check you have "all" your carry on luggage / baggage prior to leaving the plane. Some of you will be tasked to carry personal documents, make sure these documents are kept secure, and handed to the ICO at the first opportunity. **When ever possible move and stay as a group.** Move to the luggage carousels on the ground floor. Once at the carousel collect your luggage.

Sydney

Induction Coordinating Officer s22

Holiday Inn - 03 93300600

Contact in order of priority either the ICO or the Holiday Inn. Identify yourself as Army recruits and request transport to the Hotel. Move from the terminal to the courtesy coach pickup area, located at ground level, between Terminal 3 (QANTAS) and Terminal 2 (QANTAS flights 1500 and above, Virgin and JetStar). If in doubt directions are available from the information courtesy desk on each carousel concourse. The Holiday Inn courtesy bus leaves the domestic terminal at 0615, 0645, 0715, 0745, 0815 0845, 915, 1000, 1045, 1130, 1215, 1300, 1345, 1430, 1515, 1600, 1645, 1730, 1815, 1900, 1940, 2010, 2040, 2110, 2140, 2210, 2240 and 2310 daily. Remember let the ICO know where you are.

Melbourne

Induction Coordinating Officer s22

Holiday Inn - 03 99335111

There is also a Holiday Inn free phone located on the wall adjacent to luggage carousel four (4). Contact in priority order the ICO or Holiday Inn. Identify yourselves as Army recruits. If you have contacted the Holiday Inn ask that they advise the ICO that you are at the airport ready for collection. Wait in the vicinity of carousel three (3) for the ICO.

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The Morning Recruit Training Commences. On the morning you move to the recruit training venue those of you at airport accommodation will be moved to the local ADFCC under supervision of the ICO Sergeant by charter bus. Soldiers being enlisted and moving directly to recruit training from ADFCC Parramatta and ADFCC Melbourne will be released to the Army by 1015 a.m. Sydney and Melbourne based soldiers in Army Reserve units are to be at ADFCC Parramatta or Melbourne in accordance with the timings provided by ADFC or PMCC, but no later than 10:00 a.m.

Travel from Concentration Areas to Recruit Training. You will be moved to chartered buses adjacent to the recruiting building by the ICO's and ready to depart no later than 10:30 a.m. You will then travel through the day with a lunch break and other rest stops where possible. Soldiers from **Canberra** and **Albury** will be collected from prearranged locations en-route. The plan is to have you in location to commence recruit training no later than 5:00 p.m. or 1700 hours.

Recruit training starts then. Please note that recruits in training are normally sent home for two weeks at Christmas.

NEED ASSISTANCE OR HELP – NOT COPING – ALL HOURS SUPPORT LINE 1800 628 036

<<nvCandidateBranchLocationAddress1>>, <<nvCandidateBranchLocationAddress2>>
<<nvCandidateBranchLocationSuburb>> <<nvCandidateBranchLocationState>>
<<nvCandidateBranchLocationPostCode>>
Telephone: <<nvCandidateBranchLocationPhone>>