

Initial WTR Training in 2006

by CPOWTR MARK LANSDELL CIO-WTR

Greetings all from the staff here at WTR training, Supply & Health Faculty, HMAS CERBERUS. It has been a very busy year for the Writer Training Section. Staff have been involved in both instruction of our Initial Writers and in the process of developing the new Work Experience Journal Part 1 (SMN - AB) and Part 2 (which replaces the old task book type training). Staff changeover has seen POWTR Michael Davis post out to NUSHIP PERTH, with myself joining as the new Course Implementation Officer â€ WTR training and POWTR Karyn Ravallion join as the new Senior WTR Instructor. LSWTR Terri Langdon will depart at the end of the year, on promotion to POWTR, to HMAS ALBATROSS. Our thanks go to both Michael and Terri for the splendid job they have done and we wish them well in their future postings.

The Initial Writer course is currently 11 weeks in duration and comprises of three major components Captains Office (Personnel), Financial Conditions of Service (Accounts) and Pay. These three components currently remain as a WTR's core skills despite the introduction of computer technology and civilianisation.

Captains Office

This component comprises of personnel and covers topics such as Incoming/Outgoing Correspondence, Classified Mail, and Performance Appraisal Reports for Sailors, Security Markings, Privacy Markings, Discharges & Re-enlistments, Books of Reference and Promotions. Students also undertake on-line training in the use of DRMS (Document Records Management System) and PMKEYS, which is the new Tri-Service Human Resource Management system that replaced the old Navy specific personnel management system.

Financial Conditions of Service

This component covers both theory and practical components of Accounts. Trainees are presented with a number of scenarios for leave travel, duty travel and external traders accounts for completion of relevant documentation for payment. Trainees are also provided with ROMAN training to consolidate their theory and practical components to better gain an understanding of the payment processes. In addition we now include a component on the recently introduced Defence Travel Card (DTC) which is only used for 'Business' travel at this stage.

Pay

Although the majority of pay services are provided by civilians ashore, some establishments and all major fleet units still require WTR's to undertake ADFPAY processing. Students get to logon to the live ADFPAY system to view the various screens used. The school is attempting to set up an ADFPAY training database to enable students to input transactions and receive reports. If successful, this will

add some realism to their practical training. Towards the end of the pay component, students and staff undertake a liaison visit to the Defence Force Pay

Accounting Centre (DEFPAC) in Melbourne.

The course culminates with the Rites of Passage which involves presentations on the history of a selected class of ship, team building exercises, customer service scenarios and the class cooking a BBQ lunch for staff and guests.

That is the Initial WTR training in a nutshell and as further developments in technology occur and Conditions of Service change, we update WTR training to reflect those changes. This ensures those personnel who successfully complete Initial WTR training have the necessary skills to undertake the various functions required of WTRTMs in the Fleet.