RACT POLICY STATEMENT

Office of the Deputy Head of Corps
Royal Australian Corps of Transport
Headquarters Army School of Logistics
Army Logistic Training Centre
BANDIANA VIC 3694

31 March 2008

STATEMENT NO 43

RACT COMMUNICATION POLICY

This Policy Statement will expire on: 31 March 2013

Issued by the Head of Corps Royal Australian Corps of Transport for application within the Royal Australian Corps of Transport.

D. SAUL
Brigadier
Head of Corps
Royal Australian Corps of Transport

AMENDMENT

RACT Policy Statement No 43 dated

CANCELLATION

RACT Policy Statement No 8 dated

DISTRIBUTION

As per RACT Policy Statement No. 1 Annex A

RACT POLICY STATEMENT NO 43
THE RACT COMMUNICATION POLICY

INTRODUCTION

1. The HOC is responsible for the RACT Communication Plan. The purpose of this policy statement is to promote, foster and facilitate effective communication both internally (passage of RACT related information within the Corps) and externally (passage of RACT related information outside the Corps). It will set guiding policy how RACT information is managed, what information is to be communicated and the best means to communicate it.

2. Nothing in these statements and instructions shall be at variance with Defence or Army policy contained in other official publications.

AIM

3. The aim of this policy statement is to define the RACT Communication Plan to enable the Corps to communicate information internally and externally using the most effective mediums.

CORPS VISION

4. To be recognised as the Army's corps of excellence for the control and distribution of stores, materiel and personnel by land, sea or air.

5. Motto: 'Par Oneri' – Equal to the Task.

INTENT

6. The **purpose** of the RACT is to control and operate surface transport, other than unit transport, and to provide movement control, terminal, postal and the land aspects of air logistic support to the Army in a responsive and timely manner; in Australia and overseas, in peace and in war.

7. This will be successfully achieved by:

   a. Remaining **respectful and protective of our proud history** yet **adaptable** to evolving doctrine and force development initiatives.

   b. Ensuring that our **soldiers are well trained and led** by high quality officers and non-commissioned officers.

   c. Being **masters of our trade and proficient in soldier skills** too.

d. Through training and personal development, our soldiers will have the **confidence and powers of initiative** to of operate in increasingly difficult and complex situations.

A poster version of the RACT corporate vision is at Annex A for units to display in their lines.

8. The **endstate** will see the RACT at the forefront of logistic developments. It will be structured, equipped and trained so that we are physically and mentally prepared to meet the challenge of joint and coalition operations. We will always remain true to our motto – Par Oneri – Equal to the Task.

TYPES OF INFORMATION

Types of Information

9. There are 2 broad types of information to be communicated; statutory and discretionary. Statutory information tells us what we can and can not do. All RACT statutory information is communicated through Corps Policy Statements (CPS) that can be disseminated using a variety of communication mediums. CPS are only communicated internally.

10. Discretionary information aims to keep RACT members up to date with current matters affecting the Corps as well as enhancing and promoting a sense of espirit de corps. The full spectrum of communication mediums is available for transporting discretionary information; the method chosen will be dependant on the nature of the material and remains the responsibility of the HOC Cell.

INTERNAL COMMUNCATION PLAN

Communication Mediums

11. Listed below are the mediums used by the RACT to communicate with its members:

a. RACT DRN Intranet;

b. RACT Internet Site;

c. Annual RSM Seminar and Corps Conference;

d. The RACT Corps magazine, The Australian Army Transport Journal;

e. E –Newsletter;

f. Email;

g. Traditional mail;

h. Army Newspaper and

i. RACT History Booklet.

12. Information will be communicated to RACT members using one or a combination of mediums. The medium used is chosen after examining 2 questions:

a. What is the message/type of information and

b. What communication means should be used to convey the message/type of information?

Guidance for the communication of Statutory and Discretionary Information is at Annexes B and C respectively.

EXTERNAL COMMUNICATION PLAN

13. The HOC recognises the need to take every opportunity to promote the Corps externally to continue to foster a sense of pride and further enhance its espirit de corps. Many mediums can be used to communicate RACT related information outwith the Corps. The same 2 questions listed above are used to choose the most suitable medium/s and formulate an appropriate and effective PR plan that maximises its exposure to the right agencies.

14. Guidance for the communication of Corps Information to external agencies is at Annex D.

MANAGEMENT OF RACT COMMUNICATION PLAN

15. The RACT Communication Plan is managed by the HOC Cell. The HOC cell is responsible for:

a. Developing and promoting the corporate identity and profile of the Corps;

b. Overseeing the effective management of this policy and advise the HOC accordingly;

c. Ensuring that information that is promulgated to RACT personnel is accurate, consistent with Army policy, and supports the Corps' vision, mission and values;

d. The timely promulgation of information through the most appropriate and effective internal and external communication medium/s;

e. Remaining proactive in telling the good news utilising internal (Corps and Defence) and external media;

f. Monitoring the effectiveness of communication mediums through surveys and members' feedback;

g. Tracking, analyzing and measuring all feedback about the Corps in the internal and external media and quickly correcting misinformation;

h. Maintaining an informative, current and active RACT Intranet Site;

i. Developing and maintaining an informative, current and active RACT Internet Site;

j. Producing, editing and distributing the Australian Army Transport Journal and

k. Producing, editing and distributing RACT E-Newsletters.

Management of the Annual RSM Seminar and Corps Conference

16. This is a centrally held 3 day forum aimed at informing and updating RACT members on current issues. The policy for its management is at Annex E.

Management of RACT DRN Intranet and Internet Site

17. The policy for the management of the RACT DRN Intranet/Internet sites is at Annex F.

Management of the Australian Army Transport Journal (AATJ)

18. The policy for the management of the Australian Army Transport Journal (AATJ) is at Annex G.

Management of the E-Newsletter

19. The policy for the management of the E- Newsletter is at Annex H.

CONCLUSION

20. The RACT Communication Plan pulls together the various mediums currently being used to transfer information into a coordinated and coherent strategy. This strategy has been designed to remain flexible, encourage proactive fostering of esprit de corps and still retain the capacity to adapt as communication mediums change.

Annexes:

A. Corps Corporate Vision.

B. Guidelines for the Dissemination of Statutory Information.

C. Guidelines for the Dissemination of Discretionary Information.

D. Guidance for the Communication of Corps Information to External Agencies.

E. Policy for the Management of Annual RSM Seminar and Corps Conference.

F. Policy for the Management of RACT DRN Intranet and Internet Site.

G. Policy for the Management of Australian Army Transport Journal.

H. Policy for the Management of E Newsletter.

ANNEX A TO
RACT POLICY STATEMENT NO 43
DATED 31 MAR 08

VISION

To be recognised as the Army's corps of excellence for the control and distribution of stores, materiel and personnel by land, sea or air.

MOTTO

Par Oneri – Equal to the Task.

INTENT

Purpose:

The purpose of the RACT is to control and operate surface transport, other than unit transport, and to provide movement control, terminal, postal and the land aspects of air logistic support to the Army in a responsive and timely manner; in Australia and overseas, in peace and in war.

Method: This will be successfully achieved by:

- Remaining **respectful and protective of our proud history** yet **adaptable** to evolving doctrine and force development initiatives.
- Ensuring that our **soldiers are well trained and led** by high quality officers and non-commissioned officers.
- Being **masters of our trade and proficient in soldier skills** too.
- Through training and personal development, our soldiers will have the **confidence and powers of initiative** to operate in increasingly difficult and complex situations.

Endstate:

The endstate will see the RACT at the forefront of logistic developments. It will be structured, equipped and trained so that we are physically and mentally prepared to meet the challenge of joint and coalition operations.

We will always remain true to our motto – Par Oneri – Equal to the Task.

GUIDANCE FOR COMMUNICATING STATUTORY INFORMATION IN THE RACT

COMMUNICATION MEDIUM	EFFECTIVENESS	ARA	GRES	RETIRED MEMBERS IN APPOINTMENTS
ARMY NEWSPAPER	Army Newspapers are not considered to be the most appropriate communication medium for RACT statutory information.			
RACT DRN INTRANET WEBSITE	**Yes.** The DRN Intranet Website is an excellent communication medium for statutory information that is often enduring. Alerting RACT members to new statutory information can be achieved by moving banners on the website. Disadvantage – not all RACT members have DRN accounts.	Y- very good.	Limited. Should be supplemented by alternative communication means.	No – alternative means required.
RACT INTERNET WEBSITE	**No.** Whilst accepting that not all serving RACT members have access to DRN, statutory information should not appear on the RACT Internet website			

COMMUNICATION MEDIUM	EFFECTIVENESS	ARA	GRES	RETIRED MEMBERS IN APPOINTMENTS
AUSTRALIAN ARMY TRANSPORT JOURNAL	**Yes** – providing the information is still 'fresh' at the time of publishing (September).	YES	YES	YES
E NEWSLETTER	**Yes** but there may only be enough space for an abridged version due to the limited page count version	Y- very good.	Limited. Should be supplemented by alternative communication means or dissemination through the chain of command	Y providing Retired Members have an email address.
CORPS POLICY STATEMENTS (CPS)	**Yes**. Most statutory information will be communicated through CPS that are alerted by email and uploaded onto the RACT DRN Intranet Site. Hard copies are also disseminated by traditional mail.	Y – e copy.	Y – hard copy per unit.	Yes –hard copy.
CORPS CONFERENCE	Awareness of statutory information may be communicated at the Corps Conference.	Limited – information only passed onto those who attend the Conference.		

COMMUNICATION MEDIUM	EFFECTIVENESS	ARA	GRES	RETIRED MEMBERS IN APPOINTMENTS
EMAIL	**Yes**. Email offers a quick and auditable medium for communicating statutory information. It is particularly well suited to alerting members of new information or changes to current policies. Disadvantage -- not all RACT members have DRN accounts.	Y- very good.	Limited. Should be supplemented by alternative communication means or through dissemination through the chain of command	Y providing Retired Members have an email address.
CONVENTIONAL MAIL	**Yes.** Although slow, it does not depend on all personnel having access to DRN.	Y	Y	Y

GUIDANCE FOR COMMUNICATING DISCRETIONARY INFORMATION IN THE RACT

COMMUNICATION MEDIUM	EFFECTIVENESS	ARA	GRES	RETIRED MEMBERS IN APPOINTMENTS
ARMY NEWSPAPER	Information needs to be of interest to an audience outwith the RACT. Good medium for promoting good news stories such as new equipment, honours and awards etc..	Yes	Limited	No
RACT DRN INTRANET WEBSITE	Yes. The DRN Intranet Website is an appropriate medium for communicating discretionary information. Alerting RACT members to new discretionary information can be achieved by moving banners on the website. Disadvantage – not all RACT members have DRN accounts.	Y- very good.	Limited. Should be supplemented by alternative communication means.	No – alternative means required.

COMMUNICATION MEDIUM	EFFECTIVENESS	ARA	CRES	RETIRED MEMBERS IN APPOINTMENTS
RACT INTERNET WEBSITE	Yes – providing the information is unclassified and appropriate for the public eye. This means is accessible to all	Y	Y	Y
AUSTRALIAN ARMY TRANSPORT JOURNAL	**Yes** – providing the information is still 'fresh' at the time of publishing (September).	Y	Y	Y
E NEWSLETTER	**Yes. Very effective.**	Y	Limited. Should be supplemented by alternative communication means or through dissemination through the chain of command	Y providing Retired Members have an email address.
CORPS POLICY STATEMENTS (CPS)	N/A	N/A	N/A	N/A
CORPS CONFERENCE	Current issues can be discussed and debated through this medium.	Limited – information only passed onto those who attend the Conference.		

EMAIL	**Yes.** Email offers a quick and auditable medium for communicating discretionary information. It is particularly well suited to alerting members of new information. Disadvantage – not all RACT members have DRN accounts.	Y- very good.	Limited. Should be supplemented by alternative communication means or through dissemination through the chain of command	Y providing Retired Members have an email address.
CONVENTIONAL MAIL	**Yes.** Although slow, it does not depend on all personnel having access to DRN.	Y	Y	Y

GUIDANCE FOR THE COMMUNICATION OF CORPS INFORMATION TO EXTERNAL AGENCIES

COMMUNICATION MEDIUM	EFFECTIVENESS	INTENDED AUDIENCE
DEFENCE PUBLIC AFFAIRS	**Effective for good news stories, local boy stories and new equipment.** Communications Officer writes a suitable Press release for the Defence Media to promulgate. Often new equipment will have its own PR Plan and the Communications Officer needs to liaise with the appropriate capability manager of IPT leader. PR Plan may include a number of mediums such as papers, television or radio.	Defence members and informing the public.
DEFENCE WEBSITE	**Effective** for informing the general Defence community.	Defence Community.
ARMY NEWSPAPER	**Effective** for informing members of other Corps of RACT business.	Army personnel serving in other Corps.
RACT INTERNET WEBSITE	**Effective.** Internet site has reach across other Defence departments and the general public.	Defence members and informing the public. Good for recruiting.

ANNEX E TO
RACT POLICY STATEMENT NO 43
DATED 31 MAR 08

MANAGEMENT OF THE ANNUAL RSM SEMINAR AND CORPS CONFERENCE

1. The RACT Corps Conference is to be conducted annually IAW CA Directive 05/01 dated 17 May 01. The RACT Corps RSMs Seminar, the RACT Corps Conference, the Tobruk Dinners and other associated activities (collectively referred to as the RACT Corps Conference activities) are normally held at Bandiana – "the spiritual home of the Corps" during the second half of each calendar year. However, at the discretion of the HOC, the RACT Corps Conference and associated activities may be held at locations other than Bandiana.

2. The RACT Corps Conference is usually a four day activity comprising of the following activities:

a. Day one: Corps RSM Seminar;

b. Day two: RACT Corps Conference;

c. Day Three: RACT Corps Conference and the RACT WO/SNCO Tobruk Dinner; and

d. Day Four: RACT Corps Conference and the RACT Officers Tobruk Dinner.

Aim

3. The aim of the RACT Corps Conference is to provide a forum for presentation and discussion of key RACT capability issues.

Guidelines for the conduct of RACT Corps Conferences

5. CA directive 05/01, details the following guidelines for the conduct of the RACT Corps Conference:

a. All Corps are to conduct a Corps conference no less than biennially.

b. Corps representatives are to include full-time and part-time Unit Independent Sub-unit CO / OC and RSM / SSM, Honorary Colonels and other key serving and non-serving Corps personnel considered appropriate or necessary by HOC;

Conference Theme and Topics

4. The theme for each RACT Corps Conference activity is to be determined by HOC staff and approved by the HOC. The theme for a RACT Corps Conference should focus on topical issues that are impacting RACT capability.

5. The topics during a RACT Corps Conference are not limited to, but should cover the following areas as a minimum:

a. RACT trade management;

b. Capability and sustainment updates;

c. Projects impacting on RACT, tactics/techniques/procedures;

d. Personnel issues;

e. Topics of interest; and

f. RACT Corps Update Briefing.

Administration and Financial Funding

6. The HOC Cell is responsible for the organisation, coordination, funding and administration of the RACT Corps Conference activities. As part of the yearly HOC public funding bids and subsequent allocation, provision is to be made to fund the following requirements that are associated with the RACT Corps Conference:

a. Funding of travel related expenses for the following members:

(1) HOC staff, including Colonel Commandants;

(2) Visiting lectures;

(3) Key note address speaker;

(4) RACT Pipes and Drums; and

(5) Official guests.

b. Funding of administrative support; and

c. Funding of costs associated with venue hire (if required).

7. Corps Conference Participants must use Unit funds for travelling costs and allowances.

ANNEX E TO
RACT POLICY STATEMENT NO 43
DATED 31 MAR 08

MANAGEMENT OF RACT DRN INTRANET AND INTERNET

References:

A. Commonwealth Style Manual (Style Manual for Authors, Editors, and Printers).
B. Defence Writing Standards Manual ADFP 102.
C. Defence Security Manual.
D. Macquarie Dictionary and Thesaurus.

General

1. The RACT DRN Intranet website follows the statutory web design. The intranet is integral part of the Corps' Communication Plan as it provides a medium for both statutory and discretionary information that can be accessed by serving members with DRN accounts.

2. The RACT Internet site is to mirror the intranet but can only be used to communicate unclassified material and information deemed appropriate for the public eye by the Committee of Management. It will be an important source of Corps Information for those serving members who do not have access to the DRN and those retired members wishing to keep in touch with the Corps. Additionally, in consultation with DFR, it will assist in the recruitment of civilians into the RACT.

Committee of Management

3. The management of both the DRN Intranet Site and the Internet site is to be administered by a Committee of Management. The Committee is to comprise of:

a. Chairman/Editor – DHOC

b. Sub Editor – SO to DHOC/SO2 Corps RACT, ALTC.

Frequency

4. Both Sites are to be updated as soon as news is available. Good 'housekeeping' should take place at the end of every second month to ensure that 'old news' is archived appropriately and the information contained within the site remains extant. Timetable:

January	March	May
July	September	November

GUIDELINES ON WRITING FOR THE INTRA/INTERNET WEBSITES

5. This section provides advice to authors who are writing online content. Writers should strive to make every word, sentence and paragraph:

Clear + Concise + Correct

6. It is intended as a stylistic guide for writers – it is not a technical guide for webmasters. It is important to keep in mind that online delivery works for and against readers. The typical Defence reader:

a. is educated;

b. speaks English to a high standard;

c. views text online;

d. is skilled in searching online databases;

e. is conditioned to expect quick results and

f. is under pressure to find information.

Reading Online

7. Readers behave differently when viewing information on-screen. They:

a. scan text, they do not read it;

b. skip paragraphs if the first few words do not interest them;

c. dislike scrolling;

d. become tired quickly and

e. read 25% slower than reading from paper.

There is no assumed knowledge. There is no guarantee that the reader has seen the preceding pages, particularly if they located the page using a search engine or link.

Structure

8. Always **place key information first**. This is true for sections, paragraphs and sentences. Use navigation tools such as menus or bookmarks to remove background information from the main text and link to it instead. Enhance brevity, clarity and scanning by:

a. reducing the number of words usually used in printed documents;

b. using shorter words;

c. avoiding repetition;

d. using lists;

e. breaking text into manageable chunks;

f. limiting paragraphs to one idea;

g. stating conclusions first;

h. creating meaningful headings;

i. highlighting important information and

j. using diagrams and tables instead of text.

Language

9. Write in straightforward, simple English. Use the active voice (e.g. 'Managers must read this.') rather than the passive voice (e.g. 'This must be read by managers.'). It follows that many other writing styles ('academic', 'managerial', etc.) may confuse readers and obscure meaning. The choice and arrangement of words should be made to write clearly, concisely and correctly. This approach should leave the text with a tone best described as:

10. **Vocabulary.** Should be as simple and limited as accuracy permits. Avoid overused and meaningless words such as 'overarching' and 'underpinning'. Such words encourage readers to scan past them to search for particular, useful information.

11. **Jargon and Acronyms.** These are substitutes for long, technical, and complex matters but may represent lazy communication. All acronyms should be spelled out at least once in each section. Online conventions dictate that acronyms should only be used if they are universally recognised or appear many times.

12. **Legalese.** Understand it, translate it, but do not use it. Although it is a set of rules, resist the urge to use legislative conventions. The writing styles used in legal opinions and reporting judgments are inappropriate for an online audience.

13. **Spelling.** Get this ~~write~~ right. Use computer spellcheckers, but be aware that the default language may need to be changed to Australian English. Spellcheckers will not pick up on misused but correctly spelt words. The Defence standard for spelling is the Macquarie Dictionary.

14. **Grammar.** Grammar is too large a topic to be covered here, but the Commonwealth Style Manual offers clear and reliable advice.

15. **Punctuation.** If a sentence looks too complex, it probably is, even if it is grammatically correct. Use the active voice, short sentences and bulleted lists to remove the need for complex punctuation.

Style

16. **Simplicity.** To provide clarity, increase reading appeal and improve comprehension, the content should be succinct and accurate. Where possible, communicate using:

a. Bulleted lists;

b. Tables and charts;

c. Diagrams and

d. Pictures.

These provide clarity, increase reading speed and improve comprehension.

17. **Bulleted Lists.** These are especially useful for:

a. Shortening text;

b. Listing items;

c. Sequencing content and

d. Highlighting information.

18. **Titles or Headings.** Create meaningful titles. Readers depend on these signposts to find the information they need. Bland or misleading headings hinder readers.

19. **Pacing and Spacing.** Use paragraphing, titles, lists and 'white space' to interest readers. Don't expect tired readers to mine unbroken tracts of text for key information. Text in a regular pattern encourages readers to scan past important information. Format text with single-line spacing, a blank line (i.e. one return) between headings, paragraphs and any object (e.g. a table).

20. **Sentences.** Short and varied sentence lengths make reading easier. Sentences should average 8 to 15 words (or perhaps 6 to 7 words for procedures and instructions). Using very short or very long sentences can make meanings unclear; but a variety of sentence lengths can counter boredom and irritating, abrupt rhythms. If in doubt, be succinct.

21. **Names and Numbers.** Use with care as names and numbers will frequently change and where these are used, regular reviews should be scheduled.

Bolding, Italics, Underlining, Capitalising

22. **Bolding.** Bold text should be used for headings and to (sparingly) highlight words within the text. It should be used instead of colour, if only because it is easier to read in printed form.

23. **Italics.** Are more difficult to read than plain text, and should be used when necessary and not to highlight text. Some common uses are:

a. citing Acts of legislation;

b. titles of books, periodicals, plays, poems, music, films, and artworks;

c. foreign words or phrases;

d. scientific names of plants and animals and

e. quoted text.

24. **Underlining.** Should not be used as it makes text difficult to read and, as the online protocol is to underline hyperlinks, it may confuse the reader.

25. **Capitals.** Capitalise headings, proper nouns and where quoted text contains capitalised words. Don't use blocks of uppercase text unless your intention is to:

ADD EMPHASIS WITH BOLD TEXT THAT SLOWS READING

Colour and Graphics

26. **Colour.** Colours should be easy to read, both on the screen and when printed in black and white. Very pale or very bright colours should be avoided. Table 1 compares the effects of very pale colours.

27. **Tables, Diagrams and Pictures.** 'Objects' should be used to improve communication, not for decoration. Use an appropriate title to identify them. Table 1 uses the recommended formatting conventions of: centred; 1 point line thickness, bold centred heading and a title.

Table 1: Colour Reproduction Comparisions

original colour		**35% brightness 75% contrast**	
online view	**printed view**	**online view**	**printed view**

Footnotes

28. Do **not** use footnotes. All important information should be in the body of text or referenced by an appropriate citation or hyperlink. If people need to know, tell them.

Security

29. If communicating on a classified network web site, the page should be correctly classified according to the Defence Security Manual, even if it is assessed as UNCLASSIFIED. Care should be taken to ensure that the security classification will appear correctly if the page is printed.

Reviewing

30. Always review and rewrite. Ensure at least one reviewer looks for technical flaws (grammar, spelling, layout, etc), and opportunities to improve the structure and content. Try to involve reviewers who are both familiar and unfamiliar with your subject. Allow time between writing and reviewing. Don't seek comments, approval, or publishing without first reviewing.

ANNEX G TO
RACT POLICY STATEMENT NO 43
DATED 31 MAR 08

MANAGEMENT OF THE AUSTRALIAN ARMY TRANSPORT JOURNAL (AATJ) – PAR ONERI

General

1. The RACT Corps Magazine, The Australian Army Transport Journal (AATJ) is an important element of the Corps Communication Plan and is to be published at least once a year. The AATJ is a forum where articles that promote interest, debate or discussion, unit reports and pictures of activities and good news stories about the Corps can be presented to all its members.

Committee of Management

2. The compilation, printing and distribution of "Par Oneri" is to be administered by a Committee of Management. The Committee is to comprise of:

a. Chairman/Editor – DHOC,

b. Sub Editor - SO to DHOC/SO2 Corps RACT, ALTC.

Division of Responsibilities

3. Responsibilities for AATJ Committee are as follows:

a. calling notice for submissions,

b. liaison as necessary with contributors,

c. compilation of articles,

d. editing,

e. direction to and cooperation with publisher,

f. proof reading of drafts,

g. maintenance of distribution list,

h. ensuring PDF copy is uploaded to RACT DRN Internet Site, and

i. archiving (electronic and hard copy).

Frequency of Issue

4. There is to be at least one issue per calender year, for issue at the Annual Corps Conference. Closing date for receipt of articles is 12 weeks before the Conference.

Funding

5. AATJ is to be produced at nil cost to the Corps, as the publisher's arrangements with advertisers should cover all expenses of publication and distribution. If this is not achievable, AATJ is to be produced at a minimal cost to the Corps, although the Editor is to ensure that a high standard publication is produced.

Distribution

6. Where possible, contracts with publishers should include distribution costs. There is scope for copies going to a military address being bundled and sent to HOCs' Secretary for onward distribution, should this serve the interest of the Corps.

Publisher

7. The RACT Corps Committee appoints the publisher.

Front Cover

8. The front cover of the AATJ has been designed to be readily identifiable as RACT thereby fostering Corps Identity. Only the front cover photograph and supporting title should change.

Scope of Contents

9. The Editor retains the right to set the contents of the AATJ. As a guide the following submissions should be included:

a. HOC Foreword,

b. RSM Message,

c. Any RACT member listed in the Honours and Awards,

d. Key Corps Appointments,

e. Obituaries,

f. Updates from DOCM and SCMA,

g. Reports/articles on Operations and major exercises,

h. Essays that promote debate/discussion on current issues in the Corps,

i. Colour Photo Supplement (centre spread),

j. Unit News,

k. Association News and

l. Reports on the Corps Fund.

10. Other articles that may be submitted might include historical or technical pieces, sports or adventurous training articles and anything else deemed informative to RACT members by the Editor.

Best Article/Essay

11. In accordance with CPS 42, the Corps Recognition Scheme, there are cash awards for the best 3 submissions. The rules for the competition are contained at Appendix 1 to this Annex. The Award is structured as follows:

a. 1st Prize: $125

b. 2nd Prize $75

c. 3rd Prize $50

Best Photograph

12. In accordance with CPS 42, there are cash awards for the best 3 photographs published in the AATJ.

AUSTRALIAN ARMY TRANSPORT JOURNAL (AATJ)
BEST ARTICLE

Reference:

A. RACT Corps Policy Statement no 43.

INTRODUCTION

1. The Australian Army Transport Journal (AATJ) is an important element of the Royal Australian Corps of Transport (RACT) Corporate Communication Strategy. Currently it is published once a year with the aim of maximum distribution during the annual Corps Conference. The AATJ provides RACT members an opportunity to expand their knowledge of the Corps and become familiar with what is happening in the Corps outside their current Unit. As such it is an important part of enhancing and promoting a sense of esprit de corps.

2. All RACT members are invited to submit an article for publication in either the unit, technical, historical, equipment or general interest sections. The articles are to be no more than 3000 words in length and supported by graphical material wherever possible. All articles published in the Journal are eligible for a cash award as part of the Corps Recognition Scheme detailed at Reference A.

AIM

3. The aim of this policy statement is to:

a. outline the selection procedure and eligibility of articles for the AATJ Award;

b. set the composition of the Selection Panel including timeframe; and

c. define the judgement criteria used by the Selection Panel.

SELECTION PROCEDURE AND ELIGIBILITY

4. The Editor of the AATJ will review all submissions and retains the right to amend articles to ensure that spelling and grammar are correct as well as a logical and appropriate use of English. Any submissions that are not in keeping with the current Army's equity and diversity management rules, or may bring the RACT into disrepute will not be published.

5. All published submissions are eligible for the Best Article Award. The Editor will review all articles and shortlist suitable submissions for review by the Selection Panel.

6. The Editor will assemble a pack containing this guide, copies of the selected articles and a score sheet. He/she will distribute the pack to each member one week prior to the Selection Panel. Each panel member is to review, assess and score the article against the criteria defined below, and in accordance with the instructions contained within the score sheet. Members are to electronically notify the Secretary of their respective scores one day prior to the day of the Panel so that a summary sheet can be prepared. Members are to bring their completed score sheets to the Selection Panel and be prepared to justify their choice of best article.

SELECTION PANEL

6. The Selection Panel will assemble at least 5 weeks prior to publication to allow the selected article to be announced at the Corps Conference and indicated as the Award Winner in the Journal. The Secretary will convene the Panel and inform all members of its date, timings and location. The Selection Panel is composed of:

a. Deputy Head of Corps (DHOC) – Chair;

b. SO2 Corps;

c. Corps RSM;

d. Independent RACT Member (not HOC Cell); and

e. Editor – Secretary.

7. At the Panel the merits of each article will be discussed using the completed score sheets and a winner selected.

SELECTION CRITERIA AND SCORE SHEET

8. Articles will be judged against the following criteria:

a. organization;

b. content;

c. style and level; and

d. format.

9. There is an opportunity for members to comment on the article in the score sheet. The selection criteria will be reviewed at the conclusion of the first Panel Meeting to assess its effectiveness as an assessment tool, and to make recommendations for future panels if required.

BEST ARTICLE

10. The author of the best article for that year's AATJ by the Selection Panel will be invited to attend the Corps Conference to receive his/her award from the Head Of Corps. The article will be placed in the front sector of the AATJ under the "Best Article" banner.

Enclosure:

1. Best Article Score Sheet.

ANNEX H TO
RACT POLICY STATEMENT NO 43
DATED3\MAR 08

MANAGEMENT OF E-NEWSLETTER

General

1. The E-Newsletter is produced by the HOC Cell bi-monthly. The E-Newsletter is an internal forum used by the HOC to disseminate information through the chain of command.

2. Articles are written in a Newsletter format so submission should be kept to a minimum. For planning purposes the Editor should aim to keep the final version to 3-5 pages.

Committee of Management

3. The compilation and electronic distribution of the E-Newsletter is to be administered by a Committee of Management. The Committee is to comprise of:

a. Chairman – DHOC;

b. Editor – SO to HOC; and

c. Sub Editor - SO2 Corps RACT, ALTC.

Frequency

4. As a guide, the E-Newsletter is to be promulgated in accordance with the timetable below:

January	March	May
July	September	November

Distribution

5. The E-Newsletter will be distributed using the 'BAN RACT HOC' distribution list. This is be regularly reviewed and amended by SO2 Corps. SO2 Corps is also responsible for ensuring that it is uploaded onto the RACT DRN Website.

6. Recipients of the E- Newsletter are responsible for ensuring that copies are printed off and given down to at least section level. Copies of the Newsletter should also be displayed on Noticeboards around the unit.