



Army Training Regiment Lichfield
Whittington Barracks
Lichfield
Staffordshire
WS14 9PY
Telephone 01543 434202
Fax 01543 4323

ARMY TRAINING REGIMENT LICHFIELD **JOINING INSTRUCTIONS**

1. This is an exciting time for you, but you may also have some concerns about what lies ahead. This letter contains all the information you need prior to arrival at ATR Lichfield. It details the procedure for arriving and lists the clothing and personal equipment you should bring.

ARRIVAL

2. New recruits are to report to ATR Lichfield between 0900 hrs (9 a.m.) - 1430 hrs (2:30 p.m.) on the day instructed. This will usually be a Monday.

3. If you find that your arrival is going to be either before, or after the reporting times given, you are to telephone the Whittington Barracks Guardroom on 01543 434202 so that special arrangements can be made to receive you.

a. Arrival by train. All recruits arriving by train between 0830 – 1430 hrs will be met by transport at either Lichfield City or Lichfield Trent Valley railway station and transported to ATR Lichfield. If you have difficulties and are late arriving ring 01543 434202 and transport will be arranged to come and collect you.

b. Arrival by car. The enclosed map gives directions to ATR Lichfield in Whittington Barracks.

4. You are expected to arrive wearing smart casual clothes. Plain trousers (not jeans), lace up shoes (not trainers) and a shirt with a collar are acceptable. After your arrival you will be issued with a lot of uniform, clothing and equipment. Storage space is at a premium, so it is advisable to bring only the minimum of personal items with you. In particular, valuable items should be left at home. Enclosed is a list of essential items and documentation to be brought with you, some items may be bought at the Regimental Shop once you arrive. Note it is possible that you will have been given one or two booklets by the AFCO or the ADSC you attended, **do not** use the generic kit list in these, stick with the one enclosed with this document.

PAY

5. All Soldiers are now paid direct to bank accounts under almost all circumstances. As such you will be expected to arrive at Lichfield with details of your bank account in order that your monthly salary can be paid through the bank at the earliest opportunity (Note: This may be 7 - 11 weeks from when you report for training, dependent upon the date in the month when you report and if you have an existing bank account). If you arrive without a bank account you will be given the opportunity to open a bank account with a local branch of your choice. For the first few weeks until you can be paid direct to your bank you will be paid an

amount of cash from your pay account.

6. The first of these payments will usually occur at the end of your first week training, you therefore need to arrive with some money (£30 to £50 should suffice) to enable you to manage until the first pay parade, it is recommended that you do not bring in excess of £50. You should note that there will be deductions from your first cash payment for your Regimental Track Suit (see kit list and para 27 of the Notes for New Recruits), the Troop Commanders Day (a fun social activity the whole Troop takes part in, normally something like Go-Karting, organised by your Troop Commander) and Trainers if you have opted for them (see para 12).

7. The second of these payments will normally occur at the end of your third week of training. Again you need to be aware that there will be a deduction made to cover some of the cost of the "Reality of War" tour and the NVQ, the Regimental Admin Office staff will help you apply for standard Learning Credits to off set this cost. In some cases dependent on when in the month you started training and if you had a bank account there may be a third cash payment.

8. You need to be aware that dependent on when in the month you start training and when you receive the cash payments the situation can arise where you are overpaid. In that you will receive your full salary as a bank payment having already received a cash payment for the same period. This is not your lucky day and an opportunity to spend lots as the cash payment you have received will then be deducted from the next month's salary, leaving you short if you have not budgeted correctly. This will be explained in detail when you arrive and you need to make sure you understand.

DISCIPLINE

9. You will be subject to military discipline in accordance with the Army Act 1955, which is designed for the special conditions of military service. It is different from civilian law but it is fair and humane. Military discipline should not worry you, provided that you are prepared to learn the more difficult requirement for self-discipline. Discipline in both forms is an integral part of military life and you must be mentally prepared for it.

HAIRCUTS

10. Recruits should have a haircut before arriving, but definitely not a skinhead; the closest permissible haircut is a No 3. Hair should be your natural colour, if it contains some remaining colouring it is not to be of an exaggerated nature. Streaking of hair is unacceptable. Female hair, if long, must be tied in a bun to the rear; if short, must be off the collar.

HEALTH AND SAFETY

11. You should be aware that CMS(R) is a physically demanding course. You could place yourself at risk if you start the course with any injury or condition that may affect your ability to meet the physical demands placed on you. Examples of injuries and conditions are recent breaks or strains, and lung or heart problems. If you have suffered an injury or developed a medical condition since you attended one of the Selection Centres please notify your ACIO before the course start date, it may be better to defer your start to allow you to recover or be treated. At the very latest you should notify ATR(L) on arrival and there will be medical checks to ensure you are fit to start training. If you have an injury or medical

condition your case will be assessed and discussed with you. In the event that it is judged too risky for you to start the course, you will be offered advice about the possibility and time frame of an alternative start date.

12. A key concern is that we prevent injury during physical training. To this end the Army issues a pair of basic training shoes to all recruits. However, the current issued shoes have their limitations. We feel that it is only right that we offer you the chance to wear better training shoes if you so wish in order to further reduce the risk of injury. After conducting trials, the Army has authorised the use of UK Gear's PT03 training shoes. We cannot allow you to use your own shoes if they are of a different brand as we have no way of telling if they are suitable for our rigorous PT programme, nor can you use your own PT03 shoes unless you can prove that they are new (shoes have a life of 6 months or less if undergoing intense training). We will offer you the chance to authorise the cost of a pair of PT03 shoes to be deducted from your pay. No profit will be added to the shoes and you would receive them at cost price, approx £35. At the end of the day the choice is yours and you will not be forced to buy UK Gear trainers if you do not wish to do so."

POSTAL ADDRESS

13. Please tell your parents, relatives and friends that your postal address during your stay at ATR(L) is dependent on which Troop and Squadron you are in. It is important that the address is correct otherwise your mail could be delayed. The format is shown below; make sure that people who will write to you have the correct details.

Regimental NumberRankName
.....Troop
.....Squadron
Army Training Regiment (Lichfield)
Whittington Barracks
LICHFIELD
Staffordshire
WS14 9PY

ENQUIRIES

14. Should you have any queries or difficulties please telephone ATR(L) on 01543 434202

PACKING LIST

The following is a check sheet of items you either **must** bring with you or may wish to (note the optional items are marked):

Item	
EHIC (European Health Insurance Card)	
National Health Service card	
P45 (if held)	
Birth Certificate	
Passport (You should obtain a passport before arrival)	
National Insurance card	
National Record of Achievement	
Marriage Certificate (if applicable)	
Birth Certificates of children (if applicable)	
Most recent School Report	
Educational certificates (if applicable)	
Citizen card (if applicable)	
Driving Licence (if applicable)	
Details of pending court cases (including witness appearances)	
Bank Account details (You are encouraged to have a bank account prior to arrival however a new account can be opened for you if necessary after arrival)	
Immunisation Record (can be obtained from your GP or previous school attended)	
Any Legal Orders relating to custody, change of name, etc.	
A strip of 4 recent "passport" type photos of you (from photo booth).	
Personal hygiene kit (including shower gel, soap, shampoo, toothpaste, toothbrush nail scissors/clippers and a wet razor for men)	
Sewing kit (this should include needles plus black and khaki thread as a minimum)	
Two large towels (preferably dark)	
One set of smart civilian clothes (Plain trousers (not jeans), lace up shoes (not trainers) and a shirt with a collar are acceptable - travel in these)	
One set of casual civilian clothes for wearing in barracks (Jeans etc)	
Nightwear (remember you will be sharing a room)	
Underwear (enough for 7 days)	
Handkerchiefs	
Plain Dark Socks for use in civilian clothes (4 pairs) (You will be issued socks for wearing in uniform)	
Swimwear (swimming trunks - not shorts)	
Sports kit (Rugby/football boots, shin guards and gum shield - if you have them but don't buy them especially) (optional)	
Trainers/running shoes. (See paragraph 12 for more detail)	
Sports underwear for males (not boxer shorts)	
Sports socks (white) (2 pairs)	
Flip flops or shower shoes	
Strong (wooden) coat hangers (between 6 and 10) (can be bought at Regimental Shop after arrival)	
Steam iron (if possible)	
2 x Padlocks (Chubb, Yale or equivalent) – medium size to secure lockers	
Boot/shoe brushes and polish (Black, Kiwi or equivalent)	
2 x Dusters	
Writing paper, envelopes and stamps (for writing home)	
Wrist watch (waterproof and robust)	
Black marker pen for marking kit	
Black biros and pencils	
Small black torch with batteries (optional)	
Swimming goggles and swimming ear plugs (optional)	
Alarm Clock (optional)	
Calculator (optional)	
Small radio (optional)	
Mobile Phone (ideally, pay as you go) (optional)	
4 x Bungees (thick elastic cord with hooks) (optional) (can be bought at Regimental Shop after arrival)	
2 x Trouser twisters (optional) (can be bought at Regimental Shop after arrival)	
10 x Strong tent pegs (optional) (can be bought at Regimental Shop after arrival)	
Regimental/Corps Track Suit (can be bought at the Regimental Shop after arrival)	

