

CONTENTS

Page

Contents	i
Foreword by the Commandant	iv

OVERVIEW OF MALAYSIAN ARMED FORCES STAFF COLLEGE

The College Coat of Arms	1
Brief History	2
College Board	3
Organisation of the College	4
Course Participants Organisation	6
Command and Staff Course	7
Conduct of the Course	9
Criteria for Suspension and Dismissal of Students	10
Academic Qualification Requirement for the Diploma in Strategic and Defence Studies conducted by University of Malaya (UM)	11

LIVING ACCOMMODATION

Officers' Mess	12
Family Quarters	12
House Rental	12

TRANSPORTATION

College	13
New/Used Car	13
Driving License	13

FINANCIAL ASPECTS

Mess Bills	14
Other Payments	14
Claims and Allowances	15

MEDICAL FACILITIES

Medical Certificate	15
Sick Parade	15

VISITS

Organised Visits	16
Accommodation and Messing	16
International Passport	16
Movement of Course Participants	16

DRESS

Types of Dress	17
----------------	----

EXTRA CURRICULAR ACTIVITIES

General	17
Sports and Games	17
Social Activities	18
Religious Activities	19
Diners' Club	19
Wives Welfare and Social Club (BAKAT)	19
Haigate Papers	20
College Magazine	21

SOCIAL AMENITIES

Officers' Mess	22
Commercial Banks	23
Restaurants	24

GENERAL INFOMATION

General	25
Library and Computer Facilities	26

***WELCOME TO
MAFCSC***



***Knowledge is the Source of Strength
ILMU HIKMAT GAGAH***



FOREWORD BY THE COMMANDANT

Assalamualaikum Warahmatullahi Wabarakatuh

Welcome to the Malaysian Armed Forces Staff College or MaktabTurus Angkatan Tentera (MTAT) and congratulations on being selected to attend the Command and Staff Course. Once again MTAT will bring together officers from the three services of the Malaysian Armed Forces, Royal Malaysian Police and officers from international defence forces. While upholding the unique traditions of each service and country, the college will provide great opportunities for officers to interact and network, which is crucial for inter-service cooperation and cooperation amongst Armed Forces of other countries.

This prospectus highlights general information on the College and course curriculum. The course is conducted in a joint military environment and in collaboration with the University of Malaya which conducts the strategic and defence studies module. Upon successful completion of the course, course participants are expected to be better equipped in their profession to meet the challenges ahead. Despite the tight academic programme, the College also organises extra-curricular activities to enhance cohesiveness among the course participants and faculty members such as sports and social events.

As potential leaders of your respective Services and in line with the motto, 'Knowledge is the Source of Strength', I encourage you to be committed in the course and, contribute actively towards all academic and non-academic activities organised by the College in order to prepare you to become an excellent staff officer and future leader.

I am looking forward to meeting you and your family soon.

Wabillahitaufik Walhidayah Wassalamualaikum

DATO' MOHD HANIFF BIN OTHMAN

Brigadier General

**'Knowledge is the Source of Strength'
(ILMU HIKMAT GAGAH)**

OVERVIEW OF THE MALAYSIAN ARMED FORCES STAFF COLLEGE

THE COLLEGE COAT OF ARMS

The MAFSCC Coat of Arms was designed in 1972 by Prof Dr Syed Muhammad Naguib Al-Atas of Universiti Kebangsaan Malaysia.



Blazonry.

Crown. A five-pointed gold crown.

Shield. The surface of the shield is divided horizontally across the centre with the top portion having three segments of azure, red and dark blue. In the centre are three Malay Kris unsheathed and crossed symmetrically with an open book placed over the blades. The bottom portion is coloured yellow with a fully blossomed red Bunga Raya (Hibiscus) in the centre.

Motto. “ILMU HIKMAT GAGAH” inscribed on the open book.

Description.

The crown resembles the cap badge of the Royal Malay Regiment and signifies a historical linkage with the formation of the Regiment, being the forerunner of the Malaysian Armed Forces. The crown also symbolises the Yang Dipertuan Agong and signifies an unswerving allegiance and loyalty to the King.

The three kris indicate the martial character of the College, while the open book symbolises study and learning. The three segments represent the Army, Navy and Air Force command and staff training conducted at the College.

The bottom portion of the shield signifies the support of the Nation with a constitutional monarch as the Head of State. The Bunga Raya symbolises the national aspiration with its petals representing the five pillars of the Rukun Negara. The upright stamen implies a dedication to propagate knowledge and the customs and traditions of the Armed Forces.

The motto, which is inscribed on the pages of the open book, conveys the meaning that the wisdom of strength lies in knowledge. This is phrased in the form of a motto which is translated as “**KNOWLEDGE IS THE SOURCE OF STRENGTH**”

BRIEF HISTORY



The First Intake of MTAT - 1972

The MTAT was established with the primary aim of training officers in order to meet the increasing demands of trained staff officers by the three Services. Prior to its formation, only a few officers were selected for such training at overseas staff colleges.

The establishment of MTAT was first mooted in 1967 by the late YAB Tun Abdul Razak bin Dato' Hussein, who was then the Deputy Prime Minister and the Minister of Defence. Subsequently, the Armed Forces Council agreed to the formation of the College at its 123rd meeting on 27 October 1970.

“**HAIGATE**” was chosen as the temporary site for the College because of its colourful background, being an old but picturesque conglomeration of brick and wooden blocks of huts adjacent to the Ministry of Defence. The camp was first built during the post-war period and served as an Officers' Mess (Imphal Mess). It later became a series of temporary army camps, the last being Headquarters of Second Malaysian Infantry Division and Headquarters of Lines of Communication Engineer Regiment.

The College welcomed its first batch of 30 students drawn from the three Services in January 1972. The intake was increased the following year when the College took in officers from the Royal Malaysian Police and the Malaysian Civil Service in addition to those of the three Services, making a total of 32 students.

In 1974 the College opened its door to overseas participants. Participants from friendly countries namely, Australia, Indonesia, New Zealand, Thailand and the United Kingdom joined the course. Since then, the student intake has increased with a proportional representation of officers from overseas.

In its quest for quality and excellence, the College conducts a twinning programme with the University of Malaya for a Diploma in Strategic and Defence Studies. The programme for Staff College first started in 1995. The subjects for this diploma form part of the overall curriculum and they are conducted by the Faculty of Arts and Social Sciences, University of Malaya. A student who successfully completes both can therefore be awarded two diplomas, that is the 'passed staff college' (psc) from MTAT and a Post Graduate Diploma in Strategic and Defence Studies from the University of Malaya (UM). All marks awarded for the post Graduate Diploma in Strategic and Defence Studies are absorbed into the overall Staff College Course assessment. To implement this programme, the UM Programme Coordinator and six professors and lecturers are assigned to the College during the UM module.

The College is expected to be relocated to Putra Jaya, where the National Centre for Defence Studies or PUSPAHANAS will be established in the near future.

COLLEGE BOARD

The College Board is responsible to the Armed Forces Council for the governing and overall administration of MTAT in pursuit of its mission. The Board comprises of:

- Chairman : Chief of Defence Force.
- Members : Secretary General Ministry of Defence.
Chief of Army.
Chief of Navy.
Chief of Air Force.
Chief of Staff, MAF HQ.
Deputy Vice Chancellor (Academic) Universiti of Malaya.
- In Attendance : Assistant Chief of Staff Personnel Services, MAF HQ.
Assistant Chief of Staff Operations and Training, MAF HQ.
Commandant of the Armed Forces Defence College (AFDC).
Commandant of Malaysian Armed Forces Staff Collage.
- Secretary : GSO 1 Coord of Malaysian Armed Forces Staff Collage .

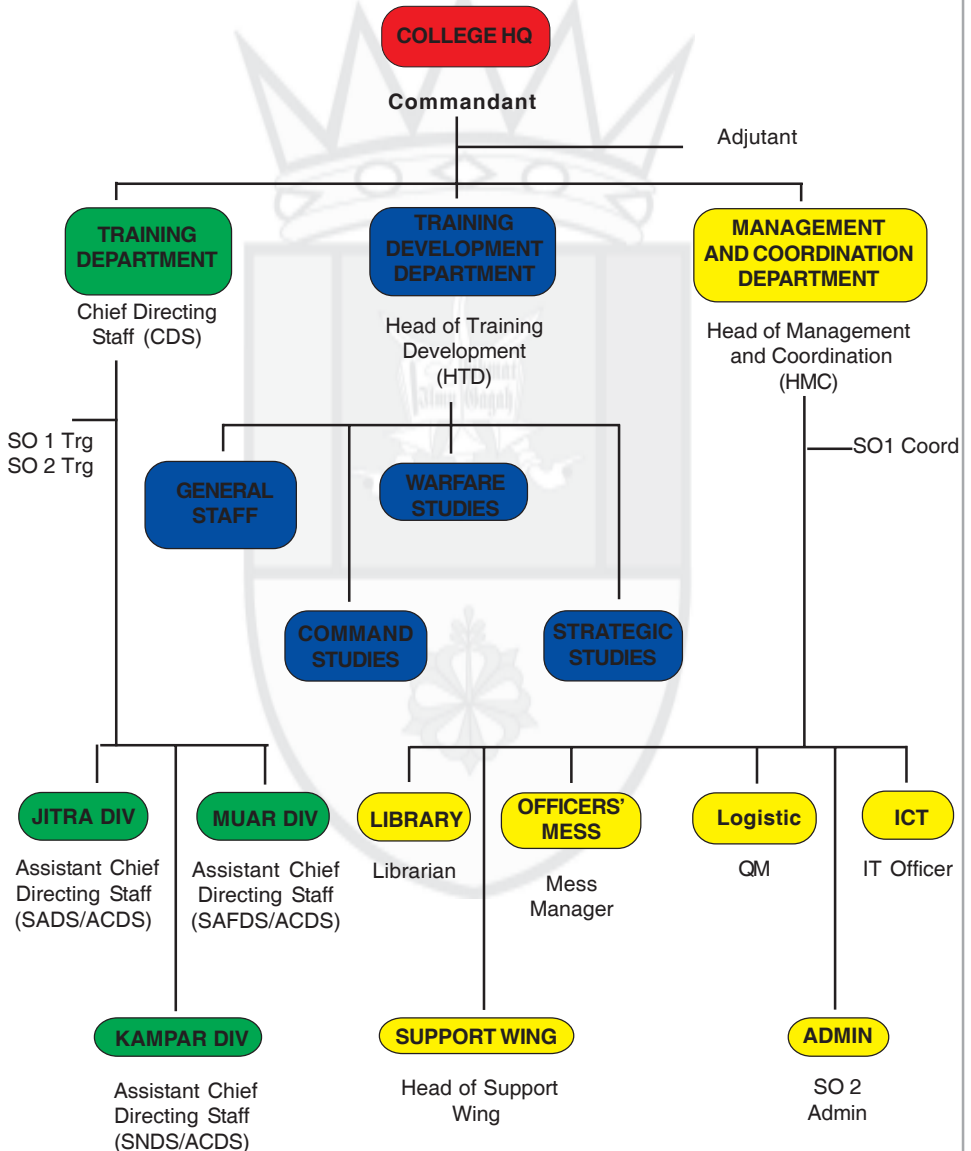
The Board is the authority to decide and recommend on the general policy relating to the overall administration and conduct of the Course. These include:

- The design of the Course and its curriculum based on the recommendation by the Commandant of the College.
- The qualifying course standards and final grading of Course Participants (CP) for the award of “psc” (passed staff college).
- The final grading of CP, in conjunction with UM, for the award of the Post Graduate Diploma in Strategic and Defence studies.
- Awards of Excellence for the Best Army, Navy, Air Force and Overseas CP as well as the Best Commandant’s Paper.
- The withdrawal, dismissal or suspension of any CP from the Course.
- The policy on allocation of course vacancies to the three Services of the Malaysian Armed Forces, the Royal Malaysian Police, the Malaysian Civil Service and overseas countries.
- The policy on annual capacity of CP intake.
- The qualifying entry standard.
- Any other aspects pertaining to the management of the Course as recommended by the Commandant.

The Board meets a minimum of once a year or as and when required by the Chairman. It has the authority to issue directives to the Commandant of the College from time to time.

ORGANISATION OF THE COLLEGE

As reflected in the College Charter, MAFCSC is a military institution operating as an independent training establishment with of the Malaysian Armed Forces. Markas Angkatan Tentera Malaysia (Malaysian Armed Forces HQ) of the Ministry of Defence is its immediate superior Headquarters. The functional organisation of the College is as shown.



Vision

To facilitate excellence in war-fighting and develop quality leaders.

Mission

To provide a platform for strategic and Defence Studies in an effort to develop quality leaders with excellence skills in operational planning and resource management in a Joint warfare environment.

Responsibilities

- The Commandant commands and provides overall guidance for the running of the College.
- The Head of Management and Coordination (HMC) directs and supervises the operation and administration of the College and advises the Commandant on all projects involving the College.
- The Chief Directing Staff (CDS) directs and supervises all matters pertaining to the management and conduct of the curriculum as well as the evaluation of CP. He is also responsible to furnish reports on all CP and the conduct of the Course.
- The Head of Training Development (HTD) serves as curriculum manager and principal adviser to the Commandant for the development, management and evaluation of study materials used by the College.
- The Dean of the Faculty of Arts and Social Sciences, University Malaya is responsible to the Commandant and the University for the smooth running and implementation of the Post Graduate Diploma programme.
- The three Assistant Chief Directing Staff (ACDS) are responsible to the CDS for the coordination and conduct of all training matters in their divisions.
- The GSO 1 Coordination (Coord) is responsible for the general administration of the College and acts as the Officer Commanding for other ranks and civilian staff assigned to the College.
- The International Student Management Officer (ISMO) is responsible for the administration of all Overseas Course Participants.
- The Faculty Members (FM) are primarily responsible for the fulfilment of the teaching mission and appraisal of CP performance. Each syndicate is assigned a Directing Staff (DS) for the purpose of supervising the overall conduct of all the studies. Some DS assume the role of “Specialists” or “Sponsors” in the subjects allotted to them and they are directly responsible to the HTD for these subjects.

The Commandant, the CDS, HTD, HMC, GSO 1 Coord, SADS, SNDS and SAFDS form the DS Council. The Dean of Faculty of Arts and Social Sciences, University Malaya may be co-opted as a member of this Council whenever applicable.

COURSE PARTICIPANTS ORGANISATION

As a guide, the Malaysian Command and Staff Course (MCSC) will normally comprise of the following CP:

• Army	- 79
• Navy	- 20
• Air Force	- 20
• Royal Malaysian Police (RMP)	- 2
• Overseas	- 44
Total	<u>165</u>

The CP are organised as follows:

- **CP Body.** The CP of each course is the CP Body.
- **Division.** CP will be divided into 3 Division, namely JITRA, KAMPAR and MUAR Division.
- **Syndicate.** CP will divided into 15 syndicates of 10 to 12 CP each. During the 1st and 3rd Term, each syndicate will comprise of CP from the three Services. The 2nd Term syndicates are made up of Single Service CP.
- **Tutorial Group for UM Module.** The Tutorial Group for the UM Module will have between 22 to 25 CP. The CP will remain in the same Tutorial Group throughout the UM Module.

Leaders are nominated amongst the CP to execute the following portfolios:

- **Course Leader.** The CP nominated as Course Leader exercises control over the CP Body. He is the linkman between the CDS and all CP on certain training matters and with HMC on training support and administrative matters related to the course.
- **Division Leader.** The CP nominated as Division Leader is to exercise control over the CP in his division. He is the linkman between the ACDS/Course Leader and the other CP in his division on matters pertaining to the course.
- **Syndicate Leader.** He is responsible to his Syndicate DS for the discipline, decorum and welfare of his syndicate members.
- **Army, Naval and Air CP Leader.** The CP appointed is responsible to his respective ACDS for exercising control of their members. (Second term only)
- **Overseas CP Leaders.** The elected overseas CP will act as the spokesman on collective matters pertaining to the course. He is also required to coordinate the conduct of the International Night function.

The Course, Divisions, Syndicates, Army, Naval and Air Leaders and the Overseas CP Leader will form the Main Committee. Other CP may be co-opted as required. They are responsible for the following:

- Serve as intermediary between the CP Body and the CDS on all matters pertaining to the curriculum.
- Provide feedback and obtain recommendations from the CP Body on management and administrative arrangements of the course.
- Supervise the planning and conduct of activities by other sub-committees.

During the first two weeks of the course, CP will elect their representatives for the following subcommittees:

- Sport Committee.
- HIKMAT (College Magazine) Editorial Board.
- Officers' Mess Committee.
- Social Committee.
- Religious Affairs Committee.
- Other Committees (if applicable).

COMMAND AND STAFF COURSE

The aim of the Course is to prepare selected officers for command and staff appointment in a joint environment.

The objective of the course is to develop CP into military leader who seek knowledge and demonstrate the ability:

- To analyse national, regional and global issues of strategic and defence importance.
- To evaluate the concepts and factors in force structure development and defence organisation and management.
- To function as a Staff Officer and Commander in a joint environment at the Operational and Strategic level of warfare.
- To successfully solve problems and work effectively in an environment of complexity and uncertainty.

The Course Curriculum is designed to be intellectually challenging, providing CP with the framework of established staff and command practices . Creative ideas and new approaches in arriving at objectives, rational judgements and opinions are encouraged and cultivated.

The Course provides an opportunity for CP to demonstrate their leadership qualities, inclination for staff work and potential for command when entrusted with such responsibilities during exercises or project presentations.

The Course Curriculum of 50 weeks is divided into 3 progressive terms. Although each term is distinguishable by appropriate designation, subjects such as staff duties, command and leadership, logistic and battle studies are interspersed within these terms.

- **Training Term 1.** This term prepares officers to undertake studies on national and global security issues. The term is designed to achieve the following Terminal 1 Objectives:
 - a. Examine Malaysian Studies (AUFB 5101).
 - b. Understand International Relations (AUFB 5102).
 - c. Examine National and Regional Affairs (AUFB 5103).
 - d. Analyse Strategic and Defence Studies (AUFB 5104).
 - e. Examine Malaysian National Security (AUFB 5105).
 - f. Comprehend Research Methodology (AUFB 5106).

- **Training Term 2.** This training term is designed to equip CP with the skills to function as Staff Officers and Commanders in a joint environment. It includes force structure development and defence organisation management and effective problem solving. The training term is designed to achieve the following Terminal 2 Objectives:
 - a. Analyse the Characteristics of Military Commanders.
 - b. Demonstrate Command and Leadership.
 - c. Apply Staff Skills.
 - d. Analyse Defence Organisations.
 - e. Apply Management Theories.

- **Training Term 3.** This training term prepares officers to plan and execute joint operations and campaigns, highlighting operations with joint, combined and coalition forces. The training term is designed to achieve the following Terminal 3 Objectives:
 - a. Understand the Fundamentals of Joint Doctrine.
 - b. Understand the Joint Military Appreciation Process.
 - c. Understand Joint Logistic Support Operations.
 - d. Understand MAF Capabilities.
 - e. Understand the Operational Concept of Joint Operations.
 - f. Plan Joint Operations.
 - g. Plan the Conduct of Military Operations Other than War.
 - h. Produce Joint Operation Plans and Orders.

GRADUATE QUALIFICATION

- **Award of UM Diploma.** Subject to the final result, the UM Senate will award successful candidates a 'Diploma in Strategic and Defence Studies'. The requirements to obtain the diploma are as follows.
 - a. Every CP is required to attend lectures and tutorials. Failure to attend two lectures and two tutorials in a module can result in a CP being barred from sitting for the final examination for that module.
 - b. CPs must achieve a pass in each of the six modules.
- **Award of 'psc'.** CP are awarded a 'psc' after the endorsement of the College Board based on the following criteria:
 - a. Pass in Terminal 1 Objective - Strategic and Defence Studies.
 - b. Pass in Terminal 2 Objective - Command, Leadership and Management.
 - c. Pass in Terminal 3 Objective - Joint Operations.
 - d. Satisfactory performance in non-academic activities.
 - e. MAF CP who failed any Terminal objective will not be allowed to proceed with the course.

AWARD OF EXCELLENCE. Awards of excellence presented to CP at the Graduation ceremony are:

- a. Best Malaysian CP.
- b. Best Overseas CP.
- c. Best Local CP Strategic and Defence Studies.
- d. Best Overseas CP Strategic and Defence Studies.
- e. Best Local Commandant's Paper.
- f. Best Overseas Commandant's Paper.

CONDUCT OF THE COURSE

Training Programme.

- **Provisional.** The Provisional programmes are prepared for the whole term and issued to Training Divisions and Syndicates before the commencement of the term. They are referred to as the "Yellow".
- **Confirmed.** The confirmed programmes are issued in "Green", and contain the training programme for the following week. They will be issued by the Friday of the preceding week.

Time Allocation. The College follows a 5 day week training programme. Normal working hours are from 0730 hours to 1630 hours. The instructional period is 10 periods of 40 minutes each. The UM academic hours are from 0800 hours to 1430 hours from Monday to Thursday.

Methods of Instruction. Instruction at the College is conducted in the form of lectures, discussions, seminars and individual/syndicate exercises. Private study periods may be allocated to enable CP to prepare for exercises/presentations.

Periods provided for in the weekly programme may be designated in any of the following abbreviations:

- **GL-LH.** It means a lecture by a guest lecturer in the lecture hall (DEWAN HIKMAT) or other hall or rooms.
- **TD-SR.** It means Tutorial Discussion conducted in the syndicate room. Lecturers from UM will guide the discussion where every member of the syndicate is expected to participate actively.
- **TE-SR.** It means Tutorial Exercise conducted in the syndicate room. During this period, set problems will be discussed by the syndicate members with the FM as moderator.
- **SD-SR.** It means Syndicate Discussion in the Syndicate Room. The FM will only guide the discussion.
- **IDE-SR.** It means Individual, Syndicate or Sub-Syndicate Exercise conducted in the Syndicate Room.
- **ODE.** It means Individual, Syndicate or Sub-Syndicate Exercise conducted outside the College or field exercise.
- **CD-MR/CD-HIKMAT.** It means the discussion is conducted centrally in the model room or the DEWAN HIKMAT.
- **Exercises.** Exercises can be held indoors (IDE) or outdoors (ODE).
- **CDS or DS Disposal.** These periods are allocated to provide FM with time to conduct any revision or other discussions within the syndicate or the whole course by CDS.
- **OTW.** It means Own Time Work which provides CP the opportunity to conduct preparation or completion of assignments.
- **V.** Visits to military training establishments/units or other agencies related to defence studies are planned to complement the study of roles and organisations of Arms and Services.

Case Study/Research. During the course, CP either as an individual, in syndicates or as a team will be tasked to undertake research projects or case studies. These exercises are carried out to practice CP in analysing specific problems, collect and evaluate all facts and datas, prepare and submit written findings/reports/recommendations through a seminar or formal presentation.

The College's appraisal system is designed to test the overall performance of CP during the Course. This system subjects the CP to the following:

- **Personality Assessment.** This is based on results and observations made on:
 - Attitude and behaviour.
 - Progress in communication and management aptitudes.
 - Physical Fitness/BMI.
- **Knowledge Assessment.** This is based on the results obtained from:
 - Written assignments.
 - Research/presentation of projects.
 - Minor dissertation.
 - Commandant's Paper.
- **Non-Academic Assessment.** This is based on:
 - Wife's participation in "Wives Enrichment Course" and other BAKAT activities.
 - CP participation during central lectures and syndicate discussions.
 - CP participation/performance in organised games.
 - CP participation/performance in organised social activities.
 - CP attendance throughout the course.

The Course curriculum has been developed to meet the aims of the College. Since the College caters for the three Services, the instructional terms are structured to enable CP to comprehend the basic subjects during the first term, apply the relevant lessons during the second term before going through the third term where they undertake the study of Joint Operations.

Throughout the course, most of the instruction is conducted in the form of syndicate discussions where the CP learn and gain knowledge, through self-study and contributions of other CP and from input by the FM.

CRITERIA FOR SUSPENSION AND DISMISSAL OF STUDENTS

The performance of all CP is monitored throughout the course. Monthly performance reviews are to be conducted by their respective Syndicates DS. A CP may, depending on circumstance, be temporarily suspended or dismissed from the course if he/she is unable to meet the aim and objectives of the course. All CP must be aware of the College's suspension and dismissal criteria to avoid any legal implication later on.

- **Suspension Criteria.** A CP will be temporarily suspended from the course if absent from class/lectures for more than 10 working days. This can be due to reasons such on compassionate leave, medical leave or pending legal proceeding. In such a situation, the CP will be returned to respective service organisation or country. CP may be relegated to the subsequent course once the problem is settled.

• **Dismissal Criteria.** A CP may be dismissed from the course based on any one of the following criteria:

- Found guilty of any act or behaviour that is contrary to good military conduct or discipline in accordance with Armed Forces Act 1972 during the course.
- Failed any course module. The UM Diploma Programme is considered as one Course Module.
- Failure to submit the Research Paper (Commandant's Paper).
- Repeated absence from classes/lectures without any valid reason.
- Absence from classes/ lectures with reasons for more than 10 working days.

ACADEMIC QUALIFICATION REQUIRED FOR THE DIPLOMA IN STRATEGIC AND DEFENCE STUDIES CONDUCT BY UNIVERSITY OF MALAYA (UM)

Entry Requirements. Admission to the Post Graduate Diploma in Strategic and Defence Studies is limited to those officers who are accepted and undergoing the Staff College Module at MTAT. Officers who received their "pass staff college (psc)" from MTAT can also be admitted into the diploma programme. Entry requirements are as follows:

- An honours degree or equivalent from UM or from other institutions approved by the Senate of the UM.
- A general degree or equivalent from UM or from other institutions approved by the Senate of the UM.

Under special circumstances, the UM of Senate can, on the recommendation by the Faculty of Arts and Social Sciences admit as candidates, officers who do not have the above qualifications but possess the following criteria:

- Malaysian Certificate of Education (MCE) or Sijil Pelajaran Malaysia (SPM) or its equivalent such as 'O' Level in the British Education System.
- Have not less than five years of working experience.
- Have been confirmed in their appointments.
- Holding the rank of Major /Captain or equivalent.

Academic Qualification Certificates.

All CP are required to bring along the **original copies** of academic certificates or any documents related to formal higher education attained. It is important that CP bring their academic certificates for registration with UM.

For overseas CP, academic certificates equivalent to PhD/Master/Bachelor/Diploma/ 'A' Level/ 'O' Level which **has been translated into English** and endorsed by authorised agencies are required.

ACCOMMODATION

OFFICERS' MESS

CP who require accommodation in the Officers' Mess are to write or e-mail the Head of Management and Coordination (HMC). Accommodation in the Officers' Mess is limited. Priority is therefore given in the following order:

- Overseas unaccompanied/single CP/MDCP Students.
- Local bachelor CP.
- Local unaccompanied CP posted from Sabah/Sarawak.
- Local unaccompanied CP from the furthest stations/units.

FAMILY QUARTERS

The College is allocated limited Family Quarters (FQ). All local CP who are in need of a FQ are required to apply for the quarters as soon as possible. All applications must be sent to the Head of Management and Coordination as early as possible. Priority for the allocation of FQ will be based on the following:

- Officers and their families based in East Malaysia prior to attending MTAT and do not own a house in the Klang Valley.
- Officers who have been certified by medical authorities that one of their family members requires close medical attention or close supervision by the parents.
- Officers who do not own a house in the Klang Valley.
- Officers with genuine reasons to justify the allocation of such quarters.

Overseas CP attending the course on Reciprocal, Cost Sharing and Malaysian Defence Cooperation Programme (MDCP) will be provided accommodation (for unaccompanied officers) and messing at the Officers Mess. FQ are very limited and will be provided on an availability basis only. Countries that have reciprocal arrangements with the Malaysian Government will be provided family quarters.

Overseas CP under the MDCP may bring along their family but all expenses throughout their stay is to be borne by the CP. The College will not provide FQ for MDCP CP. Family members are not allowed to stay together with the CP in the Officer's Mess or at Lanai Gurney services apartments.

HOUSE RENTAL

Most CP, both local and overseas rent houses close to the College or in the Klang Valley. Rental ranges from RM 600.00 for a 3 rooms flat to RM 4000.00 for Executive Suite and condominium. CP are advised to make the necessary arrangement to secure a house before the course commences. Arrangements for rentals for overseas CP will be the responsibility of their respective High Commissions or Embassies. ISMO and Sponsor DS may assist whenever possible.

TRANSPORTATION

COLLEGE TRANSPORT

The College has limited transport to cater for the needs of individuals. As such, the College transport is used for programmed exercises, visits and other activities related to training. The College charters coaches for CP visits and exercises. Apart from those activities or official duties, the College does not provide transport for CP especially for commuting from a place of residence to the College or any other personal requirements. With the exception of arriving to attend the course in January and departing after graduating from the course, the College will not provide transport from or to the airport.

NEW/USED CAR

The Sponsor DS or Sponsor CP of overseas CP can assist in providing advice on this aspect. On average, a good second-hand car can cost approximately RM 18,000.00 to RM 23,000.00. A number of new small to medium size saloon cars (1000-1,600cc) may cost from RM 40,000 to RM 80,000.00. A number of good cars namely, Proton, Toyota, Nissan, Mazda, Volvo and others are available at used and new car dealers. To avoid being cheated into buying stolen or illegally modified vehicles, it is a requirement to send the car for inspection by PUSPAKOM before any purchase is made.

DRIVING LICENCE

A valid driving licence is required for driving a motorised vehicle in Malaysia. The common categories of driving license applicable in Malaysia are:

- B - Motorcycles of more than 500cc.
- B1 - Motorcycles of less than 500cc.
- B2 - Motorcycles of less than 250cc.
- D - Motorcars with basic weight of less than 3,000 kg.

Overseas CP who do not have a valid international driving license to drive a vehicle in Malaysia are not allowed to drive. They are required to pass the Malaysian Driving test.

FINANCIAL ASPECTS

MESS BILLS

All CP are expected to settle their monthly Mess Bill no later than 7 days from the date the mess bill was issued. The mandatory monthly subscriptions are as follows:

- General - RM 3.50
 - Maintenance - RM 3.00 (RM 9.00 for living-in members).
 - Staff Fund - RM 1.00
 - Development Fund - RM 5.00
 - Silver - RM 0.10
 - Entertainment - RM 4.00
 - Religious Fund - RM 1.00 (Muslim only)
- RM 17.60** (RM 30.60 for living-in members)

To ease the burden of having to pay a large amount towards the end of the course for specific events/items, monthly savings are as follows:

- December Mess Bill - RM 20.00
 - Graduation Ball - RM 20.00
 - Cultural Night/International Night - RM 20.00
 - Course Photograph - RM 2.50
 - HIKMAT Magazine - RM 10.00
- Total - RM 72.50**

OTHER PAYMENTS

CP are also required to pay for the following according to the amount spent. **CP under the MDCP are not exempted from paying:**

- **Extra Messing.** Only basic rations are free. All CP who have their meals in the Officers' Mess must pay for extra messing that was purchased by the mess. Average monthly expenditure for extra messing is around RM 50.00 each.
- **Tea Break.** All CP will be charged according to the amount spent. Average monthly expenditure for tea-break is around RM 30.00 each.
- **Social Functions, and Mess Activities.** A number of social functions and mess activities will be organised. All expenses during these functions will be shared equally by all CP and FM as stipulated in the Officer's Mess Rules. Some of the Social Functions are as follows:
 - Introduction Night.
 - Cultural Night.
 - International Night.
 - Regimental Mess Night.
 - Family Day.
 - Mess Social Functions.
 - Graduation Ball.

- **College Games/Study Visit Attire.** All CP are required to wear College attire on occasions as specified in the dress instruction. This attire can be obtained from the Officers Mess and payment made through mess bills. The compulsory attire includes:
 - College Track Suit.
 - College Tie.
 - Corporate Jacket.
 - Sport Shirt.
 - College Bag.

CLAIMS AND ALLOWANCES

Claims. Local CP can claim the following if they are entitled to do so.

- Passport.
- Ceremonial Dress.
- Mileage (home to duty station).
- Any other claims approved by the MAF.

Allowances. Local CP will be paid a subsistence allowance of RM 15.00 per working day. CP who stay in the Officer's Mess and Lanai Gurney services apartments will not be paid this allowance. This allowance will not be paid whenever Armed Forces rations are provided or when meals allowance is paid.

MEDICAL FACILITIES

MEDICAL CERTIFICATE

Medical and dental facilities of the Malaysian Armed Forces are available for CP and their families. For documentation purposes, CP are to bring along the BMI certificates (Local CP Only) and Medical Fitness Certificate, certifying their fitness to attend the course, that has been duly endorsed by a medical officer. It is to be handed to the SO2 Trg. Overseas CP are advised to buy medical insurance as any medical bills incurred in private hospitals and treatment for any major medical cases will have to be borne by the CP.

SICK PARADE

CP requiring medical attention at the Armed Forces Medical Centre (PPAT) are required to fill in the sick report form (BAT F 256) at the Training Office. The Medical Officer is available during office hours at the Armed Forces Medical Centre and on call after 1630 hours.

Medical treatment for Overseas Course Participants is provided for the CP only. However, immediate family members (Wife and Children) may seek treatment for minor illness only at the Army Forces Medical Centre.

VISITS

ORGANISED VISITS

Visits to military units, training establishments, government and private agencies are planned to complement the study on the roles and organisations of arms and services and also those agencies associated with the requirement of the College's curriculum. These include:

- KAJIMATAN visit (Study visit to a neighbouring state in the "Growth Triangle").
- Fire Power demonstration at Asahan Range.
- Army, Navy and Air Force units.
- City Tour/Putra Jaya.
- Defence Industries.
- Comparative Study to regional and extra-regional countries.

ACCOMMODATION AND MESSING

During organized visits, CP will be accommodated in hotels on a twin-sharing basis. All CP will be provided with the same type of accommodation irrespective of rank.

During visits, meals allowance will be paid to all CP. If any meals are organised by the college or the host unit, CP will be required to pay for the meals. An advance payment may be collected from CP before the visit and whatever balance will be refunded after the visit. CP are also required to pay for mementoes given away during the visits if it exceeds the amount allocated by the college. The amount to be paid depends on the amount spent during a visit.

INTERNATIONAL PASSPORT

Local CP must have a valid international passport before the start of the course. Passports must be valid for at least 6 months on the date of visit.

Overseas CP must have a multiple Entry Visa before coming to Malaysia. This is to enable them to leave and return to Malaysia for visit overseas. CP who failed to get Multiple Entry Visa before arriving in Malaysia may apply for one in Malaysia. Visas may also be extended in Malaysia. However, all expenses for Multiple Entry Visa and renewal of visas will have to be borne by the CP. The College will only provide administrative assistance where possible.

CP MOVEMENTS

Overseas CP. All overseas CP who wish to travel overseas for private visits or return to their home country during term breaks and holidays are required to make an official application to the College HQ. A letter of consent from the respective High Commission or Embassy must be submitted together with the application form. Application forms can be obtained from the International Student Management Office. It is emphasised that CP are only allowed to apply for leave to go back to their home country during term breaks and holidays. Do plan ahead, so that it will interrupt your study here.

Local CP. Local CP are to comply with current Malaysian Armed Forces Instructions.

DRESS

TYPES OF DRESS

CP should have the following types of dress for various occasions and activities whilst on the course:

- Working days equivalent for - No. 3 (Working) for Army and Air Force, No. 2B for Navy or Overseas CP.
- Term 1 (During UM Module) - Planters Order (Long Sleeves, College Tie, Name Tag).
- Visits - No. 3 or equivalent, No. 5 (Camouflage) or equivalent, Planters Order or Casual as instructed.
- Keynote Address - No 2 (Bush Jacket) or equivalent.
- Traveling in Aircraft - Corporate Jacket and College Tie.
- Diners' Club - Dark Lounge Suit (Blue or Black), College Tie and Name Tag.
- Mess Night - Mess Kit or equivalent.
- Social Activities - Long Sleeves Batik, Smart Casual or as instructed.
- Graduation Ceremony - Service Dress or equivalent for Overseas CP.
- Sports - College Track Suit and T-Shirt.
- Religious Activities - As appropriate or as instructed.

For overseas CP, you are required to bring along your national/traditional dress for the International/Cultural Night function.

EXTRA CURRICULAR ACTIVITIES

GENERAL

MTAT recognises that extracurricular activities are an essential part of CP life. It enables CP to interact with each other, build networks as well as being a form of relaxation from the stress of academic pursuance. CP organizing skills will also be tested as all such activities will be organised by them. The Haigate Wives' Welfare and Social Club which is part of BAKAT, organises a number of activities for CP wives. CP are required to participate actively in all these activities.

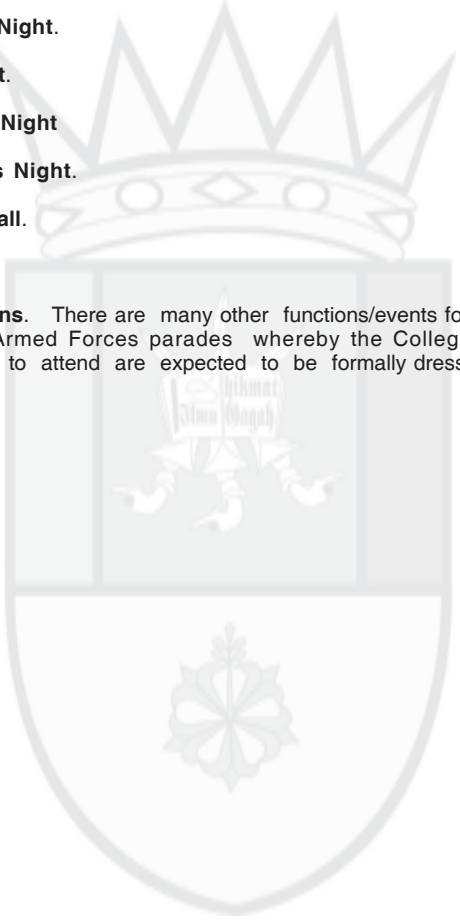
SPORTS AND GAMES

Games such as hockey, soccer, badminton, volleyball and golf will be organised. CP are required to participate actively in all programmed sports activities. Beside games, a cross country competition will be organized. Selected CP will be responsible for organising games amongst each Division. The results of these competitions shall determine the champion division at the end of the course.

SOCIAL ACTIVITIES

The College expects CP and their spouses to enjoy and make full use of their stay at Haigate. To encourage good networking amongst CP and FM, a number of social functions will be organised. These functions include:

- **Introduction Night.**
- **Cultural Night.**
- **International Night**
- **College Mess Night.**
- **Graduation Ball.**
- **Family Day.**
- **Other Functions.** There are many other functions/events for example National Day Celebrations or Armed Forces parades whereby the College is invited to attend. Officers selected to attend are expected to be formally dressed as required for such occasions.



Informal dinners, cocktails, luncheons and high-tea are normally organised by the College or Syndicates to celebrate special occasions or to honour certain prominent guests. Religious festivals such as Hari Raya (Eid Ul-Fitr), Chinese New Year and Deepavali are popular events prompting informal functions organised by the respective religious groups.

Overseas CP and their families are to participate in an evening called "International Night" to highlight their countries, cultures and other aspect of interest. The aim of this activity is to allow the FM, local CP and their spouses to understand the customs, culture and traditions of the participating countries.

RELIGIOUS ACTIVITIES

Muslim CP are encouraged to fulfil their religious obligations while at the College and participate in religious activities organised by their respective communities. Facilities to organise 'tahlil' and daily prayers are available in the College's Surau. The College does not provide any amenities for other religions.

DINERS' CLUB

The College will invite speakers to address FM and CP at Diners' Club Meetings. These speakers, who are mainly civilian dignitaries, speak on a wide range of subjects that enhance the educational and professional development of officers. Diners' Club Meetings are normally preceded by an informal dinner and are usually held outside the College premises.

WIVES' WELFARE AND SOCIAL CLUB

The Wives' Welfare and Social Club of the college, which is commonly known as 'BAKAT' has a permanent committee comprising of FM spouses. The Chairperson is the Commandant's wife. CP spouses automatically become members when officers are posted to MTAT. Spouses are grouped based on CP syndicate groups. Normally, the adviser of a group is the wife of the FM who heads the syndicate group. Each group is expected to organise one major activity such as visits, recreation and lectures of interest to BAKAT.

The College organizes a one week Enrichment Course for spouses during Term 1 of the Course. It is compulsory for all CP spouses to attend. Accommodation and messing will be arranged for those staying outside the Klang Valley. Towards the end of Term 2, a BAKAT Concert will be organised.

All CP are reminded that spouse participation in all organized BAKAT activities are compulsory and will be reflected in CP Course Reports.



HAIGATE PAPERS

The Haigate Papers is the College Journal that started in September 1994. The purpose of this journal is to publish selected papers written by individual CP or as a group while at MTAT. FM and Staff Officers at the College are also encouraged to contribute. Papers should be analytical and based on subjects of current interest. As the College is an international tri-service institution, the scope of subjects in the Haigate Papers should be wide, interesting and current. Nevertheless, constant effort must be made to develop the skill of good analysis and at the same time to keep abreast with regional developments.

This journal is expected to be the 'prime mover' for FM, staff and CP of MTAT to express their professional views and further promote the reading and writing culture of officers.

COLLEGE MAGAZINE

An editorial board will be selected by the CP to publish the College annual magazine "HIKMAT". The editorial board is responsible for preparing and designing the layout of the magazine, publishing the final product and offering the magazine for sale to the members of the course and other interested parties. Assistance in editorial functions is provided by a DS Sponsor nominated by the College. To reduce the cost of the magazine, the committee is encouraged to look for funds through advertisements in Hikmat Magazine pages from firms and other interested parties.

SOCIAL AMENITIES

OFFICERS' MESS

All CP are accorded temporary membership of the MTAT Officers' Mess. The Mess provides limited single accommodation facilities, caters for food and beverages and hold recreational and social activities. The Officer's Mess is equipped with Broad Band Internet facilities. CP are encouraged to maximise usage of the Mess facilities.



COMMERCIAL BANKS

There are many banking facilities available in Kuala Lumpur. Some of the prominent banks are as follows:

- **Local Banks.**
 - Public Bank
 - Malayan Banking Berhad.
 - Affin Bank.
 - RHB Bank Berhad.
 - Islamic Bank.
 - CIMB.

- **Overseas Banks.**
 - Bank of America.
 - Bank of Tokyo Ltd.
 - The Standard Chartered Bank.
 - Citibank.
 - Hong Kong and Shanghai Bank.
 - Bangkok Bank.

All CP are to submit their local bank account numbers to SO2 Admin on arrival at MTAT to facilitate payment of claims and allowances.

RESTAURANTS

There are many good restaurants in the city to cater to your taste. They range from Malay, Chinese, Indian, Thai, Indonesian, Japanese, Korean to Middle Eastern and Western cuisine outlets. Some are open 24 hours.

GENERAL INFORMATION

GENERAL

Designation. The Malaysian Armed Forces Staff College (MAFSC) is designated in Bahasa Malaysia as Maktab Turus Angkatan Tentera (MTAT).

Location. MTAT is located in an area traditionally known as HAIGATE in Kuala Lumpur. It is situated immediately behind the Ministry of Defence (MINDEF), Kuala Lumpur.

Communication/Correspondence.

- **Postal Address:**

Maktab Turus Angkatan Tentera
(Malaysian Armed Forces Staff College)
Haigate
Jalan Padang Tembak
50634 KUALA LUMPUR
MALAYSIA

- **Telephone/Fax:**

+603-26921333 or +603-2071 Followed by extension number.

Ext 5580 (HMC)

Ext 2924 (GSO 1 Coord)

Ext 2931 (Adjutant)

Ext 4177 (SO 2 Training)

Ext 4200 (SO 2 Admin)

Fax number : +603-26911810

Signal Address : MTAT

- **College Website** : www.mafsc.edu.my

- **E-mail Address:**

HMC : hmc@mafsc.edu.my

Adjutant : adjt@mafsc.edu.my

SO 2 Training : g2@mafsc.edu.my

SO 2 Admin : ao@mafsc.edu.my

LIBRARY AND COMPUTER FACILITIES

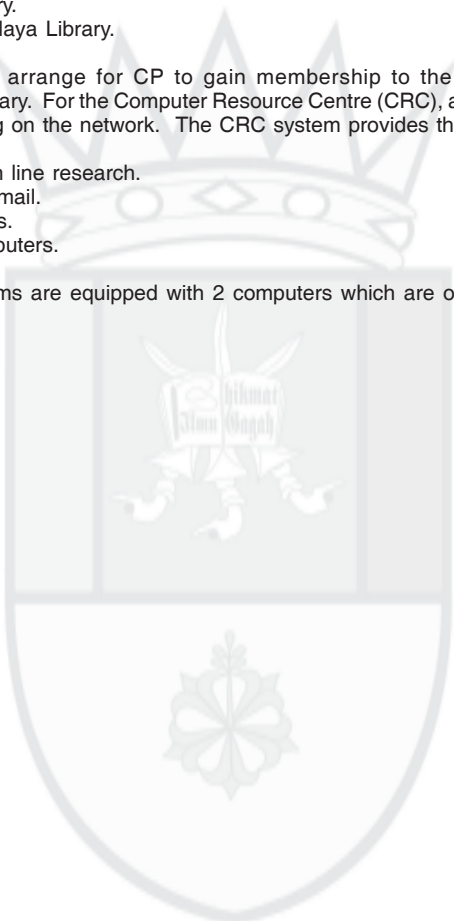
The following facilities are available for use by CP:

- Computer Resource Centre.
- MTAT Library.
- MINDEF Library.
- University Malaya Library.

The College will arrange for CP to gain membership to the MINDEF Library and University Malaya Library. For the Computer Resource Centre (CRC), all users will be provided with an account to log on the network. The CRC system provides the following facilities:

- Internet for on line research.
- Internet for e-mail.
- Printer outputs.
- Lap Top Computers.

All Syndicate rooms are equipped with 2 computers which are online to the Local Area Network for CP use.



AUTOGRAPH



AUTOGRAPH



AUTOGRAPH

