

# ROYAL AUSTRALIAN NAVY

## HMAS CRESWELL



---

JERVIS BAY ROAD, JERVIS BAY ACT 2540

2010/1141396  
CRES/OUT/2010/771

### NEW ENTRY OFFICERS COURSE 44—JOINING INSTRUCTIONS

#### Welcome

1. Congratulations on your selection to attend the Royal Australian Navy New Entry Officers Course (NEOC) conducted at the Royal Australian Naval College (RANC), HMAS CRESWELL, Jervis Bay. These joining instructions will assist you to prepare for your initial training at CRESWELL. Please take the time to read them carefully.
2. The aim of the course is to impart non-specialist skills and knowledge necessary for you to render effective service as an officer in the Royal Australian Navy (RAN). A number of the key topics covered include leadership, teamwork, drill and ceremonial, and history and culture of the RAN. There is no specialist training conducted during NEOC. This is covered in your specialist application courses after you graduate from NEOC. This is intentional and allows the RANC to concentrate on your general induction training. At CRESWELL you will be expected to develop these general officer skills and to exhibit exemplary standards of behaviour.
3. Your course, NEOC 44, is programmed to commence on Friday, 21 January 2011 and will complete on Friday, 24 June 2011. A travel day is scheduled for Thursday, 20 January 2011.

#### Arrival

4. CRESWELL is situated on the NSW South Coast, 35 km south-east of Nowra on the shores of Jervis Bay. Access is via Jervis Bay Road located approximately 14 km south of Nowra on the Princes Highway. Jervis Bay Territory, whilst technically located within New South Wales, is administered by the Australian Capital Territory (ACT) and is part of the Booderee National Park. Public transport is extremely limited.
5. Trainees are not permitted to drive to CRESWELL on commencement of NEOC 44. Exceptions may be granted to in-service appointments only (see paragraph 38). Defence Force Recruiting Centres (DFRC) will arrange transport to Sydney airport where you are to arrive at Terminal 3, QANTAS domestic terminal to coincide with the following bus departure times: 3pm (1500), 5pm (1700) or 7pm (1900) on Thursday, 20 January 2011. RANC staff will meet you on arrival. If you were recruited through DFRC Wollongong you will embark the transport at a pre-arranged point to be advised. If you are commissioning

from the enlisted ranks it is your responsibility to arrange transport to meet RANC transport in accordance with these instructions or drive your vehicle to CRESWELL. **All NEOC members are to fill out the form at Annex A and fax or email it to RANC as soon as possible and by no later than Monday, 10 January 2011.**

### **Dress on Arrival**

6. You will be a representative of the RAN and the Australian Defence Force (ADF); therefore you are to travel and arrive at CRESWELL in attire reflecting your position as an officer of the RAN. No personnel are to wear uniform. Further instructions on dress and grooming are included in Annex B.

### **Introductory Briefing**

7. During your first week at RANC, a welcome address and introductory briefing will be conducted by the Commanding Officer and RANC Senior Staff in the CRESWELL Cinema.

### **Royal Australian Naval College**

8. The RANC forms the major part of CRESWELL, a shore establishment of the RAN. The RANC is under the command of the Commanding Officer, HMAS CRESWELL, Captain Jaimie Hatcher, AM, RAN. All staff posted to HMAS CRESWELL, both military and civilian, are committed to maintaining pride in our well established reputation. We are known for leading and learning, working across boundaries, being professional, respecting our past while shaping our future and providing exemplary service.

9. You can find out more about the RANC and the NEOC program from our Navy Internet web site at [www.navy.gov.au/ranc](http://www.navy.gov.au/ranc). This site includes information that may assist you in understanding what to expect including frequently asked questions. Further information, including videos of what you can expect on NEOC, is available from the DFR website [www.defencejobs.gov.au](http://www.defencejobs.gov.au). For information about the local area the Shoalhaven City Council has a web site at [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au).

### **College Life**

10. Day one marks the beginning of your training as a naval officer. You will be instructed in a variety of subjects from naval history and defence studies, to drill and uniforms. The subject matter is diverse and sometimes difficult, but it is aimed at developing the necessary skills, knowledge and attitude to become a professional naval officer. NEOC training is designed to develop the qualities of leadership, loyalty, integrity, responsibility and initiative. Mental attitude however will be by far the most important factor in your overall success as a naval officer.

11. At all times be conscious of the fact that you are being trained to be the future leaders of young sailors, and not-so-young Senior Sailors. Be thoughtful of the consequences of your individual actions and strive to set an example for others. Professionalism and personal endeavour will be rewarded. Leadership is based on professional knowledge and personal character. Professional knowledge is something that will be taught at the RANC, whilst personal character must be developed with guidance from RANC staff.

12. On arrival trainees will be divided into divisions depending upon overall intake numbers. The names of the divisions, Jervis, Phillip, Bass, Flinders and Cook, are taken from famous naval officers. You will live together with other members of your division and most of your initial training activities will be conducted together as a division. A Divisional Officer (DO) is appointed to each division from RANC staff and will work closely with you during your time at RANC. Your DO will be your initial point of contact throughout the course for dealing with matters of both a personal and professional nature.

13. The practices and social conventions required of a naval officer are those of current well-mannered society. Some customs are more formal and some are purely naval in their application. As an officer, attention to these important aspects is necessary and junior officers are expected to appreciate the reasons for these social conventions and to conform to them. This subject will be addressed formally, discussed and applied during RANC training.

### **Initial Training Period and Emergency Contacts**

14. The first four weeks of your course are referred to as the Initial Training Period (ITP). This is an intensive part of the course where new officers are expected to quickly adapt to military routines and behavioural standards. You will not be permitted to leave CRESWELL other than for training purposes until ITP is complete. During this period you will have little personal time in which to contact your family and it is recommended that they are made aware of this. All NEOC members retain their mobile phones for the duration of the course, but ability to use them will vary depending on the course module being conducted. Your DO and other staff will brief you when phone restrictions will be enforced. You will likely only be allowed to use your phone for a short period each evening. Ensure that your family are well aware of this particular constraint that will be imposed upon you. An indicative program of ITP is at Annex C.

15. During ITP you will only be permitted to keep uniforms, navy issued items and a small amount of civilian clothing in your cabin. All other personal belongings including laptop computers, hobby materials and personal photographs will be locked away for the duration of ITP.

### **Accommodation and Messing**

16. NEOC is a residential course and all trainees are required to live onboard CRESWELL. Trainees will have a small single cabin with a king single bed, desk, bookshelves and wardrobes. Separate male and female heads and showers are provided on each deck of the accommodation buildings. Laundry facilities (washing machines and dryers) are also available on each deck, as is a secure room for storage of luggage items and personal effects.

17. Trainees will be responsible for the cleanliness and appearance of the accommodation areas, and for maintaining the state of their own cabin and communal areas to a very high standard throughout the course. 'Standing rounds', or presenting these areas for inspection, will become a familiar daily routine.

18. All NEOC trainees will take their meals in the College Dining Room. If you have special dietary requirements such as vegetarian, allergies or religious restrictions, please advise when completing the form at Annex A. On completion of ITP, trainees will become members of the Gunroom Mess (a bar and recreation facility). More information about this facility will be provided during the course.

## **Equity and Diversity**

19. Equity and diversity encompasses the concept of fair treatment and inclusiveness. Everyone should be given the opportunity to make the most of their talents and abilities. An equitable and diverse environment will be achieved through the application of such principles as recognising that all people are different and valuing their differences, treating each other with respect and dignity and using the different contributions that people can make to the team.

20. CRESWELL strongly values the principles of equity and diversity. By becoming a member of the RAN you will need to conform to certain standards upon joining. These standards may be very different and far more stringent than what was experienced in civilian life. By adhering to the values of equity and diversity you become an integral part of supporting and promoting these concepts and help to provide a fair and inclusive workplace. You will be briefed on the requirements soon after arriving. Any breaches of the RAN equity and diversity policy will be taken very seriously and personnel involved can expect consequences including possible termination from the Navy.

## **Drugs and Alcohol**

21. The Navy has a zero tolerance policy in regards to the use of non-prescribed or prohibited drugs by any serving member of the RAN. The use of such drugs will result in charges under the Defence Force Discipline Act (DFDA) and administrative action including possible termination from the Navy. Additionally, the inappropriate use of alcohol and/or alcohol-related incidents will not be tolerated. Members of the RAN, including NEOC trainees, can be tested for drugs or breath tested for alcohol at any time.

## **Management and Supervision of Minors**

22. NEOC typically has a number of members who on arrival are under the age of 18. As a result, the RANC has a special duty of care to ensure these members are managed and cared for appropriately. Minors have a restricted leave policy and require parental/guardian approval to take overnight short leave during the course. Further instructions will be provided on arrival. Additionally, in accordance with current laws, minors are prohibited from purchasing and/or consuming alcohol or tobacco products on board CRESWELL or any other ADF establishment.

## **Plagiarism**

23. Plagiarism is defined in the Macquarie Concise Dictionary as “the appropriation or imitation of another’s ideas and manner of expressing them, to be passed off as one’s own”. All students are reminded that appropriate referencing is to be used at all times. Any form of plagiarism will not be tolerated and it may result in immediate training failure and disciplinary action under the DFDA.

## **Leave**

24. There are no extended leave periods (other than weekends) programmed during NEOC. After completion of ITP, trainees will generally be able to proceed on limited weekend leave unless required for duty, travel or course work. Leave is considered a privilege throughout

the ADF, granted when operational and duty commitments allow. The graduated leave system will be explained to you in more detail after you join CRESWELL.

25. Access to shops is limited during the four weeks of ITP. You should prepare accordingly and ensure you are in possession of all requisites prior to joining CRESWELL. A recommended list of clothing and personal items is at Annex D.

### **Religious Observance**

26. CRESWELL has a resident Catholic Chaplain. Religious activities are held each Sunday in the base Chapel. Details can be obtained through your Divisional Officer on arrival. Where possible, trainees will be given the opportunity to attend church services.

### **Computer Facilities**

27. Computer facilities are provided for trainees. During the initial phase of training at CRESWELL, students undergo an intensive “Computer Information Systems” module. For some students this can be a very steep learning curve. Hence it is recommended that prospective New Entry Officers become familiar with the following computer systems prior to entry into the Royal Australian Navy:

- Windows XP Environment and Microsoft Office products including Word, Excel, PowerPoint and Outlook (email)
- Internet (Internet Explorer)

28. Students may bring laptops (desktops not recommended due to space constraints) for the duration of the course, although these will only be permitted in individual cabins after ITP. There are no facilities available for hard-line dial-up or broadband services in your cabin. Wireless services generally achieve satisfactory connectivity on the base. Internet access via your Defence account will be activated soon after your arrival. You should be aware however that email accounts (such as Hotmail and Gmail) and other social networking applications (such as Facebook and Twitter) cannot be accessed via Defence computers.

29. For security reasons you cannot download any material from your Defence account into a thumb-drive or USB mass storage device. If you attempt to do so you will be detected and have your account de-activated and/or be investigated.

### **Pay**

30. Your pay will be deposited directly to your nominated bank account each fortnight. Ensure that you have full details of your financial institution (bank, six digit BSB number and account number) when you join. If you do not have a bank account, you will need to open one prior to arrival at CRESWELL.

31. For those personnel, such as school leavers, without a Tax File Number (TFN), you are to apply to the Australian Taxation Office for a TFN as soon as possible. Without a TFN an administrative delay in processing your pay may occur. This number should be brought with you to CRESWELL. Your first full pay may not occur for up to four weeks from commencement of the course, so personal financial arrangements must be made prior to joining RANC.

32. For trainees transferring from the sailor ranks it is strongly recommended that you contact your pay centre well in advance of your posting to ensure pay delays are kept to a minimum.

### **Banking and Local Facilities**

33. There are limited banking facilities at CRESWELL. The Post Office offers Bank@Post facilities allowing withdrawals, deposits and enquiries for most banks and building societies as well as EFTPOS. The opening hours for the post office are 0800–1400 Monday-Wednesday and Friday, and 0800–1600 Thursdays.

34. Nowra is a regional centre and has a range of shopping, business and municipal facilities. The centres of Huskisson, Vincentia and St Georges Basin also service the area but have limited facilities. Jervis Bay Village, located outside CRESWELL's gates, has a general store, Australian Federal Police Station and ACT Motor Registry.

### **Security Clearances and Official Government Passports**

35. All RAN personnel undergo security clearance vetting upon joining. Processing of security clearances can take a considerable amount of time. To avoid unnecessary delays and avoid the possibility of not commencing application courses on time it is essential that new trainees **bring the necessary documents to enable security packs to be completed electronically after arrival at CRESWELL.** A full list of required documents is in the NEOC pre-joining Check List in Annex E.

36. The sea training component of the course is conducted onboard one of the RAN Major Fleet Units. Deployment to an overseas port is a possibility and the possession of an official government passport is mandatory. Therefore trainees must bring to CRESWELL all information and **ORIGINAL AND CERTIFIED TRUE COPIES of documents** required to obtain an official government passport. The RANC Regulator can certify documents as true copies if required. **All trainees are required to bring a minimum of 4 PASSPORT PHOTOS and the completed PASSPORT APPLICATION FORM,** both to be witnessed as described in Annex E.

37. For trainees under 18 years of age you will also require a child passport application form, which you will need to have your parent/guardian sign **before arriving at CRESWELL.** A full list of required documents to be brought with you is contained in the pre-joining checklist in Annex E.

### **In Service Appointments**

38. Officers joining from sailor ranks or University Entry Officers are to ensure that they are Individually Ready prior to commencing NEOC. Personnel are reminded that they must bring medical documents (including immunisation card), dental documents and service passports from previous units. It is your responsibility to bring all non-availability chits (SQ45) and 'Intention to Appoint' signals. If you are given permission by the Operations Officer to bring your private vehicle or motorcycle to CRESWELL, it is your responsibility to obtain a car pass on arrival and arrive no later than 3pm (1500) on Thursday, 20 January 2011. All Officers joining from the sailor ranks or as Undergraduates must ensure they have completed their transfer of DRN account via the 'Are You Being Posted' icon before arrival.

The RANC Regulator can be contacted on (02) 4429 7961 or the CIO-OPSO LEUT Andrew Nicholls can be contacted on 02 4429 7893 for any queries relating to your appointment.

### **Physical Training and Recreation**

39. Successful completion of the RAN Swim Test and the RAN Physical Fitness Test is mandatory. Trainees unable to complete either of these tests will not graduate from the course and may ultimately face termination from the RAN. These tests and other components of the course are physically demanding and any preparatory fitness training you undertake beforehand will be to your advantage. A detailed explanation of physical tests you will be required to undergo as part of NEOC and other pertinent information is contained in Annex F. It is important to note that the RAN Swim Test will be conducted in the first week of training, therefore prior preparation is highly recommended for less confident swimmers. You are again encouraged to visit the DFR website [www.defencegobs.gov.au](http://www.defencegobs.gov.au) for details on fitness and swim tests, including the minimum standards required.

40. A wide range of sports and outdoors recreational activities including sailing, surfing, fishing, swimming, tennis, kayaking, rafting, sea kayaking, golf and hiking are catered for at CRESWELL. A limited quantity and variety of equipment is available for loan. In addition, the base has a modern well-equipped gymnasium available to all trainees.

### **Pets**

41. Trainees are not permitted to bring pets onboard CRESWELL.

### **Removals and Housing**

42. Due to the length of the course, trainees are not entitled to a removal of effects or motor vehicles.

43. If you are a newly enlisted member, you may be entitled to have items stored at Commonwealth expense (PACMAN 6.6.47). For more information please contact Defence Housing Authority (DHA), Nowra on (02) 4421 1500.

44. For Officers joining from sailor ranks or already in service, if you are categorised as a Member Without Dependants (MWOD), please be aware that you are not entitled to retain your Rental Assistance (RA) property in your losing locality whilst you are on course. As your posting to NEOC will be for less than six months, you will not have an entitlement to a removal to CRESWELL at Commonwealth expense. DHA Nowra can however arrange for your furniture/effects to be uplifted and placed into storage in the losing locality for the duration of the course. Please note you will be expected to take delivery of these items at the time of your first posting of greater than six months. Please contact DHA Nowra on (02) 4421 1500.

45. If you are categorised as a Member With Dependants Unaccompanied, MWD-(U), whilst on course at CRESWELL, you will be entitled to some form of subsidised housing for your family. Please contact DHA in your area if you require further information.

### **Private Motor Vehicles**

46. Cars and motorcycles may be brought into CRESWELL on completion of ITP. Cars and motorcycles are to be registered, and have third party property insurance as a minimum. This is not the same as the Compulsory Third Party insurance included in state vehicle registration. Separate third party property damage cover is required. Parking facilities are available for trainees. Parking allocation and permits will be arranged on arrival.

47. CRESWELL has a general speed limit of 25 km/h because large numbers of pedestrians such as visiting groups, formed marching squads and resident’s families use the roads. Several areas such as those surrounding training facilities and married quarter accommodation have 15km/h limits. In addition, the very large population of kangaroos also present a driving hazard as their movements are rapid and typically unpredictable. Many roads are too narrow to allow safe car parking and are to be kept clear. “No Parking” areas are identified by red painted gutters. New Entry Officers should acquaint themselves with these regulations as soon as possible, as traffic rules are strictly enforced. Cars and motorcycles may be banned from CRESWELL for offences.

**Contacts**

48. Your contact address while on course is:

(Rank and Name)  
(Your Division Name)  
NEOC 44  
Royal Australian Naval College  
HMAS CRESWELL  
JERVIS BAY ACT 2540

49. Although trainees will not be permitted to carry mobile phones, in an emergency messages can be relayed by RANC staff. CRESWELL dial-in telephone numbers are (02) 442 followed by the five-digit extension number. The telephone numbers of your accommodation will be advised on arrival.

**Useful contact numbers**

HMAS CRESWELL Switch	(02) 4429 7900
Head—Officer Initial Training Faculty	(02) 4429 7865
Operations Officer—Officer Initial Training Faculty	(02) 4429 7893
RANC Regulator	(02) 4429 7961
Gangway (Boomgate)	(02) 4429 7986
Officer of the Day (OOD)	0400 468 697

50. Any further enquires about joining requirements for NEOC trainees should be directed to the Operations Officer or RANC Regulator via the numbers above.

***OSB***

**B.A. ESLER**

Lieutenant Commander, RAN

Head—Officer Initial Training Faculty  
Royal Australian Naval College

18 Nov 10

**Annexes:**

- A. Movement Advice Slip
- B. Dress and Grooming
- C. Indicative RANC Routine
- D. Recommended List of Clothing and Personal Items
- E. NEOC pre-joining checklist
- F. Physical Training Joining Instructions

## MOVEMENT ADVICE SLIP

### A. RETURN OF FORM

Return this form **no later than Monday 10 January 2011:**  
As soon as your travel arrangements have been finalised, either:

1. Mail this form to

College Regulator  
TRASC Building 97  
Royal Australian Naval College  
HMAS CRESWELL  
JERVIS BAY ACT 2540

**OR**

2. Fax this form to (02) 4429 7811 Attention: CIO OPSO OITF/ RANC Regulator

**OR**

3. Copy this form, complete it electronically and email to the College Regulator at the following email address: [andrew.nicholls@defence.gov.au](mailto:andrew.nicholls@defence.gov.au)

### B. PERSONAL DETAILS:

Complete the details below:

1. Full Name: \_\_\_\_\_
2. Daytime contact telephone number: \_\_\_\_\_
3. Mobile phone number: \_\_\_\_\_
4. Emergency contact name: \_\_\_\_\_
5. Emergency contact phone number: \_\_\_\_\_
6. Defence Recruiting Centre: \_\_\_\_\_

**C. TRAVEL DETAILS:**

Complete **ONE** of the following sections below

**1. Flights to Sydney Airport**

\* You are required to be at the Baggage Collection Area, Carousel 1, QANTAS Domestic Terminal, Sydney Airport **no later than 7pm**, Thursday, 20 January 2011.

\* Upon your arrival you are to **go directly to the meeting point and wait there.**

\* A Naval member will meet you upon your arrival at the Baggage Collection Area

Flight Details: \_\_\_\_\_

Estimated Time Arrival (ETA) \_\_\_\_\_

**OR**

**2. Bus or Personal Motor Vehicle (PMV) to Sydney Airport**

\* You are required to be at the Baggage Collection Area, Carousel 1, QANTAS Domestic Terminal, Sydney Airport by **no later than 5pm** Thursday, 20 January 2011.

\* Upon your arrival you are to **go directly to the meeting point and wait there.**

\* A Naval member will meet you upon your arrival at the Baggage Collection Area

Travel Details: \_\_\_\_\_

Estimated Time of Arrival (ETA) \_\_\_\_\_

**OR**

**3. DFRC Wollongong**

\* You are required to be at DFRC Wollongong for transport to RANC **no later than 5 pm** Thursday, 20 January 2010.

**4. Canberra**

\* Those members who are booked on the Service Bus transport from Canberra to CRESWELL are required to be at CRESWELL **no later than 5pm** Thursday, 20 January 2011.

**OR**

**5. For In-service Appointments/ Undergraduates/ Service Transfers only:**

If you wish to drive your car or motorcycle to CRESWELL, you need to email CIO-OPSO, RANC LEUT Andrew Nicholls [andrew.nicholls@defence.gov.au](mailto:andrew.nicholls@defence.gov.au) requesting permission.

I have been given permission to drive my car or motorcycle to CRESWELL, and understand that I am required to join CRESWELL no earlier than 1400h and no later than 1700h Thu, 20 Jan 11.

**YES**

**NO**

**N/A**

**OR**

**6. Other travel arrangements:**

If your travel arrangements do not fall into one of the categories above, please detail your travel arrangements in the space provided.

---

---

---

---

**D. MISCELLANEOUS**

**1. Meals upon arrival:**

NO lunch is provided on Thursday, 20 January 2011.

Sandwich packs will be available for dinner Thursday, 20 January 2011.

**2. Detail any special dietary requirements in the space provided (e.g. vegetarian, allergies, religious requirements).**

---

---

---

**4. For your travel on Thursday, 20 January 2011 ensure you take the following contact details for the CIO-OPSO with you in case you need to contact CRESWELL.**

CIO-OPSO LEUT Andrew Nicholls, RAN  
Work: (02) 4429 7893  
Mobile: 0458 736 996

## DRESS AND GROOMING

### Grooming standards—male

- Hair shall be groomed so that it does not touch ears or collar nor extend below eyebrows when head dress is removed. The bulk of hair shall not exceed 5 cm. The primary consideration remains a neatly groomed appearance for the hairstyle and the type of hair that the individual has.
- Hairstyles must be conservative and generally must be adapted to permit the correct wearing of head dress. For example; the minimum cut is a No 2 comb.
- Sideburns are not to extend below the lines level with the points where the bottom of the ear joins the face. They must be neatly trimmed and must be less than 3 cm wide. ‘Mutton Chops’ or similar grooming styles are not permitted.

### Grooming standards—female

- Hair styles and colouring must be conservative and complementary to the individual and military image. The minimum cut is a No 2 comb. When in uniform, hair is not to extend below the lower edge of the buttoned shirt collar, and may be worn in a bun, roll or braid. The bulk of hair must not interfere with the correct wearing of the head dress.
- Hair ornaments such as ribbons, headbands and ‘scrunchies’ are not to be worn. Plain pins, combs or hairnets similar in colour to the hair and blue or black rubber bands may be worn. Unadorned tortoiseshell or clear hair slides may also be worn.
- Female members who wish to wear facial make up and perfume may do so in moderation. Nail varnish is permitted providing it is colourless and not chipped.

### Jewellery

- **Males** -The only items of jewellery, which may be worn with uniform, are as follows:
  - One watch—not to be ornate or brightly coloured;
  - One wedding ring; and
  - One signet ring.
- **Females** - The only items of jewellery that may be worn with uniform are as follows:
  - One watch—not to be ornate or brightly coloured;
  - Wedding, engagement and eternity rings;
  - One other ring on the right hand; and
  - One earring of a plain gold or silver stud type, no wider than 4 mm in diameter or plain sleeper type of 1 cm diameter, in the lobe of each ear;

- **Body piercing is discouraged throughout the RAN.**

### **Uniforms and Civilian Attire**

Uniforms will be issued to trainees during the first few days of the course. Until then, trainees are to wear neat civilian attire as specified below. Officers joining from the sailor ranks and Undergraduates **will not be issued with a complete new kit**. Your local clothing store should be able to provide advice on what items of kit need to be maintained. Only the highest standard of uniform is acceptable, and you are advised to renew worn or marked uniforms.

All New Entry Officers will require the following minimum standard of civilian attire:

- **Men:**

Summer: Tailored trousers, tailored shirt with or without tie. Polo shirts are not acceptable.

Winter: Suit, shirt and tie, OR Jacket (blazer style), tailored trousers, shirt and tie.

- **Women:**

Summer and Winter: Conservative dress or skirt (no shorter than 7cm above the knee), or tailored pants (“dress” jeans are not acceptable). A tailored collared shirt with sleeves, jacket optional. Stockings and court shoes (plain leather dress shoe, heel between 20 – 50mm high), or enclosed shoes to be worn as appropriate. All shoes must have back straps.

### **Leave Dress**

The minimum standard for leaving the establishment at any time other than for sport is jeans, trousers or smart casual shorts. Females may also choose to wear a conservative dress or skirt (no shorter than 7cm above the knee). Belts are to be worn where belt loops are provided. Shirts or blouses are to have conservative neckline, and to have a collar and sleeves. Polo shirts are acceptable provided they bear no offensive slogans and are in good condition; a small logo is also acceptable.

All Naval members are required to be modestly attired in public areas (i.e. no bare midriffs or visible underwear). Shoes are to be clean and in good repair. All clothing is to be clean, ironed and not torn in any way.

### **Personal Toiletries**

A small canteen at the CRESWELL Post Office stocks a variety of items such as spray starch, washing powder and toiletries; however, the availability of such items can be quite limited. Trainees are advised to ensure they have sufficient toiletries and personal necessities to last throughout the four week ITP.

**INDICATIVE RANC ROUTINE**

This or a similar routine will be in place for the first four weeks. After this time, the routine may change to allow for increased free time, at the discretion of RANC staff.

0530	Call the Hands	
0545–0630	Early Morning Activity	<i>(Generally a form of physical activity)</i>
0630–0700	Morning Ablutions	
0700–0740	Breakfast	
0740–0750	Both Watches	<i>(Muster of all trainees)</i>
0800–0805	Colours	<i>(Flag/Ensign raising ceremony)</i>
0805–0830	Dress Inspection/Drill/Divisions	
0835–0955	Instruction	
0955–1010	Stand Easy	<i>(Morning tea)</i>
1010–1155	Instruction	
1200–1240	Lunch	
1240–1250	Both Watches	
1300–1555	Instruction	
1615–1730	Dog Watch Activity	<i>(Afternoon sport physical activity)</i>
1800–1930	Dinner	
1930–2000	Evening Rounds	<i>(Inspections)</i>
2000–2200	Divisional Activity	<i>(Meetings/instructional periods)</i>
2230	Pipe Down and lights out	

## RECOMMENDED LIST OF CLOTHING AND PERSONAL ITEMS

- Suitable civilian evening wear (as described in Annex B)
- Suitable leave dress x two sets (as described in Annex B)
- Thongs (for showering)
- 1 pair joggers / runners. You will be issued one pair but will require an additional pair.
- Towel. Issued towels may not be sufficient.
- Black shoe polish (both Parade Gloss & Nugget) and white shoe polish
- Alarm clock
- Personal toiletries (to last at least 4 weeks)
- Limited Cash (Up to a maximum of approx \$200 is recommended for security reasons)
- Matching spare coat hangers x 20 (for uniforms)
- Matching trouser/skirt hangers x 10 (for uniforms)
- Wrist watch
- Sufficient underwear for 4–5 days (min). Females should include sports bras. White underwear / bras are required to be worn with white uniforms.
- Washing powder
- Stain remover
- Good quality steam iron (needs to be good quality to avoid marking white uniforms)
- Laundry marker (black and white)
- Elastic garters for long white socks
- For females with long hair—hair/bun nets, bobby pins, hair elastics (clear, brown or black depending on hair colour)
- Small torch
- Swimming costume (male—speedos or board shorts, female—one piece conservative cut)

The above items are **minimum requirements** for the course. You are permitted to bring a **limited amount of small personal effects** to make your stay more comfortable (eg. doonas, personal pillow, micro stereos). These items will **not be permitted** in your individual cabin until after your first four weeks (ITP). It is suggested that you bring the minimal amount of personal effects with you and collect these additional items at a later date.

NEOC PRE-JOINING CHECKLIST

REQUIREMENT	ITEMS TO BRING WITH YOU	COMPLETED
Passport	<p>Bring all documentation required for the passport form including signed passport photos.</p> <ul style="list-style-type: none"> <li>• Bring all passports held, including those expired or cancelled, <b>whether issued by Australia or another country</b>;</li> <li>• If you are an in-service appointment you must obtain your service passport from the ship's office of the losing unit and bring it with you;</li> <li>• Guardian/Parent signature on passport form for trainees under 18 years of age.</li> <li>• Bring at least 4 passport photos of yourself. In black pen on the back of each photo a witness who has known the member for 10 years must write: "This is a true photo of (member's full name) and the witness must sign their signature beneath this.</li> <li>• Print off the online passport application form at <a href="http://www.passport.gov.au">www.passport.gov.au</a> having completed it online or complete it in black pen. The witness for the passport application form must be the same person who is the witness for the passport photos. The passport application form and passport photos must be done prior to arrival at CRESWELL and you must bring them with you to CRESWELL.</li> </ul>	
Security Clearance Pack	<ul style="list-style-type: none"> <li>• Bring your security pack if it has been issued</li> <li>• Bring the following documents/information if applicable to you. ** Certified true copies</li> </ul> <p><u>Documents</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Full Birth Certificate - original <u>and</u> a certified true copy (extract not accepted);</li> <li><input type="checkbox"/> **Marriage Certificate(s), (for all marriages);</li> <li><input type="checkbox"/> **Divorce documents/Decrees (for all divorces);</li> <li><input type="checkbox"/> **Change of Name Certificates, where there has been a change of name other than as a result of marriage;</li> <li><input type="checkbox"/> **Naturalisation or Australian Citizenship Certificate (includes citizenship by Descent);</li> <li><input type="checkbox"/> Evidence of current residential address (must specify your name eg drivers licence, utility bill, council rates etc);</li> <li><input type="checkbox"/> Evidence of at least one previous address during the last ten years (must specify your name);</li> </ul>	

	<p><input type="checkbox"/> Certificate of Service or discharge pertaining to Service in the Defence Forces of ANY country;</p> <p><input type="checkbox"/> Evidence of previous employment or schooling (must specify your name and at least one previous employer during the last 10 years. If you were a student attach proof of enrolment or academic results);</p> <p><input type="checkbox"/> <u>Trainees born on or after 20 Aug 86</u> are required to provide proof of their Australian Citizenship. Examples of proof are: Aust passport issued on or after 01 Jan 2000 for a period of at least 2 years; or an Aust citizenship certificate. If you are unable to produce either document then proof that one of your parents was an Aust citizen at the time of your birth is required. Documentary proof can be any of the following: parents Aust birth certificate / parents Aust passport issued on or after 20 Aug 1986 / parents certificate of Aust Citizenship / or parents passport showing a permanent entry stamp into Aust prior to the time of your birth.</p> <p><u>Information Required</u></p> <p><input type="checkbox"/> If parents were born overseas, date of their arrival in Australia;</p> <p><input type="checkbox"/> If resided overseas, address details and dates of residence;</p> <p><input type="checkbox"/> Details of last 10 years of employment or schooling including part-time, casual temporary or unemployment.</p> <p><input type="checkbox"/> Details of all overseas travel and holidays, to include all countries visited and dates;</p> <p><input type="checkbox"/> Details of any persons over 18 years of age currently residing with you, including your parents and spouse, who have visited or resided overseas in the last ten years. To include all countries of residence or visit and dates;</p> <p><input type="checkbox"/> Details of all relatives residing overseas, including those relatives or your spouse, de facto, partner or fiancée. Details to include country of residence and dates;</p> <p><input type="checkbox"/> Details of club memberships and dates eg tennis, squash, swimming, cricket etc;</p> <p><input type="checkbox"/> Full details of all criminal or traffic offences / convictions.</p> <p><input type="checkbox"/> Under 18s will require consent from their parents before the AFP can conduct a police records check.</p>	
Letter of Offer	<ul style="list-style-type: none"> <li>• The Director of the Navy People Career Management Agency will inform you of your conditions of employment through a letter of offer.</li> <li>• Ensure you bring this letter with you.</li> </ul>	

Bank Account	<p>You must have a bank account. If you do not have an account you must open one prior to joining Bring the following details:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank</li> <li><input type="checkbox"/> Account Name</li> <li><input type="checkbox"/> BSB Number</li> <li><input type="checkbox"/> Account Number</li> </ul>	
Tax File Number	<ul style="list-style-type: none"> <li>• If you do not have a TFN you must apply for one.</li> <li>• Bring the TFN with you.</li> </ul>	
Travel Details	<ul style="list-style-type: none"> <li>• Complete Movement Advice Slip at Annex A and fax or email it to RANC. (Call the Operations Manager to confirm it has been received on (02) 4429 7893)</li> </ul>	
Medical and Dental Documentation	<ul style="list-style-type: none"> <li>• Keep a record of any injuries or illnesses sustained during the period from your entry medical to arrival at RANC and include any medication taken.</li> <li>• Bring your International Health Certificate (if held);</li> <li>• Bring your Vaccination Certificate (if held);</li> <li>• Sailor changeovers and Undergraduates are to ensure you bring all medical and dental documentation with you;</li> <li>• Females are to bring records of pap smears and any other gynaecological tests/procedures undertaken.</li> </ul>	
Swim Test and Physical Fitness Test	<ul style="list-style-type: none"> <li>• Read the instruction regarding the tests. If you consider you will have problems, seek assistance.</li> <li>• Conduct pre-course conditioning and fitness training.</li> </ul>	
Drivers Licence	<ul style="list-style-type: none"> <li>• Drivers licence (if held).</li> </ul>	

**Ensure you have completed all components of this Checklist prior to joining the college.**

## PHYSICAL TRAINING JOINING INSTRUCTIONS

### Introduction

Physical training is an integral part of life in the RAN. At the RANC, CRESWELL you will gain an overview of what fitness in the Military is all about. **In the first week of training you will undertake the RAN Swim Test and a maximal RAN Physical Fitness Test (PFT).** A rigorous physical training program forms a significant part of the course and you will be tested against the RANPFT a number of times during your training.

### RAN Swim Test

All New Entry personnel complete the RAN Swim Test. It will be conducted within the first week of the course. The test need only be passed once in your naval career; however, the test **MUST** be completed to successfully graduate from the course. If you are a weak swimmer it is **strongly recommended** that you practice the elements below before joining NEOC. If you do not pass the RAN Swim Test by Week 15 of NEOC, termination of your Naval service is possible.

The swim test is to be carried out in an outdoor or indoor pool or in a suitable area of the sea. At CRESWELL in summer, the test is conducted in the sea adjacent to the main wharf. Candidates are to be dressed in Navy Overalls or Disruptive Pattern Naval Uniform (DPNU). The Swim Test includes the following elements:

- Enter the water feet first from a suitable place from a minimum height of 2 metres, to simulate 'abandon ship';
- Plunge and swim for 10 metres under water (completely immersed), to simulate an escape from a sinking vessel surrounded by burning oil.
- Swim 50 m on the surface to escape from a simulated danger situation utilising any stroke;
- Spend 15 minutes in deep water (where the candidates are unable to touch the bottom) during which time the following techniques can be utilised:
  1. Floating,
  2. Slow swimming using a variety of strokes, and
  3. Treading water in either the horizontal or vertical positions.

### RAN Physical Fitness Test (RANPFT)

The RAN Physical Fitness Test must be successfully passed to graduate from NEOC. The test must be passed every twelve months thereafter during your career. During your first week at CRESWELL you will undertake a 'maximal' version of the RANPFT so that staff can judge your overall level of fitness. All other tests will be conducted at the 'sub-maximal' level. If you do not pass the RANPFT by Week 15 of NEOC, termination of your Naval service is possible.

**Recommended Physical Standards**

Relationships between both mental and physical health are an important aspect of a great leader, and one does not work effectively without the other. The physical classes that you will undertake here at RANC will stretch you beyond your absolute capacity. To ensure that you will not be left behind in any physical aspect, it is **strongly recommended** that you reach a sufficient level of fitness prior to your first day at the RANC. The following are the elements and minimum requirements to pass the RAN Physical Fitness Test:

<b>Component</b>	<b>Male</b>				<b>Female</b>			
	<b>Age &lt; 35</b>	<b>Age 35 to 44</b>	<b>Age 45 to 54</b>	<b>Age &gt; 54</b>	<b>Age &lt; 35</b>	<b>Age 35 to 44</b>	<b>Age 45 to 54</b>	<b>Age &gt; 54</b>
<b>Flexed Arm Hang</b> (seconds)	25	20	15	10	25	20	15	10
<b>OR</b>								
<b>Push-ups</b> (number)	25	20	6	6	10	7	3	3
<b>Sit Ups</b> (number)	25	20	15	10	25	20	15	10
<b>2.4 Km Run/Walk</b> (min/seconds)	13'00"	15'00"	17'00"	19'00"	15'00"	17'00"	19'00"	21'00"
<b>OR</b>								
<b>5 Km Walk</b> (min/seconds)	42'00"	44'00"	46'00"	48'00"	43'00"	45'00"	47'00"	49'00"
<b>OR</b>								
<b>500m Swim</b> (min/seconds)	12'30"	13'30"	14'30"	15'30"	13'30"	14'30"	15'30"	16'30"
<b>OR</b>								
<b>Beep</b> (level)	7.4	6.9	6.4	5.9	6.9	6.2	5.4	5

To pass the RANPFT you should be achieving these targets easily (i.e. achieve at least 50% more pushups and situps than the minimum target and achieve the run in at least 1-2 minutes less than required).

**Historical evidence proves that those trainees who arrive at CRESWELL having conducted a good level of pre-course conditioning are far better placed to cope with all aspects of the course (and not just the physical elements), compared to those officers who have not done so.**