

INTRODUCTION

Congratulations on being selected as a member of the Royal Australian Navy (RAN)! This is your first step to a career in the Australian Defence Force. Your initial training at Recruit School will prepare you to be a sailor in the RAN. You will then progress to a Category School where you will gain your specialist skills in your chosen fields of endeavour before joining the wider Navy community on ships and establishments around Australia. You can look forward to an interesting and challenging lifestyle that will offer opportunities for promotion and travel.

LOCATION AND TRAVEL

The Navy Recruit School, in HMAS *Cerberus*, is situated on Western Port Bay, Victoria about 70 kilometres south east of Melbourne.

All aspects of your travel to HMAS *Cerberus* will be arranged by the Recruiting Centre. Recruits joining from outside Victoria will be met by members of Recruit School staff at Tullamarine Airport. Recruits joining through the Victorian DFRC will be met at the Centre by Recruit School Staff.

Do not bring your own vehicle, requests for access to HMAS *Cerberus* of private motor vehicles/motor cycles will be considered on a case-by-case basis later in your Recruit training.

ARRIVAL

On arrival you will become part of the Division responsible for the conduct of the training for your intake. You will receive a welcome address by the members of RS Divisional Staff, be allocated your accommodation and be informed of the Navy's expected standard of behaviour while you are in RS. There will also be a lot of information given in a short time so it is important to pay attention and to take notes. Additionally, you will need to complete a number of forms (eg Next of Kin, Superannuation Application, Pay, Tax File Number) and provide some basic personal information. **So bring a note book and a pen on the day.**

Your first few days at RS will be taken up with administration, medical and dental checks, kit issue, haircuts, initial parade training, the RAN Swim Test and the RAN Physical Fitness Test (RANPFT).

ACCOMMODATION

During Recruit training you will be accommodated in six berth cabins within an accommodation block. Whilst males and females share an accommodation block, they are located on different floors. Each floor has communal laundry, shower and toilet facilities. You will be required to keep your cabin and communal living areas clean and tidy.

HAIRSTYLES

Extremes in colour and style will not be permitted. Male and female hair colour must be as close to your **natural hair colour** prior to your enlistment date and while at RS. A full-time hairdresser is available by appointment at HMAS *Cerberus*. Shaved or partially shaved heads **are not permitted.**

Females: Females may have their hair cut at Commonwealth expense in the first week of training. Hair below collar length is required to be worn in a bun. Hair combs the same colour as the hair may be worn; one on each side. 'Scrunchies' **are not permitted and hair is to be a uniform natural colour.**

Males: Will be given a Number two (2) crew cut in the first week of training at Commonwealth expense. All subsequent hair cuts will be at the individual's expense. Facial hair is **not permitted** whilst at RS and hair is to be a **uniform natural colour**.

RECREATIONAL FACILITIES AND ACTIVITIES

The Recruit recreational area (**Sobraon Club**) has a pool table, table tennis, television and DVD facilities, internet café, juke box and a small canteen.

Most areas of HMAS *Cerberus* are out of bounds to Recruits, however, a number of facilities and support services are available at HMAS *Cerberus*.

GRADUATION

Recruits who successfully complete the course participate in a Graduation Parade which is normally held on Friday of the last week of training. Recruits will have the opportunity to invite **up to four (4) family or friends** to view the parade which will commence at 1000h.

WHAT WILL YOU NEED?

You **must** bring the following items with you on enlistment day:

- a. Pen and notepad.
- b. Finance details: You will need these to get paid.
- c. Bank account details: BSB / Acct number / Branch name.
- d. Tax File Number. (If you do not have a TFN, you need to apply for one before enlisting in the Navy.)
- e. All the items in the What to Bring table.
- f. **All** the documentation as listed in the Documentation Check List.
- g. All the requirements listed in Other Important Information.

DO NOT under any circumstances bring the following items to RS:

- a. Knives and fire arms or their replicas or other offensive weapons such as cross bows, spear guns and spears;
- b. Illegal drugs and their associated implements (Prescription drugs must be declared to Recruit School staff on arrival);
- c. CB and amateur radios;
- d. Lap top computers;
- e. Offensive or inappropriate material (such as pornographic magazines, posters, books, clothing, videos and DVD's);

- f. Skate boards, roller blades, scooters; and
- g. Electrical extension leads, power boards, double adaptors.

WHAT TO BRING

You will be issued with a Navy tracksuit which you will wear until you receive the rest of your uniform during your training. The following is a suggested lists of articles of clothing, toiletries and other items you **must** bring with you.

Item	Description
Suitcase or Bag	Suitcase / soft sided bag. MUST BE LOCKABLE to store civilian clothing. The RAN takes no responsibility for lost items.
Bathing costume (see examples)*	Female - One piece ONLY Black or navy, conservative style, Male - Speedo style - <u>no boardshorts or 'rashies'</u> .
Nightwear	2 piece pyjamas/nightie/boxers & T-shirt. Conservative styles.
Bathrobe*	Lightweight / conservative style.
Rubber thongs	Shower footwear - Crocs / non-slip styles are suitable.
Underwear	All underwear must be white or flesh-coloured cotton.
Sports Bras	Minimum of 2 - white or flesh coloured (females only).
Running Shoes	Appropriate sporting shoes. Skate/street/casual shoes will not suffice for PT activities.
Shoe brush*	For polishing shoes and boots.
Hair care	Hair combs / bobby pins / hair nets of your natural hair colour (females only - if required).
Sunglasses (recommended)	PLAIN Black or brown frames / no adornments or obvious brandnames (see examples).
Toiletries	As required.
Washing powder*	
Steam iron*	
Shoe polish*	Parade gloss is recommended.

* Denotes items that can be purchased at the Recruit School canteen during the first week, however, prior purchase is highly recommended.

A bag containing the following items will be available for purchase for approximately \$30 and will ensure you have all the necessary requirements to maintain your uniform for the initial phases of training:

Shoe Brush Shoe Polish Parade Gloss Name Label Kit
White Marker Yellow Polish Cloth Coat Hangers Starch

DOCUMENT CHECK LIST

Bring the following ORIGINAL documents with you to RS to enable you to get a security clearance:

- FULL BIRTH CERTIFICATES: Extracts will not be accepted or deed poll certificate if name changed. Birth Certificates in any language other than English require a full official translation.
- ALL PASSPORTS: All passports ever issued or held, whether current or cancelled, whether issued in Australia or any other country. Details of all passports issued but not in your possession should also be provided.
- EVIDENCE OF EMPLOYMENT: Last 10 Years (Pay slips, Group certificate or Reference with official letterhead).
- EDUCATIONAL CERTIFICATES AND/OR TRANSCRIPTS: Final year certificate or most recent academic qualification will suffice.
- MARRIAGE CERTIFICATE(S): For all marriages if applicable. Recruits in a de facto relationship are to fill in the relevant documentation which is available from your Recruiting Centre. Once completed this information is to be passed to your Instructor when you have been allocated to a class on your arrival at RS.
- DIVORCE DOCUMENTS FOR ALL DIVORCES: Decree Nisi or Decree Absolute.
- CHANGE OF NAME CERTIFICATE: If applicable.
- CERTIFICATE OF SERVICE OR DISCHARGE: Pertaining to service in the Defence Force of any country.
- NATURALISATION CERTIFICATE: For all nationalities held.
- PROOF OF RECEIPT OF UNEMPLOYMENT BENEFITS
- LETTERS OF REFERENCES: Provide copies of any written references provided by previous employers, personal referees, school teachers and coaches.
- DRIVERS LICENCE
- 4 X CURRENT PASSPORT STYLE PHOTOGRAPHS: Standard size passport photos - uncut, **not** endorsed and taken within three (3) months of your enlistment date. Males are to be **clean shaven** and have a **short hairstyle**. Females are to have their hair **tied back** and both sexes are to have their hair as close to **their natural colour** as possible when the photos are taken. Passport application forms and high level security clearance forms will be completed at RS.
- TAX FILE NUMBER (TFN). You are required to bring your TFN with you for payment purposes. If you do not have a TFN now is the time to apply.

PERSONAL INFORMATION REQUIREMENTS

Recruits will require the following personal information in order to complete the security pack;

- Parents** **Full Name**

Birth date

Place of birth (should be on full birth certificate)

Current **address** and dates of residence.

Nationality and date of arrival in Australia (if applicable).
- Step Parents.** As per natural parents above.
- Partner / Spouse / De Facto or Fiancé.** **Full name**

Birth date

Place of birth

Nationality and date of arrival in Australia (if applicable)

last ten (10) years of addresses including dates of residence (month and year).
- Naturalisation.** Date and place of naturalisation of subject and partner if applicable.
- Employment / Study.** Details of last ten (10) years of employment (school, university, unemployment, or travelling) including employers' name, address, type of work done and dates of employment (eg. Oct/99-Apr/00, John's Mega Store, Sales person, 7 Old Trafford Street, Chester, Vic). Complete the work sheet providing two referee and one previous supervisors contact details including phone number.
- Addresses.** Details of last ten (10) years addresses including dates of residence.
- Clubs / Association.** Details of any clubs or associations Recruit has ever been a member of, including Name of club, office held, dates of membership and reason for leaving if applicable.
- Overseas Travel.** Details of travel are to reflect passport, including stopovers. (Passports are not always a complete reflection of all travel undertaken). Parent's passport to be provided if subject's travel documented on same. You will also be required to provide details of any family members residing overseas, including address and month/year that members commenced living overseas.

Other important information you need to bring:

- **Pay and Banking Details.** Bank account number, branch name and BSB number (check these details with your bank before you leave). **This is absolutely vital.** You will be paid by an electronic transfer of funds to your nominated bank account. Therefore you will need to have your bank account details and your TFN information on your person when you arrive at RS.
- **Full Birth Certificates for all Dependents:** Extracts will not be accepted or deed poll certificate if name changed. This includes all children under your care. Birth Certificates in any language other than English require a full official translation.
- **Vaccination Records.** Shortly after arrival at RS and during the period of the Recruit Course, Recruits will be tested for Tuberculosis and will be vaccinated against the following diseases:

Typhoid Fever

Hepatitis A and B

Tetanus

Measles, Mumps, Rubella (MMR)

Poliomyelitis

Chicken Pox (Varicella Zoster)

Meningococcal Meningitis C

To avoid possible complications from repeating the full dose of some vaccines, please bring with you to RS, vaccination certificates or verifiable proof, such as a doctors certificate, indicating the type of vaccines that you have received and the date that you were vaccinated.

- **Interdependent Relationships.** Recruits in an interdependent relationship (ie De Facto) who wish to have the relationship recognised by the Navy are to complete the relevant documentation available from your Recruiting Office.
- **Security Packs.** - Security packs are to be completed prior to arriving to RS, however, **Security packs MUST NOT be signed or dated as they only have a short shelf life.**

When filling in the “Current Residential Address” Box in your security pack you **must** put the address of Recruit School (**RAN Recruit School HMAS *Cerberus* VIC 3920**) and **not** your home address. When filling in the 1st “Previous Residential Address” Box you **must** input the details of your home address. Your DFRC will issue the correct security pack that you will be required to complete before joining RS.

Recruits joining as an ATA, BM, DEN, HSO, MED, SN or STD must have all information and original documents to complete the Confidential Security Pack.

Recruits joining as an ATV, CD, CSO, CSOMW, ET or WTR must have all information and original documents to complete the Secret Security Pack.

Recruits joining as an AWASM, CIS, CTL or CTS must have all information and original documents to complete the Top Secret Security Pack.

Recruits joining as a submariner must have all information and original documents to complete the Top Secret / Negative Vetting Security Pack.

DOCUMENTS AND INFORMATION

Your DFR Centre will have already asked to see some of the documentation listed. **YOU MUST STILL BRING** it to Recruit School, as the Navy and the Defence Security Agency has specific requirements for the documents, separate to those of the DFR Centre.

Security Clearances and Passports. The Navy requires you to gain a security clearance and hold an Australian Government passport (green cover).

All Recruits are to read the Document Check List and Personal Information Requirements to ensure the appropriate documentation is brought to RS. The application process is very thorough and often a long procedure. To ensure a speedy processing of your application, it is very important that you bring all the evidence required.

Recruits in an interdependent relationship are to fill in the relevant documentation which is available from your Recruiting Centre. Once completed, this information is to be passed to your instructor when you have been allocated to a class on your arrival at RS.

ENTITLEMENTS AND COMMITMENTS

Uniforms. You will be issued with summer and winter Navy uniforms (kit) for working (everyday wear), ceremonial, and physical training. This kit will include a tracksuit, running shoes, boots, hats and caps. You will also be issued towels and bedding. You will be responsible for the cleanliness and presentation of all of these kit items and be required to replace them if they are damaged or lost.

You will be required to wash and dry your own uniforms in the facilities provided in your accommodation block. Some uniform items, such as ceremonial uniforms, will be dry-cleaned at your expense.

Meals. You will be entitled to three meals a day to be eaten in the Junior Sailors Mess at HMAS *Cerberus*. This is a cafeteria style dining area and meals are at set times and duration.

Leave and Visitors. Taking leave and having visitors on board during Recruit training is a **privilege** and **not** a right. You will be entitled to have visitors during the weekend of week three, on submission of a written request, providing you are not required for duty, instruction or any other Service requirement. If you have family or friends that intend visiting you from interstate, it is advisable to ensure they have travel insurance. Your own training progress may require a change in graduation date. For that reason, where interstate travel is arranged, travel insurance is always strongly recommended.

If you are granted leave, your travel out of *Cerberus* will be limited to a distance of two hours drive-time. **Interstate travel will not be permitted during your Recruit Training.** On leave, you will need a set of neat and clean civilians to wear. Cold weather can be expected from April to October. Recruits joining during this period are advised to bring warm clothing.

Under 18s. Recruits under eighteen require **written approval** from a parent or guardian before they can take overnight leave. Letters of approval (a facsimile will not be accepted) must contain the name and address of a sponsor with whom the recruit will stay. A letter from the sponsor confirming acceptance of the arrangement is also required. The relevant documentation will be provided by your Divisional Staff after joining. Recruits under 18 years of age who do not have approval for overnight leave are required to return to RS at 2130 (9.30pm).

Compassionate or compelling circumstances sometimes require the presence of a Recruit at home in which case special leave and travel may be authorised. Such circumstances may include the death, or critical illness of a Recruit's spouse, child or parent or an occasion where serious domestic hardship is occurring and the Recruit's presence at home is essential. This is not a complete explanation and is only intended as a guide. All cases should be reported to the RS staff and, should the case warrant, compassionate leave may be granted to allow the Recruit to travel home.

Duties. In addition to the normal working week Recruits are required to keep duties. The duty routine (one in three) means that, regardless of weekends and public holidays, Recruits are required to work outside normal working hours one day in every three and every third weekend. Leave is not permitted when personnel are on duty.

Home Comforts. You may bring a MP3 / iPod, or radio. Do not bring large items such as guitars and surfboards etc, as they will not fit in your locker and appropriate storage is not available.

Telephones. Personal mobile phones are permitted to be used **at limited times during training**. Recruits **are not** to be in possession of mobile phones during the working week. Failure to comply with these restrictions may result in disciplinary action. Pay telephones are available, and personal emergency calls can be made to Divisional Staff who will assist with any problems that arise at home.

Expenses. You will need some money for incidental expenses before you receive your first pay, **\$200** is the recommended minimum amount to cover such items as:

- a. Dry cleaning of uniforms;
- b. Purchase of toiletries;
- c. Telephone calls;
- d. Washing powder, boot polish and cloths;
- e. Other items that you may require or have forgotten; and
- f. Iron and/or ironing board.

If you do not pre-purchase the items outlined in the above, you will need to bring additional funds for the purchase of the additional necessary items.

Private Motor Vehicles. Recruits are not permitted to have a private motor vehicle or motorcycle onboard HMAS *Cerberus* until they have Commanding Officer approval to do so. This approval will not be given during the initial stages of recruit training.

PAY

The first pay day for new entry Recruits falls within the first 21 days after joining HMAS *Cerberus*. In order for you to be paid it is imperative that you bring the details as listed in the What Will You Need section, failure to do so will delay the commencement of your pay.

Gross Salary while a Recruit (current as at Nov 2009) - \$1181 per fortnight (\$30,709 per year). Please note that these figures do not include compulsory deductions for:

- a. Income Tax;
- b. Meals - \$136.50 per fortnight; and
- c. Superannuation – minimum of 5%.

Single Recruits are required to pay for meals but do not pay for accommodation and utilities. This payment will be automatically deducted from your pay.

Recruits who are married, have dependants, or are in an interdependent relationship (recognised by the Navy) may make application to be categorised as Members With Dependants Unaccompanied, and, if successful, will not be required to pay for meals.

MAIL SERVICE AND ADDRESSES

You are able to both send and receive mail during your time at RS. To receive mail, it should be addressed to you as follows:

Recruit (surname & initials) Personal No.
Division Intake No
RAN Recruit School
HMAS *Cerberus* VIC 3920

Example:

RCT Jack Tar 8199298
Waller Division GE 200
RAN Recruit School
HMAS *Cerberus* VIC 3920

RS staff will advise you of your personal number and intake number either on the first or second day of your enlistment.

ADDITIONAL IMPORTANT INFORMATION

EDUCATION AND TRADE CERTIFICATES

The Navy will consider recognising any educational qualifications and trade apprenticeships and indentures you have gained prior to entry. Recognition of your qualifications could benefit your promotion prospects; therefore you should bring all relevant original certificates with you. If you are in doubt as to whether or not you might qualify bring your certificates anyway.

TRANSFER OF CATEGORY (TOC)

Recruits are reminded that as part of their enlistment process they have acknowledged that **they have no right to a Transfer Of Category (TOC).**

Recruits who believe that they have a compelling argument why they should be granted a TOC may submit a request through their chain of command to the Commanding Officer Recruit School. Such requests are to include evidence substantiating the reasons for the TOC (such as qualifications gained). Requests for TOC will be decided by the relevant organisation in Canberra.

ADMISSIBLE SERVICE OF COMMONWEALTH EMPLOYEES FURLOUGH ACT

Periods of continuous employment or service with Commonwealth or State authorities and British Commonwealth Armed Forces may be counted for long service leave. Evidence of such employment should be brought with you so that applications to have previous service recognised may be made whilst you are in RS.