

# ROYAL AUSTRALIAN NAVY



HMAS CRESWELL

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JERVIS BAY ROAD, JERVIS BAY ACT 2540

REOC Joining Instructions 02/082005/1117960/2  
NRIETT/OUT/2011/068

## RESERVE ENTRY OFFICERS' COURSE - PHASE ONE (REOC 02/11) JOINING INSTRUCTIONS

### Welcome

1. Congratulations on your selection to attend the Reserve Entry Officers' Course (REOC) conducted at the Royal Australian Naval College (RANC), HMAS CRESWELL, Jervis Bay. Your administering department will be Naval Reserve Initial Entry Training Team (NRIETT). 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 the initial non-specialist skills and knowledge necessary for you to render effective service as an officer in the Royal Australian Navy Reserve (RANR). At CRESWELL you will be expected to develop these general officer skills and exhibit exemplary standards of behaviour.

### Arrival

3. Your course, REOC Phase 1, 02/11, is programmed to commence on Thursday, 27 Oct, 2011 and conclude on Friday, 11 Nov 2011.

4. HMAS CRESWELL is situated on the NSW South Coast, 35 km southeast of Nowra on the shores of Jervis Bay. Access is via Jervis Bay Rd, which is a left hand turn off the Princes Hwy approximately 14 kms south of Nowra

5. A movement advice slip is at Annex A and **must** be faxed or emailed to NRIETT **ASAP**, indicating your mode of travel to CRESWELL i.e. flying or self drive. The movement advice slip is required to facilitate travel arrangements for you to, and from, CRESWELL It also enables NRIETT to collate a list of people who will be arriving at Sydney Airport. NRIETT contact details are Fax: (02) 4429 7184 email: [nriett.navy@defence.gov.au](mailto:nriett.navy@defence.gov.au).

6. You are required to submit a single page 'bio' at least one week prior to you joining. This should be written in the third person and contain relevant personal, and professional information. This can be emailed to NRIETT at the above address,

7. Defence Force Recruiting Centres (DFRC) will arrange transport to Sydney Airport. You are to arrive at Terminal 3, QANTAS Domestic Terminal, Sydney Airport by **no later**

**than** 1000, Thursday 27 Oct 2011. NRIETT staff will meet you on arrival and direct you to transport for the journey to CRESWELL. If you were recruited through DFRC Sydney, Parramatta or Wollongong you will embark the transport at a pre-arranged point. You are reminded that baggage limits apply on flights and you should check with the carrier for the applicable limit. You may elect to drive your private motor vehicle (PMV). Officers travelling by PMV you are to arrive at CRESWELL **no later than** 1230 h Thursday 27 Oct 2011.

### **Dress on Arrival**

8. You are now a representative of the Royal Australian Navy Reserve and the Australian Defence Force; therefore, you are to travel and arrive at CRESWELL in attire reflecting your position as an Officer of the RANR. Further instructions on dress and grooming are included in Annex B. Summer uniform will be worn for the duration of REOC Phase 1.

### **Introductory Briefing**

9. On the day of your arrival a welcome address and introductory briefing will be conducted. This will be conducted in classroom Sunda Strait by Lieutenant Commander Alan Newman, Head of Naval Reserve Initial Entry Training.

### **Royal Australian Naval College**

10. 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. The establishment is located on the south-western shores of Jervis Bay in the Jervis Bay Territory, 180 kilometres south of Sydney. Jervis Bay Territory is administered by the Australian Capital Territory and is part of the Booderee National Park.

11. You can find out more about RANC from our Navy Internet web site at <http://www.navy.gov.au/ranc/>. This site includes information that may assist you in understanding what to expect, including frequently asked questions. Serving members may access the Intranet site located at: <http://intranet.defence.gov.au/navyweb/Sites/hmascreswell/>. 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**

12. 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, drill and uniforms. The subject matter is diverse and aimed at developing the necessary skills and knowledge to become a professional Naval Officer. Naval and physical training are designed to develop the qualities of Honour, Honesty, Courage, Integrity and Loyalty, which are the Navy values. However, mental attitude is by far the most important factor in overall success as a Naval Officer. At all times be conscious of the fact that Officers are being trained to be leaders of men and women. Be thoughtful of the consequences of your individual actions and strive to set an example for others.

13. On arrival, trainees will form REOC Hunter Division. Vice Admiral John Hunter was a British Naval officer who succeeded Arthur Phillip as the second Governor of NSW. The names of the New Entry Officer's Course (NEOC) Divisions: Jervis, Phillip, Bass, Flinders

and Cook are taken from famous Naval Officers. You will live together with other members of your Division and your training activities will be conducted together as a Division. Lieutenant Commander Alan Newman will be your Course Officer and will work closely with you during your time at RANC. He will be your point of contact throughout the course for dealing with matters of both a personal and professional nature.

14. The personal and professional standards required of you as a Naval Officer are high and must be maintained if you are to fulfil your role as a leader. Leadership is based on professional knowledge and personal character.

15. 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.

### **Drugs**

16. 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 administrative and disciplinary action in accordance with the Defence Force Discipline Act (DFDA).

### **Religious Observance**

17. CRESWELL has a resident Chaplain. A Catholic Church service is held each Sunday. Details can be obtained through your Course Officer on arrival. Trainees will be given the opportunity to attend church services.

### **Equity and Diversity**

18. 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.

19. CRESWELL strongly values the principles of equity and diversity; by becoming a member of the RANR you will need to conform to certain standards upon joining. These standards may be very different and even far more stringent to those experienced in civilian life. In adhering to the values of equity and diversity you become integral to the support and promotion of these concepts and help to provide a fair and inclusive workplace.

### **Initial Training Period**

20. The first week of your course is designated 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 of a Naval Officer. You will not be permitted to leave CRESWELL, other than for training purposes, until ITP is complete. No alcohol is permitted

to be consumed during ITP. 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. The ITP also simulates some of the constraints that exist in a seagoing environment. Ensure that your family is well aware of these constraints that will be imposed upon you. An indicative program of ITP is at Annex C.

### **Accommodation and Messing.**

21. REOC is a residential course and all trainees are required to live onboard CRESWELL. Accommodation is fully gender integrated; men and women will live in adjacent cabins. Each of the accommodation blocks has a laundry room with washing machines and dryers and a secure box room for stowage of personal effects.

22. Trainees will have a small single room (cabin) with a single bed, desk, bookshelves and wardrobe. You are permitted to bring a **limited amount of small personal effects** to make your stay more comfortable (eg. clock radio, laptop computers). It is suggested that you bring the minimal amount of personal effects with you. Remember you will have additional uniforms and personal effects to take home. You should endeavour to bring luggage that has additional space, as the bag you are issued is not large enough to contain your entire kit issue.

23. Trainees will be responsible for the cleanliness and appearance of the accommodation area and for maintaining the state of their cabin and communal areas to a Naval standard throughout the course.

24. All REOC trainees will take their meals in the College Dining Room. Special dietary requirements should be advised **before** joining. On completion of ITP, trainees will become members of the Gunroom Mess. All bar facilities are cash only.

### **Leave**

25. On completion of ITP trainees may be able to proceed on limited leave, unless required for duty or course work. Leave is considered a privilege throughout the ADF, granted when operational and duty commitments allow.

26. Access to shops is limited; trainees should prepare accordingly and ensure they are in possession of all requisites prior to joining CRESWELL. A recommended list of clothing and personal items is at Annex D.

### **Computer Facilities**

27. All personnel will receive DRN accounts within the first week of course. If you would like to bring your own laptop there are facilities available for printing documents. If you wish to bring your own data storage devices, please note that thumb drives/ memory sticks are not enabled on Defence computers. You should be aware that you will not be able to access the Defence Restricted Network (DRN) through personal laptops.

### **Pay**

28. Upon completion of REOC Phase 1, you will be required to complete a Reserve Attendance Diary (form AE126). Your pay will be deposited directly to your nominated bank account. You will need to bring some money to cover incidental expenses; this will include

the purchase of a CRESWELL ball cap at the cost of \$10. **Ensure that you have full details of your financial institution {bank, BSB number (six digits) and account number (up to nine digits)}** when you join. If you do not have a bank account, you will need to open one prior to arrival at CRESWELL.

### **Banking and Local Facilities**

29. 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. EFTPOS is available at the Post Office and recharge vouchers for prepaid mobile phones. The opening hours for the Post Office are 0800–1400 h Monday, Tuesday, Wednesday and Friday and 0800–1600 h Thursdays. The Australian Defence Credit Union has a branch at CRESWELL.

30. 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. There is no public transport available and taxis are very limited in the area and private transport is the preferred form of transport. REOC trainees should note that it is unlikely that they will have the opportunity to use facilities outside of CRESWELL whilst on course. No leave is granted during ITP.

### **Security Clearances and Passports**

31. All ADF personnel undergo security clearance vetting upon joining. Processing of security clearances takes a considerable amount of time. DFRC should have assisted you in the commencement of your clearance via e-pack. To avoid unnecessary delays **it is essential that trainees bring all necessary documentation with them on arrival.** A full list of required documents is in the REOC pre-joining Checklist at Annex E.

32. The sea training component of the course is conducted aboard one of the RAN Fleet Units. Deployment to an overseas port is a possibility and the possession of an Official Passport is mandatory.

33. All trainees **must** be in possession of a **new** Passport Application form on arrival at CRESWELL, whether you have a current passport or not, which is to be endorsed by the person identifying you. The application including passport photograph endorsements must be completed in **BLACK PEN** or it will be rejected causing considerable delay in processing. Please also note that, signatures including any flourishes need to be wholly within the boxes or this will also cause the application to reject.

### **PLEASE READ ALL INSTRUCTIONS ON THE FORM CAREFULLY AND BRING WITH YOU ALL DOCUMENTATION REQUIRED IN THE INSTRUCTIONS.**

34. This application form will be used to obtain your official passport. If you already hold an Official Passport for your civilian employment please bring the passport number with you. Completed passport application forms (available from Australia Post Offices) **must** be brought with you with all necessary supporting documents, including two passport size photographs. Your passport application form and photos **must be endorsed prior to your**

**arrival at CRESWELL.** A full list of required documents to be brought with you is contained in the pre-joining checklist at Annex E.

### **Physical training and Recreation**

35. Successful completion of the RAN Swim Test and the RAN Physical Fitness Test is mandatory and trainees unable to complete either of these tests will not graduate from the course. Any members unable to pass in the first instance will have a maximum of 12 months in which to train and successfully resit these tests. In addition, the RAN swim test is a pre-requisite for commencing Survival at Sea training therefore trainees must successfully complete this test before being considered for Phase 3 training. 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 REOC and other pertinent information is contained at Annex F.

### **Medical**

36. You will have blood taken to determine your blood group and other immunities. If you have documentary evidence of your blood group: e.g. blood donor card, you may bring this with you. The grouping is used for identity tags.

37. If you have documentary evidence of vaccinations you have received in the past please bring these with you.

### **Pets**

38. Trainees are **not** permitted to bring pets onboard CRESWELL.

### **Private Motor Vehicles**

39. Cars and motorcycles may be brought onto CRESWELL. Cars or motor cycles are to have relevant state registration, and have third party property insurance. Parking facilities are available for trainees. Car parks are not covered, and as they are situated close to the sea will be exposed to coastal environmental conditions. Cars must be registered at the Gangway on arrival at CRESWELL.

40. CRESWELL has restricted speed limits (maximum 25 km/h) because large numbers of pedestrians use the roads. 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. Officers should acquaint themselves with these regulations as soon as possible, as traffic rules are strictly enforced. Cars and motor cycles may be banned from CRESWELL for offences.

### **General Administration**

41. A facsimile machine at NRIETT (Cerberus House), (02) 4429 7184, is available for official material or matters of an urgent compassionate nature. A private facsimile service is currently available at the Post Office.

Your contact address while on course is:  
(Rank, Name)  
REOC 02/11  
NRIETT  
HMAS CRESWELL  
JERVIS BAY ACT 2540

42. As trainees are often undergoing instruction from Monday - Sunday, incoming calls should be limited to between 1700 h – 2200 h. In an emergency, messages can be relayed outside these times. CRESWELL dial-in telephone numbers are (02) 4429 followed by the four-digit extension number. The telephone numbers of your accommodation will be advised on arrival.

### **Useful contact numbers**

HMAS CRESWELL Switch	(02) 4429 7900
REOC Course Officer	0434 667 409
H-NRIETT	(02) 4429 7183
2IC NRIETT	(02) 4429 7141
NRIETT Office	<b>1800 600 206</b>
Chief Instructor	(02) 4429 7893
RANC Regulating Office	(02) 4429 7139
Main Gate	(02) 4429 7986
Officer of the Day (OOD)	0400 468 697

43. A comprehensive pre-joining checklist has been included at Annex E to help you to fully prepare for your arrival at RANC. If you have any queries prior to your arrival do not hesitate to contact the NRIETT during working hours Monday to Thursday on 1800 600 206 or (02) 4429 7119.

### **Reserve Entry Officer Course (REOC) Structure**

44. The REOC is delivered in Four Phases, as follows:

- a. Phase 1 - Initial Officer Training (Residential) IOT (R) – a two-week residential course at RANC, HMAS CRESWELL.
- b. Phase 2 - Initial Officer Training (Flexible) IOT (F) – seven flexible modules;
- c. Phase 3 – Prerequisites for Sea – a two-week residential course at RANC comprising Combat Survivability (CS), Survival at Sea and First Aid; and
- d. Phase 4 – Sea Training Deployment (STD) – a two-week training deployment in a RAN ship at sea.

### **Recognition of Prior Learning**

45. In some cases, trainees who have previously undertaken similar training to that provided in Phases 2, 3 or 4 may be eligible for recognition for prior learning (RPL). For example, trainees who have previous RAN service may be eligible for RPL for Sea

Prerequisites and the STD. Applications for RPL must be made via an RPL application – provided on application by NRIETT. On receipt of a completed RPL form, an RPL board will consider the currency, validity, sufficiency and relevance of the training and make a determination regarding recognition.

### **Nominating for Phase 3 Sea Pre-requisite Course**

46. Should your civilian schedule allow the opportunity exists for you to nominate to attend the Phase 3 Sea pre-requisite course 02/11, commencing Sun 13 Nov 11 and concluding Fri 25 Nov 11. If you wish to be considered for panelling on this course ensure you indicate this on the movement advice slip located in Annex A. Be advised that nominating will not always guarantee a spot on the course as previous Phase 1 trainees will also be panelled. You will be advised, prior to joining HMAS CRESWELL, whether your nomination has been successful.

***OSB***

**AW NEWMAN**

Lieutenant Commander, RANR  
Head of Naval Reserve Initial Entry Training Team

HMAS CRESWELL

14 Oct 2011

**Annexes:**

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

**MOVEMENT ADVICE SLIP**

Return this form ASAP to:

NRIETT  
HMAS CRESWELL  
JERVIS BAY ACT 2540  
Facsimile: 02 4429 7184

OR Copy/ Paste this completed page into an email, and send to [Nriett.Navy@defence.gov.au](mailto:Nriett.Navy@defence.gov.au)

Your full name: \_\_\_\_\_

Your daytime contact telephone number: \_\_\_\_\_

Your mobile telephone number: \_\_\_\_\_

Your email address: \_\_\_\_\_

Defence Force Recruiting Centre: \_\_\_\_\_

**I understand that I need to be at Terminal 3, QANTAS Domestic Terminal, Sydney Airport by no later than 1000, Thursday 27<sup>th</sup> October 2011.**

YES

NO

**OR**

**I am being recruited through DFRC Wollongong and understand that the DFRC will arrange a central pickup point for transport to RANC.**

YES

NO

**OR**

**I intend to drive my private motor vehicle to HMAS CRESWELL and understand I need to arrive no later than 1230 Thursday 27<sup>th</sup> October 2011.**

YES

NO

Vehicle Details:

Rego No: \_\_\_\_\_

Make / Model: \_\_\_\_\_

CC's or engine  
capacity: \_\_\_\_\_

**Phase 3: I will be attending Sea Prerequisite course from 13 – 25 Nov 2011:**

YES

NO

## 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 of the individual.
- Hairstyles must be conservative and generally must be adapted to permit the correct wearing of headdress. 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 headdress.
- 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.

Earrings are not to be worn by male members at any time whilst on duty. Earrings may be worn with civilian clothing on board RAN ships and establishments, when not on duty.

**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 pair of earrings 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.**

Body piercing is discouraged throughout the RAN; however, non-visible body piercing is permissible only when not required for duty. You are considered on duty for the entirety of ITP and duty during all working hours subsequently.

### **Uniforms and Civilian Attire**

Uniforms will be issued to trainees during the first few days of the course. Sports uniform will be issued on Thursday upon arrival. Trainees are to wear neat civilian attire, as specified below, whilst travelling and joining HMAS CRESWELL. Until uniforms are issued the specified below attire will be worn for evening meals. Once uniforms are issued meals will be taken in uniform.

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

#### **Men:**

Tailored trousers, tailored shirt with or without tie. Polo shirts are not acceptable.  
Jacket or neat jumpers for winter.

#### **Women:**

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. **Tailored Slacks are recommended with closed flat shoes for the civilian attire until uniforms are issued.**

**Leave Dress.** The minimum standard for leaving the base at any time other than for sport is jeans, trousers, smart casual shorts, skirt or dress. Belts are to be worn where belt loops are provided. Shirts or blouses are to have conservative neckline, and to have a collar and/or 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 (ie. 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**

The Navy does not issue personal toiletries. You should bring your own coat hangers as detailed in Annex D. A small number of irons and ironing boards are available within accommodation blocks.

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 is quite limited. Trainees are advised to ensure they have sufficient toiletries and personal necessities.

## INDICATIVE RANC ROUTINES

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

0530	Call the Hands	
0545–0630	Early Morning Activity (EMA)	<i>(physical activity)</i>
0630–0700	Morning Ablutions	
0700–0730	Breakfast	
0740–0750	Both Watches	<i>(Meeting of all trainees)</i>
0800–0805	Colours	<i>(Flag/Ensign raising ceremony)</i>
0805–0955	Instruction	
0955–1010	Stand Easy	<i>(Morning tea)</i>
1010–1155	Instruction	
1200–1240	Lunch	
1240–1250	Both Watches	<i>(Meeting of all trainees)</i>
1300–1555	Instruction	
1615–1730	Dog Watch Activity	<i>(Afternoon activity)</i>
1800–1900	Dinner	
1930–2030	Evening Rounds	<i>(Inspections)</i>
2030–2130	Divisional Activity	<i>(Task books and activities)</i>
2230	Pipe Down and lights out	

## RECOMMENDED LIST OF CLOTHING AND PERSONAL ITEMS

- Suitable civilian evening wear (1 set in addition to your travelling attire)
- Suitable sleeping attire.
- Thongs (footwear only for showering)
- \$100.00 for incidentals (including coins for vending machines)
- Black shoe polish
- Alarm clock (Do not rely on Mobile Phone alarm)
- Personal toiletries
- 7 coat hangers (for uniforms and personal clothing)
- 5 Trouser/skirt hangers (for uniforms and personal clothing)
- Sufficient underwear for 4–5 days (min). Underwear must be white, bone or flesh coloured.
- Spray starch
- Washing powder
- Laundry Markers (both black and white)
- Stain remover
- For females (unless your hair is very short)—hair/bun nets, bobby pins, hair elastics (clear, brown or black depending on hair colour)
- Small torch
- Optional—plain black beanie, black gloves, thermal underwear (**winter**) (*for overnight exercise*)
- Swimming Costume (Male—speedos, Female—conservative one piece)
- Towel
- Own running shoes—must be clean, undamaged and conservative
- Personal Hiking/Walking footwear for field exercises if you already possess them.

**REOC PRE-JOINING CHECKLIST**

This checklist is to be completed prior to joining the College.

REQUIREMENT	ITEMS TO BRING WITH YOU	COMPLETED
Passport	<ul style="list-style-type: none"> <li>• Obtain a 'NEW' passport application form from Australia Post.</li> <li>• If you currently hold an official passport ensure you bring the number with you.</li> <li>• Bring two endorsed Passport Photographs</li> <li>• If you are a sailor changeover you must obtain your service passport from the ships office of losing unit and bring it with you.</li> <li>• Bring all documentation required (originals not certified copies) for the passport form, including               <ul style="list-style-type: none"> <li><input type="checkbox"/> Full Certificate of Birth,</li> <li><input type="checkbox"/> Australian Citizenship papers, if applicable;</li> <li><input type="checkbox"/> Naturalisation or citizenship certificates for all nationalities you hold or have held;</li> <li><input type="checkbox"/> Marriage Certificate, (if applicable);</li> <li><input type="checkbox"/> Change of name certificates, where there has been a change of name other than as a result of marriage, documentary evidence of such change of name is required;</li> <li><input type="checkbox"/> Divorce, Decree Nisi or Absolute Documents, (if applicable);</li> </ul> </li> </ul>	
Letter of Offer	<ul style="list-style-type: none"> <li>• The Navy People Career Management Agency will inform you of your conditions of employment through a letter of offer.</li> <li>• <b>Ensure you bring this letter with you.</b></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 Name</li> <li><input type="checkbox"/> Account Name</li> <li><input type="checkbox"/> BSB Number</li> <li><input type="checkbox"/> Account Number</li> </ul>	
Biography	<ul style="list-style-type: none"> <li>• E-mail biography to NRIETT</li> </ul>	
Travel Details	<ul style="list-style-type: none"> <li>• Complete Movement Advice Slip at Annex A and fax or email it to NRIETT.</li> </ul>	
Medical and Dental Documentation	<ul style="list-style-type: none"> <li>• Bring evidence of Blood Group (if held)</li> <li>• Bring your Vaccination Certificate (if held);</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, advise your Course Officer on arrival.</li></ul>	
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**Ensure you have completed all components of this Checklist.**

## PHYSICAL TRAINING JOINING INSTRUCTIONS

### Introduction

Physical training is an integral part of life in the RAN. **In the first week of training you will undertake the RAN Swim Test and RAN Physical Fitness Test (PFT).** Both tests are designed to be sub-maximal; that is they should be passed with minimal preparation and effort.

### RAN Swim Test

All New Entry personnel complete the RAN Swim test. It will be conducted within the first week of the course.

The swim test is to be carried out in an outdoor or indoor pool or in a suitable area of the sea. Candidates are to be dressed in Working Dress or Combat Coveralls. The swim test includes the following elements:

Enter the water feet first from a suitable place, with a height of no less than 2 metres, to simulate 'abandon ship';

Plunge and swim for 10 metres under water, to simulate an escape from a sinking vessel surrounded by oil.

Swim 50 m to escape from a simulated danger situation utilising any stroke within 2 minutes;

Spend 15 minutes in deep water (where the candidates are unable to touch the bottom) during which time the following techniques must be demonstrated:

- floating,
- slow swimming using a variety of strokes, and
- treading water in either the horizontal or vertical positions.

### RAN Physical Fitness Test

The RAN Physical Fitness test is conducted within the first week of the course. The test **MUST** be completed to successfully graduate from the course. **All REOC members must pass the RANPFT within 12 months.**

### 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. To ensure that you will not be left behind in any physical aspect, it is recommended that you reach a sufficient

level of fitness prior to your first day at the RANC. It is suggested you should be able to competently perform the following fitness standards prior to your first day.

The components of the test are:

**Flexed arm hang or push-ups.** This tests a member's upper body strength and endurance, which reflects their ability to carry loads and support their own body weight. Both male and female members are expected to complete either the flexed arm hang or push-ups with hands and toes only in contact with the ground.

**Sit ups.** This tests a member's abdominal muscle strength and endurance which reflects their ability to lift and carry loads, flexibility and general muscle fitness. Adequate abdominal fitness reduces the risk of back injury.

**Aerobic/cardio vascular.** This test consists of a 2.4 km run/walk, 5 km walk, 500 m swim or 20m shuttle run and reflects a member's ability to sustain physical activity. Treadmills or other machines are not to be used to assess this component of the test. Aerobically fit members acclimatise to hot weather environments more rapidly and are less likely to mentally or physically fatigue in combat duties. Where a member has an injury that prevents them undertaking the run/walk or walk component, they are to undertake the 500 m swim, providing a MO confirms there is no restriction on the member attempting this component.

#### RAN MINIMUM PHYSICAL FITNESS STANDARDS 1

Component/Age	Male				Female			
	< 35	35-44	45 - 54	>55	< 35	35-44	45 - 54	>55
Flexed arm hang (seconds)	25	20	15	10	25	20	15	10
or								
Push-ups (number)	25	20	6	6	10	7	3	3
Situps (number)	25	20	15	10	25	20	15	10
2.4km Run (min/sec)	13'00"	15'00"	17'00"	19'00"	15'00"	17'00"	19'00"	21'00"
5km walk (min/sec)	42'00"	44'00"	46'00"	48'00"	43'00"	45'00"	47'00"	49'00"
500m swim (min/sec)	12'30"	13'30"	14'30"	15'30"	13'30"	14'30"	15'30"	16'30"
Beep Test	7.4	6.10.	6.4	5.9	6.9	6.2	5.4	5.0.

#### **Clothing**

It is mandatory to bring the following items with you to be used in all physical training lessons:

- Drink bottle
- Towel
- Runners