

ROYAL AUSTRALIAN NAVY

HMAS CRESWELL



JERVIS BAY ROAD, JERVIS BAY ACT 2540

JOINING INSTRUCTIONS – RESERVE ENTRY OFFICERS COURSE PHASE III 03/09

Welcome

1. Welcome to the Royal Australian Navy's Reserve Entry Officers Course – Phase 3 Training (REOC-PH3) conducted at the Royal Australian Naval College, HMAS CRESWELL, Jervis Bay. These joining instructions will assist you to prepare for your sea pre-requisite 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 (RAN). At CRESWELL you will be expected to develop these general officer skills and exhibit exemplary standards of behaviour.

Arrival

3. Your course, REOC-PH3 03/09, is programmed to commence at 0730 h, Saturday, 3 Oct 09 and complete on Sunday, 11 Oct 09.
4. CRESWELL is situated on the NSW South Coast, 35 km southeast 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. Public transport is extremely limited. RANC – additional information is contained in [Enclosure 1](#).

Accommodation and Messing

5. You are to join HMAS CRESWELL by NLT 1700 h Friday, 02 Oct 09. Officers travelling by private transport are to report to the main gate to register their vehicle and will be directed to the Wardroom. A map of CRESWELL is in [Enclosure 2](#). The Navy Reserve Initial Entry Training Team (NRIETT) will facilitate your travel arrangements if travelling by air.

Introductory Briefing

6. On arrival, all trainees are to report to their Course Officer, [Lieutenant Commander Helen Walker RANR](#) who will be available at the Wardroom, Ante room at 1700. [Lieutenant Commander Walker](#) will conduct a welcome address and introductory briefing.

Course Program

7. First Aid will be conducted on 03 – 05 Oct, Standard Combat Survivability (CS) Training from Tuesday 06 – 09 Oct and concludes with Survival at Sea (S@S) from 10 – 11 Oct . The Phase 3 course will conclude at 1400 h on Sunday 11 Oct. Separate joining instructions for S@S and CS Training are attached in enclosures 3 and 4 respectively.

Accommodation and Messing

8. Trainees will be accommodated onboard CRESWELL for the duration of the course, in one of the available accommodation areas. Lieutenant Commander Walker will issue Cabin Keys at the Introductory Brief. Officers will be responsible for the cleanliness and appearance of their accommodation area whilst attending course.

9. All REOC trainees will take their meals in the Wardroom. Uniform is not required for evening meals, alternatively appropriate civilian attire is mandatory. All purchases from the Wardroom bar and CRESWELL canteen are on a ‘cash only’ basis. Transit fees of \$5 per day to a maximum of \$25 are payable to the Wardroom Mess Manager. Payment receipt should be kept and presented to NRIETT for re-imburement of mess fees.

10. Meal Times in the Wardroom are as follows:

	Weekdays	Weekends
Breakfast	0630-0730 h	0700-0900 h
Lunch	1200-1300 h 1300-1400 h Friday	1100-1300 h
Dinner	1900-2000 h	1900-2000 h

Any special dietary requirements should be advised before joining.

Uniform Requirements

11. The following uniforms will be required:

- a. 2 sets W9 winter working dress (long blue trousers, blue long sleeve shirts, black shoes), for 1st Aid and wearing to and from Fire Ground.
- b. 1 set W3 (black uniform trousers, long sleeve shirt, tie and jacket), for evening meals if you wish, or appropriate civilian equivalent
- c. Raincoat
- d. Service cap/Tricorne
- e. Navy ball cap
- f. Boots Safety
- g. Sports wear and bathers (no bikinis)
- h. 2 sets S18 (combat coveralls), if available, for S@S

Additional Civilian Clothing Requirements

12. In addition to civilian evening attire, the following items should be brought with you.

- a. Tracksuit
- b. Sports shorts

- c. Beach towel
- d. Running shoes
- e. T-shirt
- f. Swimming costume
- g. Sports socks
- h. Thongs (for showering)

13. **Civilian Attire.** On occasions when uniform is not worn the following dress rules will apply:

Men.

- Tailored trousers, tailored shirt with or without tie (polo shirts are not acceptable), jacket or jumper

Women

- 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, enclosed shoes, to be worn as appropriate. Thong-style shoes or shoes without back straps are not acceptable.

14. The minimum standard for leaving the base at any time other than for sport is jeans, tailored pants or shorts, or for females a dress or skirt (no shorter than 7cm above the knee). Shirts or blouses are to be conservative, and to have a collar and/or sleeves. Collared T-shirts are acceptable if they bear no slogans; a small logo is acceptable.

15. 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.

16. The Navy does not issue 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 is quite limited. Trainees are advised to ensure they have sufficient toiletries and personal necessities to last throughout the two-week course.

Leave

17. Overnight leave is good when not required for instruction.

Computer Facilities

18. Computer facilities are provided for trainees in the Library, however, if you need computer access and have a lap top computer it is recommended that you bring it with you. If you would like to bring your own data storage devices, please note that Floppy disc and CD-ROM are advised as thumbdrives/ memory sticks are not enabled on Defence computers. There will be no need for computer access to aid course completion.

Banking and Local Facilities

19. There are limited banking facilities at CRESWELL. The Post Office is an agent for both Commonwealth and Citibank and can also undertake transactions from most Credit Unions via keycard.

20. Nowra is a large regional centre and has a wide 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, which has a general store/take away. There is no public transport and taxi's are very limited in the area, private transport is the most favoured form of transport.

Recreation

21. 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 on loan. A modern well-equipped gymnasium is available to all trainees.

Private Motor Vehicles

22. Cars and motor cycles may be brought into CRESWELL. Motor cars or motor cycles are to be registered, and have third party property insurance. Parking facilities are available for trainees. Cars must be registered at the Gangway on arrival at CRESWELL.

23. CRESWELL has restricted speed limits (normally 25 km/h) because large numbers of pedestrians use the roads. Many are too narrow to allow safe car parking, and are to be kept clear. "No Parking" areas are identified by red painted gutters. Reserve Entry 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

24. A facsimile machine in NRIETT, (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.

25. Your contact address while on course is:

- a. *(Rank, Name and PMKeyS Number)*
REOC PH3 03/09
RANC
HMAS CRESWELL
JERVIS BAY ACT 2540

26. **Useful contact numbers:**

- a. HMAS CRESWELL Switch: (02) 4429 7900
- b. NRIETT (02) 4429 7119 / 1800 600 206
- c. Main Gate: (02) 4429 7986
- d. Officer of the Day (OOD) 0400 468 697
- e. Sickbay: (02) 4429 7843

27. If you have any queries prior to your arrival please do not hesitate to contact the NRIETT cell during working hours Monday – Thursday or, outside these hours (emergency only), mob: 0434 667 409.

OSB

H.M. WALKER
LCDR RANR
H-NRIETT

HMAS CRESWELL

20 Aug 2009

Enclosures:

1. [RANC – Additional Information](#)
2. [HMAS CRESWELL Map](#)
3. [CS Training Joining Instructions](#)
4. S@S Joining Instructions

RANC – ADDITIONAL INFORMATION

Introduction

The RANC forms the major part of HMAS CRESWELL, a shore establishment of the RAN. 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, whilst technically located within New South Wales, is administered by the Australian Capital Territory. Part of the Booderee National Park the area includes some magnificent woodland and beaches. On 25 August 1981 the Australian Heritage Commission placed the RANC on the register of the National Estate. This represents recognition of the historical significance of the College and its special value for the present community as well as for future generations.

You can find out more about HMAS CRESWELL from our Intranet site located at <http://intranet.defence.gov.au/navyweb/Sites/HMASCRESWELL/> or the Navy web site at <http://www.navy.gov.au/ranc/>. For information about the local area the Shoalhaven City Council has a web site at <http://www.shoalhaven.nsw.gov.au/>.

College Life

Phase 3 Sea Prerequisites are aimed at providing the necessary skills and knowledge to ensure that you, and those around you are safe in the maritime environment. At all times be conscious of the fact that junior officers are being trained to be leaders of men and women. Be thoughtful of the consequences of individual actions and strive to set an example for others. Professionalism and personal endeavour will be rewarded with respect for you as an officer and as a shipmate.

Dress and Cabin Standards

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. Professional knowledge is something that will be taught at the RANC, whilst personal character must be developed. Your dress and standards of hygiene should always be of the highest order. As an officer you set the standards for others to follow.

Etiquette

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.

Bar Privileges

Trainees over the age of 18 years are permitted to drink in moderation within specified bar hours during the course. No alcohol is to be retained or consumed in accommodation areas.

Drugs

The use of non-prescribed or prohibited drugs by any serving member of the RAN is forbidden and considered a service offence that will result in disciplinary action.

Documentation indicating any illness or drugs prescribed should be brought with you on joining and forwarded to medical staff.

Religious Observance

CRESWELL has a resident Chaplain. Religious activities are held each Sunday. Details can be obtained through your Course Officer on arrival.

TRAINING FACILITY EAST – JOINING INSTRUCTIONS

Introduction

****Due to the HMAS CRESWELL Redevelopment which is currently underway, the RAN School of Survivability and Ship Safety has been relocated to HMAS ALBATROSS from the commencement of this Phase 3 course.**

NRIETT will endeavour to notify members of updated bus timetable to ALBATROSS on arrival at CRESWELL for Phase 3.

1. Welcome to the RAN School of Survivability and Ship Safety (RANSSSS). This Joining Instruction has been produced by the RANSSSS MC to provide you with information to assist you during your course. For any course enquiries, contact tel:(02) 44297948 or (02) 44297947.

2. Training Facility East (TF-East) is located approximately three hours south of Sydney within the bounds of Booderee National Park. Access to TF-East is via Wreck Bay road at the eastern end of the Jervis Bay Airfield (JBAF). The facility consists of five classrooms, student galley, dinning hall and ablutions. The facility is equipped with the following simulation units:

- a. two Gas Fired Fire Fighting Units (GFFFU);
- b. Gas Fired Helicopter (GFH) fire simulator;
- c. Leak Stopping and Repair Unit (LSRU) “*COUNTERSINK*” sited on a permanent seven degree list; and
- d. Mask Test Facility (MTF).

3. Trainees are to organise their duty commitments before attending the course. You are advised to organise your personnel administration (i.e. medical, dental, removals, accounts, leave or any other commitments) so that you are not distracted from the course at any time. Personnel are to ensure they are released from duty/ship obligations for the duration of the course.

4. All administrative support, accommodation, and messing for students attending Combat Survivability (CS) courses at TF-East are provided by HMAS CRESWELL, located five kilometres away on the picturesque shores of Jervis bay.

Recognition of prior learning (RPL)

5. RPL will be considered and conducted iaw ABR 27, Vol 1 Chapter 6, and Training Authority Marine Warfare (TA-MW) SOP 4.3. This should include specific arrangements or conditions under which RPL will be granted. However, for modules that contain

safety/currency/authorisation issues RPL will not be granted. For any further information on RPL or course content, please contact the Management Cell staff (Para. 1).

Routine

6. TF East follows the CRESWELL work routine of 0730 – 1600 h daily with a 1300 h secure on Friday. There may be a requirement for students to work after hours on some days to conduct training and prepare for examinations.

7. A Navy (SERCO) bus will embark personnel from their respective messes to the Training Facility. Details of pick up and drop off times are detailed in Para 15.

8. Trainees are reminded that if they are asthmatic, or suffer any respiratory problems, they must present a doctor’s certificate to the Training Facility Manager (TFM) TF East, to exempt them from the mask testing practical training. Exemptions will be noted on their personal files.

Uniforms

9. Uniforms required to undertake CS Training are S9/W9 for transporting on the bus to the training facility. These uniforms will also be worn whilst you are in the classroom. It is advisable to bring a towel and change of underwear / socks to the Training Facility– lockers are available. Students are to ensure that **all body jewellery** is removed for the duration of the course.

10. When you make your travel arrangements for joining CRESWELL for CS Training you are to make sure you bring the appropriate uniforms.

Private Motor Vehicle (PMV)

11. Students are required to use the routine daily transport service to travel to TF East. Students are NOT to drive their PMVs to TF East (Refer Para 22).

Transport Routine to the Training Facility

12. A Navy (Serco) bus will embark personnel from the SS/JS Mess and the Wardroom at the following times:

	<u>Pick Up</u>	<u>Return to respective Mess</u>
Mon - Thur	0730 h	1600 h
Friday Routine	0730 h	1300 h

Website

13. For more information on HMAS Creswell, visit <http://www.navy.gov.au/establishments/creswell/>

RESERVE ENTRY OFFICER COURSE – PHASE 3

JOINING INSTRUCTION – SURVIVAL AT SEA 10 - 11 Oct 09

Introduction

1. An Initial Survival at Sea (S&S) Course (EDP 100048) will be conducted by Sea Training Platform staff at HMAS CRESWELL for personnel from REOC Phase 3 on 10 & 11 Oct 09. The S&S Classroom is a demountable building located on the Hardstand past the Port Service Office.

Aim

2. The aim of the Survival at Sea Course is to instruct trainees in the practical and theoretical requirements to survive at sea in extreme circumstances in accordance with ABR 1977. This instruction will detail the timing and logistical requirements of the training.

Movements

3. Movements around the base are to be in accordance with HMAS CRESWELL Ship Standing Orders.

4. Class Leader of the Division is to report to the Survival at Sea Instructor, at HMAS Creswell S.E. Classroom by 0805 on the first day of the course.

Program

5. The course is two days in duration, and consists of one day of theory and one day of wet practicals in Jervis Bay. A course program outlining specific lectures and timings will be provided to trainees on the first day of the course.

Dress

6. Dress for the course is Combat Coveralls and sandshoes. Personnel are reminded to wear the appropriate headdress and display the correct marks of respect whilst moving around the base.

7. All personnel are to bring the following items for the wet phase of the course:

- a. A pair of runners and socks to wear in the water;
- b. Swimmers;
- c. Towel;
- d. PT Rig including Tracksuits; and
- e. T-shirt.

Course Outline

8. The Course is designed to take personnel out of their **comfort zone**, combining classroom lectures, presentations, a practical phase and assessment sessions.

9. All trainees will be required to successfully complete the theory exam and all practical components of the course in varying conditions. A PE-5A (Course Completion form) will be raised by the S@S Instructor and a copy will be forwarded to the respective training departments of each organisation.

Course/Medical Pre requisites

10. All personnel participating in Survival at Sea training are to have successfully completed the RAN swim test. Divisional Officers are to ensure their Divisions meet this requirement and advise (via email) POB Wheeler that trainees have passed their swim test.

11. Trainees with outstanding medical conditions are to bring this to the attention of the S@S instructor on the first day and prior to commencing instruction. Any trainee who for any other reason is unable to complete any component of the course the OIC NRIETT is to be informed prior to arrival at HMAS CRESWELL. Trainees will be required to successfully **complete all** assessment criteria prior to being assessed as competent.

Course Co-ordinator

11. The co-ordinator for Survival at Sea is LCDR Paul Ukhoff (OIC STP), the Survival at Sea Instructor is POB Wheeler on Ph:0244 297902.

OSB

P.A. UKHOFF

LCDR, RAN
OIC Sea Training Platform/ Waterfront
HMAS CRESWELL
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20 Aug 09