

OFFICIAL



ROYAL AUSTRALIAN NAVAL COLLEGE
UNIVERSITY ENTRY OFFICERS' COURSE
JOINING INSTRUCTIONS

OFFICIAL

CONTENTS

Chapter 1 – Introduction	Page
• Course Dates	3
• Location & Travel	3
• Arrival	4
• Accommodation & Messing	4
Chapter 2 – Initial Training Period	
• COVID-19	5
• Leave	5
• Contact with family	5
• Divisional Officer	5
• Mobile Phones	5
Chapter 3 – Administration	
• Personal Documents	5
• Remuneration	6
Chapter 4 – Policy and Rules	
• Prohibited Items	7
• Illegal Drugs & Alcohol	8
• Prescription & Non-Prescription Medications	8
• Medical and Dental	8
Chapter 5 – RANC General Information	
• Clothing & Personal Items	8
• Specific Clothing Items for Religious/Cultural Purposes	8
• Religious Observance	8
• Computer Facilities	9
• Personal Computers	9
• Private Motor Vehicles	9
• Services	9
• Physical Training & Recreation	9
• Contacts	10

CHAPTER 1 - INTRODUCTION

1. Congratulations on your selection to attend the University Entry Officers' Course (UEOC) 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 the foundational knowledge, skills, attitudes and behaviours to enable you to have an appreciation of naval life and conduct yourself as a Naval Officer whilst completing your university studies. It is expected that you will exhibit exemplary standards of behaviour throughout your university studies and your service in the Royal Australian Navy. For more information about the RANC and UEOC visit www.navy.gov.au/ranc. This information may assist you in understanding what to expect, including frequently asked questions.

3. These joining instructions are provided to assist your preparations for your arrival and initial training at the RANC. Take the time to read them carefully and complete all required documentation, ensuring that you submit the Specialist Entry Course – Personal Information Form to RANC NLT five business days prior to the commencement of your course.

Course Dates

4. Specific UEOC dates are provided to all New Appointees by their respective Defence Force Recruiting Centres (DFRC), and to all In-Service Transfers via a course panelling signal.

Location

5. The RANC forms the major part of the commissioned establishment HMAS *Creswell* and is situated 35km south–east of Nowra, on the NSW South Coast within the Jervis Bay Territory and Booderee National Park; administered on behalf of the Commonwealth, by the Department of Regional Australia.

6. We acknowledge the traditional custodians of the land on which this course takes place; HMAS *Creswell* is situated in Booderee National Park, the Traditional Custodians of which are the Waddi Waddi Wandandian People, and the People of the Wreck Bay Community.

Travel

7. DFRC will arrange transport to *Creswell*. You are reminded that baggage limits apply on flights and you should check with the carrier for the applicable limit.

8. You may elect to drive your private motor vehicle (PMV) if residing in the ACT/Sydney locality. Personnel travelling by PMV are to arrive in *Creswell* no later than

OFFICIAL

4

1400 on the day before your course commences. Your Divisional Officer will arrange transport from *Creswell* to your area of study on completion of UEOC.

Arrival

9. **Dress and grooming on arrival.** As a Naval Officer you are to travel and arrive in *Creswell* in attire reflecting your position as an Officer of the RAN. Further instructions on dress and grooming are included in Enclosure 1. Service Uniform will be worn for the duration of UEOC.

10. **Division.** On arrival, trainees will form Syme Division; Syme Division is named after Lieutenant Hugh Syme, GC, GM and Bar, RANVR (1903-1965) who joined the RAN in Melbourne on 01 September 1940. He was one of the first Australians chosen to serve in the RN's Rendering Mines Safe (RMS) section where he quickly gained a reputation for courage and initiative. On return to Australia in 1943, he established the RMS school at *Cerberus* for training officers attached to the Pacific theatre.

11. You will live together with other members of your Division and your training activities will be conducted together as a Division. Your Divisional Officer (DO) and your Divisional Senior Sailor will work closely with you during your time at RANC.

Accommodation and Messing

12. UEOC is a residential course and all trainees are required to live on board *Creswell*. Accommodation is fully gender integrated; males and females will live in adjacent cabins. Each of the accommodation blocks has a laundry with washing machines and dryers.

13. You are permitted to bring a limited amount of small personal effects (e.g. tablet, iPod etc.). It is suggested that you bring the minimal amount with you, as you will have uniforms and effects to take home. A recommended list of clothing and personal items is at Enclosure 3. Personal items may be purchased from the Post Office if required.

14. Trainees will be responsible for the cleanliness and appearance of the accommodation area and for maintaining the state of their cabins and communal areas to a naval standard throughout the course. Evening rounds (inspections) will be carried out during ITP.

15. Trainees will take their meal in the College dining room, times to be advised. Special dietary requirements must be advised before joining.

CHAPTER 2 – INITIAL TRAINING PERIOD

16. Your course is designed as an Initial Training Period (ITP). This is an intensive course where you are expected to quickly adapt to military routines and behavioural standards of a naval officer. An indicative program is at Enclosure 2.

17. **COVID-19.** Due to the current COVID-19 pandemic, trainees and staff at HMAS *Creswell* must comply with the principles of high personal hygiene and social distancing for the duration of training. As COVID-19 remains active in the community, it is vital that personnel

OFFICIAL

OFFICIAL

5

remain disciplined in maintaining these measures. Further information and advice will be provided on your arrival at UEOC. All members attending training are required to be fully COVID-19 vaccinated.

18. **Leave.** You will not be permitted to leave *Creswell*, other than for training purposes, during your course.

19. **Contact with family.** 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.

20. **Divisional Officer.** Contact details for your DO will be provided for you to pass onto your family on the first day. Contact details for other key staff are provided later in these instructions.

21. **Mobile phones.** Students may have mobile phones with them whilst on course, however, only at their accommodation unless access/use has been provided by RANC Course staff.

CHAPTER 3 – ADMINISTRATION

Personal Documents, Security Clearances and Citizenship

22. **Security Clearance.** Your DFRC will have already asked to see some of the information listed in the Annexes; however, you must still bring the required documents to *Creswell* to fulfil RAN requirements, which are separate to those of the DFRC. In order to commence administrative processes prior to your arrival you are to complete the New Entry Officers' Course – Personal Information Form and return to the RANC prior to your arrival.

23. You will undergo security clearance vetting upon joining. Processing of security clearances can take a considerable amount of time; new members are to immediately commence security packs when information is provided by your DFRC. To avoid unnecessary delays it is essential that you bring all necessary documents, detailed in Annex C, to enable security packs to be completed if you have not already done so. If you commenced your security pack at your Recruiting Centre, you are to ensure you have your complete password to access the security pack online and have commenced your process at least to Baseline clearance as you will not be able to access the Defence computer network until you have this level of clearance.

24. It is important that you understand your responsibilities in relation to obtaining and maintaining a personal security clearance. Your responsibilities include:

- a. providing the information required to obtain and maintain your security clearance;
- b. providing the required information within the timeframe stipulated by the Australian Government Security Vetting Agency (AGSVA);

OFFICIAL

OFFICIAL

6

- c. meeting all reasonable requests for assistance during security clearance assessments;
- d. adhering to the need to know principle; and
- e. reporting changes in personal circumstances to AGSVA.

25. Further guidance and information is available from the AGSVA website:
<http://www.defence.gov.au/agsva/index>

26. **Citizenship.** You must be an Australian Citizen to join the ADF. In very rare and exceptional circumstances, non-citizens who are permanent residents may be accepted for service. If this applies to you, you must have commenced your application for citizenship prior to joining *Creswell* for NEOC, and inform the staff at RANC.

27. **Official Passport.** Members of the RAN are required to have an Official Passport, used to travel overseas for business/Service reasons. You are able to hold both an Official Passport and personal passport concurrently. Applying for your Official Passport will be managed whilst you are at *Creswell*; however, you must bring recent passport photographs with you, which meet the requirements outlined in the passport application. More information is provided at Enclosure 6.

28. **Uniforms.** You will be issued with summer and winter Navy uniforms (kit) for working or everyday wear, ceremonial occasions and physical training (including swimwear). This kit will include boots, socks, towels, and headwear. Once issued, you are responsible for the maintenance and cleanliness of your uniforms, including washing, drying, ironing and dry cleaning. RAN members are sufficiently remunerated in their fortnightly pay to assist with the maintenance of uniforms.

29. **Meals.** You will be entitled to three meals a day at the College Dining Room. This is a cafeteria style dining area; meals are at set times and duration. Meals will also be provided through takeaway sandwich packs for certain instruction.

Remuneration

30. **Pay.** Your pay will be deposited directly to your nominated bank account each fortnight. Prior to your appointment and arrival in *Creswell*, you will need to have established a personal bank account. Ensure you bring your banking details with you to *Creswell*. The Defence salary system may take up to six weeks to activate your initial payment; therefore, it is recommended that you establish alternative financial arrangements during this period and retain sufficient personal funds through pre-arranged payments to provide coverage of loans, rent etc. While payments will normally commence earlier than six weeks, delays can be caused by failure to bring correct bank account information or establish a tax file number prior to arrival.

31. **Australian Tax File Number.** If you do not currently have a Tax File Number (TFN), you are to apply to the Australian Taxation Office to obtain one as soon as possible. Delays may occur with your pay if you arrive without this resolved. You will need to supply your TFN to administrative staff, so ensure you bring a copy.

OFFICIAL

OFFICIAL

7

32. **Superannuation.** Government legislative changes require that all Superannuation product information and financial advice be provided by qualified financial advisors. Please refer all enquiries to the Commonwealth Superannuation Corporation via their website: <http://www.csc.gov.au/>.

- a. **Australian Defence Force Superannuation (ADF Super).** ADF Super was opened to new members from 01 July 2016 and is the default fund for new members. Employer contributions to this fund are paid at a rate of 16.4% of ordinary time earnings, and member contributions to this fund are voluntary. More information on ADF Super can be found at <http://www.csc.gov.au>
- b. **Choice of Fund (CHOICE).** From 01 July 2016 members are able to elect a choice of fund. A CHOICE fund may be any complying Australian Prudential Regulation Authority (APRA) regulated fund, Retirement Savings Account (RSA) or Self-Managed Superannuation Fund (SMSF). Members can confirm whether their fund is a complying fund using the <http://www.superfundlookup.gov.au/>. Defence Members cannot elect the Public Sector Superannuation Accumulation Plan (PSSAP) as they are not a public sector employee by reason only of being a member of the Defence Force, and therefore not eligible to become a member of PSSAP.

33. It is important that you compare superannuation funds prior to arriving, as on your pay establishment day you will need to have made a decision regarding which fund you will select. If selecting a choice fund or self-managed super fund you will need to bring the following details with you:

- a. Name of fund and address
- b. USI or ABN number
- c. Account number.

CHAPTER 4 – POLICY AND RULES

Prohibited Items

30. **Do not** bring any of the following items to *Creswell*:
- a. Prohibited weapons or articles as listed in the *Prohibited Weapons Act 1996*;
 - b. Knives (other than a pocket or camping knife as outlined in Annex E) or decorative swords, firearms (or their replicas), crossbows, spear guns and spears;
 - c. Illegal drugs, including synthetics, and their associated implements;
 - d. CB and amateur radios;
 - e. Offensive or inappropriate material (such as pornographic magazines, posters, books, clothing, video/audio); and

OFFICIAL

f. Alcohol.

31. **Illicit Drugs and Alcohol.** The Navy has zero tolerance regarding the use of non-prescribed or prohibited drugs by serving members. Use will result in disciplinary and/or administrative action, up to termination of service. The inappropriate use of alcohol and/or alcohol-related incidents will not be tolerated. You will be subject to drug and alcohol testing throughout the course. You are not to bring alcohol into the accommodation blocks or store alcohol in your bags or vehicle.

Prescription and Non-Prescription Medications

32. If you are currently taking prescription medication, you should continue taking that medication unless advised by a medical professional; however, you will be required to declare all medications in your possession on arrival at *Creswell*. This includes medications that have been prescribed by a medical practitioner; over the counter/non-prescription medication such as headache/pain relief tablets; herbal medicines; anti-inflammatory or cold/flu treatments; and dietary supplements such as protein powders.

33. If you currently taking prescription medication, you should ensure you have sufficient quality for the course duration.

34. **Medical/Dental.** Non-urgent Medical/Dental appointments are not to be made by trainees during course. Appointments of an urgent nature will be made through your Divisional staff.

CHAPTER 5 – GENERAL INFORMATION

35. **Clothing and personal items.** Access to shops is limited during the training period. You should pack accordingly, and ensure you have sufficient toiletries for the period prior to joining *Creswell*.

36. **Specific clothing items for religious/cultural purposes.** Members who have a requirement to wear specific religious items with the Navy uniform, as a part of their faith, are approved to do so, such as a turban, hijab, burkini or long sleeved smock.

37. Turbans and hijabs are not issued from the Navy Clothing Store; members who wear these items are to bring at least one white and one black item for wearing with different uniforms. The cost of purchase of these items can be reimbursed.

38. Burkini are currently not available for issue from the Navy Clothing Store; members who choose to wear one for religious/cultural purposes must bring one when arriving at *Creswell* for commencement of course as the RAN Swim Test is conducted in the first four weeks of training. The burkini should be either navy blue or black in colour. The cost of purchase can be reimbursed.

OFFICIAL

39. **Religious observance.** The RANC has a resident Chaplain. Services are held each Sunday morning in the *Creswell* Chapel at 1000h. Further details can be obtained through staff on arrival. When training permits you will be able to attend church services.

40. **Computer Facilities.** You will receive access to the Defence Protected Network (DPN) during the first week of course. USBs are not compatible with the DPN. Internet Wi-Fi is only available in the communal areas of the Messes. You may wish to bring a personal dongle with you for internet access after-hours.

41. **Personal computers.** You may bring a personal computer (laptop) wireless internet services are recommended as there are no facilities available for fixed-line dial-up or broadband services in cabins. Check with your internet provider for coverage areas, *Creswell* is isolated and often experiences difficulties with coverage.

42. **Private motor vehicles.** Private motor vehicles and motorcycles may be brought on-board *Creswell*. All vehicles are to be registered, and have third party property insurance as a minimum. This is not the same as the Compulsory Third Party (CTP) insurance, included in state vehicle registration.

Services

43. **Banking and Local Facilities** There are limited banking facilities in *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.

44. There is a canteen on base, where beverages and food can be purchased. Navy merchandise is also available for purchase.

Physical Training and Recreation

45. Successful completion of the RAN Physical Fitness Test (RANPFT) is **mandatory** and trainees unable to complete this test will not graduate from the course. Any member who does not pass their RANPFT on their first attempt are managed as per ANP 2103 Chapter 5 Paragraph 5.33.

46. Members will also be required to undertake the RAN Swim Test.

47. Both of 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 the tests you will be required to undergo as part of your initial training is in Enclosure 4. You may find the 'ADF Active' app useful as a training guide.

Contacts

48. You will be under instruction from Monday – Sunday. In an emergency, messages can be left with RANC Regulator on the details below.

OFFICIAL

10

39. Your contact address while on course is:
(Rank, name)
UEOC Session 0##
C/- RANC
HMAS *Creswell*
Jervis Bay Territory ACT 2540

Useful Numbers

Defence Switchboard	1300 333 362
Executive Officer, RANC	(02) 5109 3873
RANC Course Officer	(02) 4428 1113
College Regulator	0476 493 112
Gangway (Front Gate)	(02) 4429 7986
Officer of the Day (OOD)	0400 468 697

41. A comprehensive pre-joining checklist has been included in Enclosure 6 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 RANC between 0730 – 1615 Monday to Friday on 02 4428 1113 or ranc.sec@defence.gov.au.

Welcome to the Navy

42. Welcome to the Navy and your career in the professional of arms; there is no greater honour than serving your country and you are to be commended for your willingness to serve. The staff and I look forward to you joining the Royal Australian Naval College and guiding you through UEOC and your development as a Naval Officer.

KJ Woodall

Commander, RAN
Commanding Officer
Royal Australian Naval College

HMAS *Creswell*

Enclosures:

1. Dress and Grooming
2. Indicative RANC Daily Routine
3. Recommended list of Clothing and Personal items
4. Physical Training
5. UEOC Pre-Joining Checklist

OFFICIAL

DRESS AND GROOMING – ANP4426-1203

1. **Grooming standards.** As Naval Officers, you are expected to maintain very high standards of dress and grooming, both when in uniform and civilian attire. You are to ensure you arrive at *Creswell* with appropriate hairstyles and hair colouring; extremes in hair colour and style will not be permitted. If your hair style or colour is not acceptable on arrival, you will be sent to the nearest hairdresser to rectify any deficiencies, at your expense. The following grooming standards apply:

Males

2. **Hair.** Cut your hair short enough so that it does not touch ears or the collar of a shirt nor extend below eyebrows when a hat is removed. The bulk of hair shall not exceed 5 cm; bulk is not the length of your hair, but how far it extends from the scalp when groomed. A standard ‘short back and sides’ is recommended. Hairstyles must be conservative, but must not be shorter than a No 2 comb. Undercuts or stepped styles are not acceptable.
3. Hair should be clean, of one colour, or lightly tipped.
4. 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 styles are not permitted.
5. **Facial hair.** Males must be clean-shaven; beards are not permitted during the initial training period. Moustaches without a beard are not permitted in the RAN.
6. If you have a recognised religious observance that requires you to maintain your beard, you will be permitted to do so.

Females

7. **Hair.** Hairstyles and colouring must be conservative. Hair is to be clean, of one colour, or lightly streaked. Undercuts or stepped styles are not acceptable. If you have an undercut style with a longer layer on top, the longer layer will need to be cut short. It is not acceptable to have a half-bun style with a shaved under section.
8. You may wear one singular braid along the middle parting line to contain layered hair while in a bun. Hairstyles with two braids, or braids in places other than the middle parting line are not permitted.
9. Hair must be no shorter than a No 2 comb. Hair is not to extend below the lower edge of the buttoned shirt collar, and long hair is to be worn in a bun with matching colour hair net. Long fringes must be trimmed, or long enough to be worn back with the bulk of the hair. Hair must not interfere with the correct wearing of a service hat.
10. **Hair accessories.** Ribbons, headbands and ‘scrunchies’ are not to be worn. Plain pins, combs or hairnets similar in colour to the hair, or brown/black bands, may be worn and are highly encouraged to keep hair neat. Unadorned tortoise shell or clear combs may also be worn.
11. **Misc.** Make up and perfume may be worn in moderation.

OFFICIAL

12. **Nail polish.** Polish is permitted providing the same shade is used for each fingernail. Colourless, neutral and shades of light / pale pink in clear, frosted or pearlised lacquer are permitted; the choice of nail polish is to be subtle and is to complement the member's skin tones. Red, grey, silver, blues, greens and other hues are not permitted. French nails (a pale pink base and bright white tips) may be worn. Nails must be kept short as WH&S risks do present in training. Chipped nail polish is not to be worn.
13. False eyelashes or eyelash extensions are not to be worn when in RAN uniform.

Jewellery

14. **Rings.** Rings are only to be worn on two of the eight fingers, no thumb rings are permitted in uniform.
15. **Religious observance.** Religious symbols may be worn on a necklace/chain when in uniform, providing the necklace/chain is not visible.
16. Males are not permitted to wear earrings in RAN uniform; earrings may be worn in leave dress when proceeding ashore. Males may wear the following items with uniform:
 - one watch—not to be ornate or brightly coloured
 - one wedding ring
 - one signet ring.
17. Females may wear the following items with uniform:
 - one watch—not to be ornate or brightly coloured
 - wedding, engagement and eternity rings
 - one other ring on the right hand
 - one earring of a plain round gold, silver, or clear stud type, no wider than 4mm in diameter or plain sleeper type of 1 cm diameter, in the lobe of each ear.
18. During training, you may be required to remove all jewellery for your safety. Due to the requirements of field training, it is recommended that watches be suitable to exposure to the elements and not have significant monetary or sentimental value.
19. **Body embellishments.** In accordance with RAN policy COs may direct members to temporarily remove items associated with body embellishments, such as body piercing jewellery or adornments where it presents a risk to WH&S.
20. Due to the nature activities completed in training, body piercing presents a risk to WH&S should not be worn. During training, you will be advised on occasions where it may be permissible to wear body piercing.

Uniforms

21. **Initial training uniforms.** You will be issued summer and winter physical training uniforms, socks, bedding and towels upon your arrival at the College. You are to wear neat civilian attire as specified below until that point.

Civilian Attire

OFFICIAL

OFFICIAL

22. As a minimum, you should arrive at *Creswell* with two sets of civilian attire that meets the standards outlined below. After leave is granted, you may wish to purchase additional clothing items.
23. **Your arrival.** You should arrive at *Creswell* meeting the following minimum standard of civilian attire:

Males

- **Summer.** Wear tailored trousers, a tailored shirt (with or without tie) and dress shoes. Polo shirts are not acceptable.
- **Winter.** Wear a suit, shirt and tie, or jacket (blazer style), or tailored trousers a shirt and tie with dress shoes.

Females

- **Summer and winter.** You may wear a conservative dress or skirt with stockings. Items must be no shorter than 7cm above the knee, or
- A tailored collared shirt with sleeves (jacket optional), with tailored pants. Note that dress jeans are not acceptable. You may plain leather court shoes with a heel up to 50mm high, or enclosed shoes as appropriate. All shoes must have back straps.

Leave Dress

24. **Weekday and weekend leave.** The minimum standard for leaving *Creswell* at any time other than for duty or sport is neat, non-torn or frayed jeans of one colour (not faded), trousers or smart casual shorts. Females may also choose to wear a conservative dress or skirt.
25. Belts are to be worn where belt loops are provided. Shirts or blouses are to have a conservative neckline, and to have a collar and sleeves.
26. Polo shirts are acceptable, provided they bear no offensive slogans, and are in good condition; a small logo is acceptable.
27. The civilian attire standards outlined above are acceptable as leave clothes, and also for wear in the Gunroom on completion of ITP.
28. You are required to be modestly attired in public areas or when leaving the establishment. Bare midriffs, exposed buttocks or visible underwear are not acceptable.
29. When proceeding on leave, footwear is to be enclosed and all shoes must have a back-strap. Runners or thongs are not acceptable. Shoes are to be clean and in good repair.
30. All clothing is to be clean, ironed and in good condition.

Personal Deportment

31. Members are to pay particular attention to bearing, demeanour and manner, especially when in public. In particular the following examples of poor deportment are not to occur while in RAN uniform:

OFFICIAL

OFFICIAL

- Slouching, walking or standing with hands in pockets.
- Lounging, squatting or leaning against objects.
- Smoking, eating, drinking or using a mobile phone or audio device with headphones while walking.
- Smoking, eating, drinking or using a mobile phone or audio device with headphones while wearing a uniform hat or cap.
- Using obscene, indecent or offensive language.
- Behaving in a manner likely to bring discredit to the Service

OFFICIAL

OFFICIAL

ENCLOSURE 2

INDICATIVE RANC DAILY ROUTINE

Time	Routine	Remarks
0455	Call the Hands	Hands change into required dress Mon, Wed, Fri: PT Uniform with T-shirt All other days as directed by DO
0510	Out Pipes	Hands fall in outside block
0515	Early Morning Activity (EMA)	Transit time (as required)
0525-0615	EMA	Mon, Wed, Fri: Physical training EMA
0615	EMA	Transit time (as required)
0625-0650	Ablutions	Hands clean into dress of the day O/C turn to for cleaning stations
0700-0730	Breakfast	Divisional timings to be promulgated O/C breakfast, turn to instruction as required
0740-0745	Both Watches	Meeting of all trainees
O/C	Hands 'out pipes'	Muster for Instruction
0800-1200	Instruction	IAW course program
1230-1300	Lunch	Divisional timings to be promulgated
1300-1630	Afternoon instruction	IAW course program
1630-1800	Clean up mess decks and flats for rounds	
1800-1830	Dinner	Divisional timings to be promulgated
1830-1900	Clean up mess decks and flats for rounds	
1900-1930	Rounds	Formal inspection
1930-2200	Evening instruction IAW program	As directed by divisional staff Task books Kit maintenance
2200	Pipe down	Lights out (Strictly adhered to)

OFFICIAL

RECOMMENDED LIST OF CLOTHING AND PERSONAL ITEMS

- Suitable civilian (joining/departure attire)
- Suitable track pants & jacket (after evening rounds)
- Suitable sleeping attire (including dressing gown if required)
- Thongs (only for showering)
- \$100.00 for incidentals (including coins for vending machines)
- Black shoe polish (parade gloss recommended) and cleaning brushes
- Alarm clock/mobile phone alarm
- Personal toiletries
- 4 – 6 coat hangers (for uniforms and personal clothing)
 - *NOTE recommend 2 to be of the Trouser/Skirt style hangers
- Sufficient underwear for 4-5 days (min)
- Spray starch (optional), not to be used on DPNU's
- Washing powder
- Laundry marker **BLACK**
- Laundry marker **WHITE**
- Stain remover
- One set of personal exercise running shoes – must be clean, undamaged and conservative **neutral colour**
- Personal swim wear (females one piece) black or navy blue, conservative and no over ordinary advertisement.

PHYSICAL TRAINING

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

RAN Swim test

2. All initial entry and lateral entry personnel will undertake the RANST. Personnel under initial training are to achieve this competency before the commencement of any other water based Defence activity.
3. The swim test is to be carried out in a pool or in a suitable area of the sea. Trainees are to be dressed in working attire or overalls. The swim test includes the following:
 - a. Perform a safe water entry from 3 metres height
 - b. Perform an underwater swim of 10 metres
 - c. Perform continuous survival swim for 50 metres
 - d. Tread water to remain afloat for 15 minutes

Recommended Physical Standards

4. To ensure that you will not be left behind in any physical aspect, it is **highly recommended** that you reach a sufficient level of fitness prior to your first day at the RANC. You should be able to competently perform the following fitness standards.
5. The components of the physical fitness test are:
 - a. **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.
 - b. **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.
 - c. **Aerobic/cardio vascular.** This test consists of a 2.4 km run/walk, or 5 km walk, or 500 metre swim or 20 metre 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 metre swim, providing a Medical Officer confirms there is no restriction on the member attempting this component.

OFFICIAL

RAN MINIMUM PHYSICAL FITNESS STANDARDS

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.

Note: The RANPFT standards differ from the DFR standards

6. Due to requirements of the course, a minimum medical standard of **MEC201/J21** is required for course participants OR a medical certificate (PM 101) which indicates FIT to undertake RANPFT / RANST. Course participants are to be compliant in physical fitness and medical components of Individual Readiness for the duration of the course.

7. To assist you physical preparation a five phase physical training program is provided through the ADF Active mobile app. This can be downloaded free from either the Apple Store or Google Play. The app provides a tailored program based on your testing results and provides the timings and cadence for all assessments. It is recommended that you start the program no later than 12 weeks prior to joining the RANC.

OFFICIAL

OFFICIAL