

**OFFICIAL**



**ROYAL AUSTRALIAN NAVAL COLLEGE**  
**RESERVE ENTRY OFFICERS' COURSE**  
**JOINING INSTRUCTIONS**

**CONTENTS**

<b>Chapter 1 – Introduction</b>	<b>Page</b>
• Course Dates	3
• Location & Travel	3
• Initial Entry & Meeting Point	3
• Arrival	4
• Accommodation & Messing	4
<b>Chapter 2 – Initial Training Period</b>	
• COVID-19	5
• Divisional Officer	5
• Mobile Phones	5
• Personal Items	5
<b>Chapter 3 – Administration</b>	
• Security Clearance	5
• Official Passport	5
• Recognition of De-Facto Relationships	6
• Entitlements and Commitments	6
• Remuneration	6
<b>Chapter 4 – Policy and Rules</b>	
• Prohibited Items	7
• Illegal Drugs & Alcohol	7
• Medical	7
• Prescription & Non-Prescription Medications	7
<b>Chapter 5 – RANC General Information</b>	
• Clothing & Personal Items	8
• Specific Clothing Items for Religious/Cultural Purposes	8
• Religious Observance	8
• Computer Facilities	8
• Personal Computers	8
• Mobile Phones	8
• Email & Social Media	8
• Private Motor Vehicles	9
• Services	9
• Physical Training & Recreation	9
• Contacts	10
• Useful Contacts	10

# OFFICIAL

## CHAPTER 1: INTRODUCTION

1. Congratulations on your selection to attend the Royal Australian Navy's (RAN) Reserve Entry Officers' Course (REOC), conducted at the Royal Australian Naval College (RANC), HMAS *Creswell*. The aim of REOC is to impart non-specialist skills and general military knowledge necessary for you to serve as an officer in the Royal Australian Navy; this includes leadership, physical fitness, teamwork, drill and ceremonial, and naval history.
2. For more information about the RANC and REOC visit [www.navy.gov.au/ranc](http://www.navy.gov.au/ranc). This information may assist you in understanding what to expect, including frequently asked questions. Further information, including videos of what you can expect on REOC, is available from the Defence Force Recruiting (DFR) website [www.defencejobs.gov.au](http://www.defencejobs.gov.au). For information about the local area, the Shoalhaven City Council has a web site at [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au).
3. These Joining Instructions (JIs) are provided to assist your preparations for your training at the RANC; take the time to read them carefully and complete all required documentation. Ensure that you submit the **Specialist Entry Course - Personal Information Form** to RANC ([ranc.sec@defence.gov.au](mailto:ranc.sec@defence.gov.au)) no later than ten (10) business days prior to the start of your course.
4. Along with your Personal Information Form, you are required to submit a single page biography; this should be written in the first person and contain relevant personal and professional information. This is to be emailed to [ranc.sec@defence.gov.au](mailto:ranc.sec@defence.gov.au).

### Course Dates

5. Specific REOC dates are provided by Defence Force Recruiting (Phase 1) or CM-N and RANC via a course panelling signal (all other Phases).

### Location

6. The RANC forms the major part of the commissioned establishment HMAS *Creswell*, situated 35km south-east of Nowra, on the NSW South Coast within the Jervis Bay Territory and Booderee National Park.
7. HMAS *Creswell* acknowledges the traditional custodians of the land and water on which this course takes place. We pay our respects to their Elders both past, present and emerging. We pay our respects to the Aboriginal and Torres Strait Islander men and women who have contributed to the defence of Australia in times of peace and war.

### Travel

8. **Private Motor Vehicle Travel.** NSW/ACT members may elect to drive their private motor vehicle (PMV) and are required to complete the declaration in Annex G. Members driving PMVs are to arrive on-board *Creswell* between 1400 and 1500. A staff member will meet you in the *Creswell* visitor carpark.

# OFFICIAL

4

9. **Air Travel.** Defence Force Recruiting Centres (DFRC) will arrange transport to *Creswell* with RANC to coordinate your return travel. You are reminded that baggage limits apply on flights and you should check with the carrier for applicable limits.

## Arrival

10. **Dress and grooming on arrival.** From appointment, you are expected to uphold the highest dress and grooming standards. As representatives of the RAN, and the Australian Defence Force, you are to travel and arrive at *Creswell* in smart civilian attire; no uniform is to be worn. Further instructions on dress and grooming standards are included in Annex A. Uniform will be worn for the duration of REOC Phase 1.

11. **Divisions.** On arrival, trainees will form Syme Division, named after Lieutenant Hugh Syme, GC, GM and Bar, RANVR (1903-1965). LEUT Syme joined the RAN in Melbourne on 01 Sep 1940. He was one of the first Australians chosen to serve in the Royal Navy'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 HMAS *Cerberus* for training officers attached to the Pacific theatre.

12. You will live together with other members of your Division and your training activities will be conducted together as a Division. LCDR Andrew Johnston, RAN will be your Divisional Officer (DO) and WOMUSN Andrew Sansom will be your Divisional Senior Sailor (DSS); both will be available to assist with any personal concerns during your time at RANC.

13. The practices and social conventions of a Naval Officer are those current with 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 you 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.

## Accommodation and Messing

14. REOC is a residential course and all trainees are required to live on-board *Creswell*. Accommodation is fully gender integrated; males, females and gender-diverse individuals will live in adjacent cabins and share ablutions. Each of the accommodation blocks has a laundry with washing machines and dryers.

15. You are permitted to bring a **limited amount of small personal effects**. 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 in Annex C. Personal items may be purchased from the Post Office/Canteen if required.

16. Trainees will be responsible for the cleanliness and appearance of the accommodation area. You will be maintaining the state of your cabin and communal areas to a high standard throughout the course. Evening rounds (inspections) will be carried out each night during Initial Training Period (ITP).

17. Trainees will take their meals in the College Dining Hall, or *Creswell* Wardroom when necessary. Special dietary requirements **must** be advised **before** joining and identified in the Personal Information Form.

OFFICIAL

## CHAPTER 2: INITIAL TRAINING PERIOD

18. Your course commences with the designated ITP. This is an intensive part of the course where you 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.

19. 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 REOC Phase 1 daily program is in Annex J.

20. **COVID-19.** Due to the ongoing COVID-19 pandemic, trainees and staff will be required to adhere to social distancing requirements during this time, however there will be very little impact on your training. All members attending training are required to be fully COVID-19 vaccinated (three doses). Further information will be provided on your arrival at REOC.

21. **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.

22. **Mobile phones.** Mobile phone restrictions (including personal tablet devices) will apply during ITP; your personal electronic device (PED) will be powered off and secured during this time.

23. **Personal items.** Only Navy-issued uniforms and one set of civilian clothing may be kept in your cabin during ITP. All other personal items including laptop computers, hobby materials and personal photographs will not be permitted.

## CHAPTER 3: ADMINISTRATION

24. **Security Clearance.** All ADF personnel undergo security clearance vetting upon joining. Processing of security clearances takes a considerable amount of time; DFR will have organised your clearance to baseline level and initiated any further upgrading. **If you have not commenced your security pack prior to entry, you must inform your Divisional staff on arrival at *Creswell*.**

25. **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 two recent passport photographs with you, which meet the requirements outlined in the passport application. More information is provided in Annex B.

# OFFICIAL

6

26. If you do not currently hold any Australian passport, you will be required to complete a full application for an Australian passport during REOC instruction; additional information is in Annex G. Ensure you bring the following original supporting documentation:

- a. Birth Certificate
- b. Marriage/ Change of Name Certificate (if different to birth certificate)
- c. Proof of Australian Citizenship (if applicable)
- d. Drivers Licence and Medicare Card
- e. Passport photographs
- f. Any other supporting documentation required, as annotated within the guidance from the Australian Passport Office.

27. The Sea Training component of REOC (Phase 4) is conducted aboard an RAN Fleet Unit. Deployment to an overseas port is a possibility and the possession of an Official Passport is mandatory.

28. **Recognition of De-Facto Relationships.** If you are in a relationship and reside with your partner/spouse, you can seek recognition of your relationship by Defence. This must be approved by the Senior Military Recruiting Officer at your DFRC before you join. This recognition can affect your pay and entitlements. A de-facto partner is a person who, regardless of gender, is living in a common household with you in a bona fide, domestic, interdependent partnership, although not legally married to the member.

## Entitlements and Commitments

29. **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.

## Remuneration

30. **Pay.** Upon completion of REOC Phase 1, you will be required to complete a pay diary. You will receive instruction on how to complete this pay diary.

31. Your pay will be deposited directly to your nominated bank account. Ensure that you have full details of your financial institution (bank, BSB number (six digits) and account number (up to nine digits) and physical address of banking institution) when you arrive at *Creswell*.

OFFICIAL

# OFFICIAL

## CHAPTER 4: POLICY AND RULES

### Prohibited Items

32. 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 C) 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)
  - f. Alcohol

### Illicit Drugs and Alcohol

33. The Navy has a zero tolerance policy 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.

### Medical

34. 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 Defence identity tags (dog tags).

35. If you have documentary evidence of vaccinations you have received in the past, bring these with you. The [My Gov](#) website will have a consolidated list of vaccinations for most young Australian residents; others will require a copy from your local GP or child health books.

36. Whilst preparing for your sea phase deployment, there is a requirement to complete a PM608 *Pre-deployment Health Assessment* prior to your deployment; this will be conducted whilst attending Phase 3.

### Prescription and Non-Prescription Medications

37. 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.

38. Navy medical personnel will review any medications you may be taking and provide ongoing management for future prescription requirements. Medical personnel will also provide advice as to whether non-prescription medication can be held in your personal locker, and whether you can continue to take that medication in accordance with ADF policy.

## **CHAPTER 5: GENERAL INFORMATION**

39. **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*. A list of clothing and personal items is in Annex D, noting that some of these items will not be required until completion of ITP.

40. **Specific clothing items for religious/cultural purposes.** Members who have a requirement to wear specific religious items with the Navy uniform (such as a turban, hijab, burka or long sleeved smock) are approved to do so. 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.

41. Swimwear that adheres to specific religious requirements is currently not available for issue from the Navy Clothing Store; members who choose to wear such for religious/cultural purposes must bring this to *Creswell*, as the RAN Swim Test is conducted in the first 72 hours of training. The swimwear should be either navy blue or black in colour, and the cost of purchase can be reimbursed.

42. **Religious observance.** HMAS *Creswell* has two resident Chaplains, who hold religious services each Wednesday evening and Sunday morning in the *Creswell* Chapel. Further details can be obtained through staff on arrival.

43. **Computer facilities.** Once your baseline security clearance is granted, you will be able to access computer facilities and the Defence Protected Network (DPN). You will undertake basic computer training. It is recommended that you become familiar with the Windows Operating Environment, Microsoft Office products including Word, Excel, PowerPoint and Outlook (email) and Internet Explorer prior to entry.

44. **Personal computers.** You may bring a personal computer, however large desktop units are not recommended due to space constraints. Personal computers will only be permitted in cabins after ITP. There is no Wi-Fi for personal use on base; members are highly recommended to switch to a telecommunication provider that covers Jervis Bay Territory.

45. **Mobile phones.** Students may have mobile phones with them whilst on course, however, when under instruction in the classroom environment; they are to be switched to silent or turned off.

46. **Email and social media.** Email accounts, such as Hotmail and Gmail, and social networking applications, such as Facebook and Twitter, cannot be accessed via the Defence Protected Network (DPN). You will be advised on your responsibilities as a Naval Officer regarding making comments or posting images and content to personal social media sites.

# OFFICIAL

9

47. **Private motor vehicles.** Private motor vehicles 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

48. There is a collection of services in the building at the end of the car park behind Farncomb House. Access to these services will be limited during ITP and will be at your DO's discretion. These services include:

- a. **Post Office.** The Post Office offers a number of services including Bank@Post facilities; allowing withdrawals, deposits and enquiries for most banks and building societies.
- b. **Navy Canteens.** A coffee shop with light meal/snack options and a range of ADF/Navy merchandise.

49. **Local Facilities.** Nowra is the closest regional centre and has a range of shopping, business and municipal facilities. The townships of Huskisson, Vincentia and St George's Basin also service the area, and have limited facilities. Jervis Bay Village, located outside *Creswell's* boundaries, has a general store, Australian Federal Police Station and ACT Motor Registry. Public transport and taxis are very limited in the area.

## Physical Training and Recreation

50. **Physical fitness.** Fitness plays a large part in your success in training, and your future career as an Officer in the Navy. You will be expected to meet the minimum standard of the RAN Fitness Test and RAN Swim Test, listed in Annex D. It is expected that you will have conducted personal preparation in this area prior to course.

51. Successful completion of the RAN Swim Test and RAN Physical Fitness Test is **mandatory**. Trainees will have two attempts at each of these tests; those unable to pass either test will be given a 90 day training period to achieve a pass before being eligible for graduation.

52. Physical fitness facilities. *Creswell* has a modern, well-equipped gymnasium including a weights training room and cardio room. The indoor multi-purpose court features an indoor rock climbing wall, and the 25m indoor heated swimming pool has an over water obstacle course for team and individual challenges. Individual access to the fitness facilities will be limited during training.

## Contacts

53. Your mailing address while on course is:

(Your Rank and Name)  
Syme Division—REOC Phase 1 Session ##  
Royal Australian Naval College  
HMAS Creswell, 1 Armstrong Avenue  
JERVIS BAY ACT 2540

OFFICIAL

# OFFICIAL

10

54. You will be under instruction from Monday-Sunday during ITP. In an emergency, messages can be left with the Officer Manager on 02 4428 1113.

55. Although you may be permitted to carry a mobile phone whilst on duty, it is expected that correct phone protocols are maintained whilst under training. *Creswell* telephone numbers are (02) 442 followed by a five-digit extension number. The telephone number of your accommodation block will be advised on arrival.

## Useful Contacts

Defence Switchboard	1300 333 362
Executive Officer, RANC	(02) 5109 3873
RANC-Course Coordinator	(02) 4428 1113
College Regulator	(02) 4428 1220
Gangway (Front Gate)	(02) 4429 7986
Officer of the Day (OOD)	0400 468 697

56. A comprehensive pre-joining checklist has been included in 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 RANC between the hours of 0730–1615, Monday to Friday on 02 4428 1113.

## Welcome to the Royal Australian Navy

57. Welcome to the Royal Australian Navy; we look forward to you joining the Royal Australian Naval College and guiding you through the transition to Naval Officer.

## KJ Woodall

Commander, RAN

Commanding Officer, Royal Australian Naval College

## Annexes:

- A. Dress and Grooming
- B. Clothing and Personal Items
- C. Physical Training Fitness Standards
- D. RANC Pre-Joining Checklist
- E. Security Clearance Flow Chart
- F. Passport Photo Guidelines
- G. Initial PMV Declaration
- H. REOC Course Structure and Information
- I. Daily Routine Example (REOC Phase 1)
- J. Survival at Sea Joining Instructions (REOC Phase 3)
- K. RANSSSS Joining Instructions (REOC Phase 3)

OFFICIAL

**DRESS AND GROOMING**

**Grooming Standards—Male**

1. Hair is to be neat, of one colour or lightly tipped and clean. Hair colouring must be complementary to the individual and to military image. Hair is to be gradually tapered to the neckline with the back, sides and above the ears blending. Hair is not to touch the ears or collar, or extend below eyebrows when head dress is removed and is not to interfere with the proper wearing of service headdress; headdress is not to be adapted to suit hair style.
2. **Bulk.** The bulk of hair shall not exceed 50mm. Bulk is defined as the distance that the mass of hair protrudes from the scalp when groomed (as opposed to the length of hair). The primary consideration remains a neatly groomed appearance for the hairstyle and the type of hair that the individual has.
3. **Styles.** Exaggerated hair styles such as shaven or partially shaven heads or outrageously coloured/ tinted hair are not permitted. Hair style generally must be adapted to permit the correct wearing of headdress. Examples of acceptable styles are shown below. The minimum cut is a No 2 comb, however COs may approve the following exceptions:
  - a. '0' or No. 1 cut where reasons of a medical or hygiene nature dictate, and;
  - b. the use of a razor where significant natural hair loss is considered justification to warrant the complete removal of remaining hair from the scalp.



*Male Grooming Examples*

4. **Sideburns.** 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 30mm wide. 'Mutton Chops' and flared styles or similar grooming styles are not permitted.
5. **Beards.** Unless personnel have permission to grow a beard or wear an approved beard, they are (in normal circumstances) expected to be clean-shaven prior to commencement of their duty. Moustaches are not to be worn without the beard, or the beard without the moustache. Examples of acceptable beard styles are shown above.

# OFFICIAL

12

6. When permission to grow a beard is given, the use of the razor is to be discontinued except for the removal of shaggy growth at the extremities of the beard, in particular on the neck. Patchy, spotty clumps of facial hair are not considered full beards and as such are not permitted.

7. Beards and moustaches are to be kept neat and trim and closely cropped, to a minimum bulk of 4mm (a No 2 comb) and a maximum acceptable bulk of 50mm. The sideburns of the beard are to be tapered to blend with the hairstyle. A CO or their delegate may direct a member to trim or adjust the styling of a beard if it is in contravention to this publication or deemed in their judgement to be of an unacceptable appearance.

8. Hazards relating to beard length may also exist; in all work practices there is a risk of hair being caught in moving or rotating equipment, being hooked on protruding or sharp objects or being ignited by flammable source. For these reasons, beards that are not kept clipped short pose an unacceptable risk to all Navy personnel during most operational and / or industrial employment and other tasks where the risks identified in this paragraph may exist.

9. The CO or their delegate may direct members to remove facial hair if it is deemed to be of an unacceptable appearance or where its presence significantly reduces the effectiveness of respiratory protective equipment.

## Grooming Standards – Female

10. Hair is to be clean, of one colour or lightly streaked, neatly arranged and neatly groomed. Hair colouring must be complementary to the individual and to military image.

11. When in uniform, hair is not to extend below the lower edge of the buttoned shirt collar, and may be worn in a bun, French roll or braid (single central braid). Hair may be pinned with a hairnet if required. The bulk of hair must not interfere with the correct wearing of headdress.

12. Female members may wear their hair in a single plain or braided / plaited 'Pony Tail' whilst embarked in RAN vessels at sea, on field exercises, deployments and / or operations and whilst wearing sports dress (including Dress S/W15).

13. **Styles.** Exaggerated hairstyles such as shaven or partially shaven heads (where the use of a razor occurs) and those with excessive fullness or extreme height, are not permitted. Examples of acceptable styles are shown below.

14. The minimum cut is a No 2 comb, however CO may approve the following exceptions:

- a. '0' or No1 cut where reasons of a medical or hygiene nature dictate, or
- b. the use of a razor where significant natural hair loss is considered justification to warrant the complete removal of remaining hair from the scalp.

OFFICIAL

# OFFICIAL

13

15. **Hair ornaments.** 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 brown or black rubber bands may be worn. Unadorned tortoise shell or clear hair slides may also be worn.



*Female Grooming Examples*

16. **Cosmetics and Perfume.** Female members who wish to wear facial make up and perfume may do so in moderation.

17. **Nail Polish.** Nail 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. Chipped nail polish is not to be worn.

18. **Eye Lashes.** False eye lashes or eye lash extensions are not to be worn by female members when wearing RAN uniform.

## Jewellery

19. **Jewellery—Males.** The only items of jewellery which may be worn with uniform are one watch, one wedding ring, and one signet ring. Earrings may be worn when not in uniform.

20. **Jewellery—Females.** The only items of jewellery that may be worn with uniform are one watch, wedding, engagement and eternity rings; one other ring on the right hand, and one pair of gold, silver, clear / colourless stone (i.e. diamond) or pearl studs (one in the lower hole of each ear lobe) or plain sleepers, either gold or silver colour.

21. Studs are to be either circular of 4mm or less in diameter, or square, no more than 4mm from corner to opposite corner. Sleepers are to be round and no larger than 10mm diameter. To be designated a sleeper; the ring must be able to rotate fully through the hole in each ear lobe.

22. Rings are only to be worn on two of the eight fingers (no thumb rings). When a ring is worn on the right hand it is to be of subdued appearance and design and of a moderate size. Where there is a risk of injury rings should be removed or taped.

OFFICIAL

# OFFICIAL

14

## Medic Alert Bracelets / Necklaces

23. Personnel are encouraged to wear Medic Alert bracelets and necklaces where appropriate. The formal approval of a Medical Officer is required prior to wearing of medic alert jewellery with uniform; this approval should be noted on the member's personnel file. Necklaces are to be worn in such a way that they are not visible with uniform.

## Watches

24. Brightly coloured watches or watch bands are not permitted. Watches are to be of a conservative style and are to be coloured either gold, silver, pewter / gunmetal, white, navy blue, brown or black.

25. **Activity / fitness tracker.** An activity / fitness tracker may be worn when wearing non-ceremonial uniforms; the overall appearance of the activity / fitness tracker is not to be ornate or brightly coloured but of a subdued colour (i.e. black, white or blue).

26. Items such as wallets, large key rings, spectacle cases, mobile phones and cigarettes are not to be carried on ceremonial parades or in armed platoons. Watches are not to be worn on ceremonial parades or in armed platoons.

27. **Religious symbols.** All members are permitted to wear religious symbols on a necklace / chain whilst in uniform, providing the necklace / chain is not visible. If worn with the RAN winter dress the chain may be exposed with the symbol of faith to sit under the neckline of the dress.

## Uniforms and Civilian Attire

28. Uniforms will be issued to trainees during the first few days of the course. Sports uniform will be issued on the day of arrival. Trainees are to wear neat civilian attire, as specified below, whilst travelling and joining *Creswell*.

- a. **Males.** Tailored trousers, tailored shirt with or without tie. Polo shirts are not acceptable. A jacket or neat jumper for winter. Closed shoes are to be worn outside of accommodation areas.
- b. **Females.** Conservative dress or skirt (no shorter than 7 cm above the knee), or tailored pants (jeans are not acceptable). A tailored collared shirt with sleeves, jacket optional. Tailored slacks are recommended with closed flat shoes.

## Leave Dress

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

## Personal Toiletries

30. The Navy does not issue personal toiletries. A small number of irons and ironing boards are available within accommodation blocks. The *Creswell* Post Office stocks a variety of items such as spray starch, washing powder and toiletries. Trainees are advised to ensure they have sufficient toiletries and personal necessities.

OFFICIAL

**RECOMMENDED LIST OF CLOTHING AND PERSONAL ITEMS**

1. The items below are **minimum requirements** for the course. You are permitted to bring a **limited amount of small personal effects** to make your stay more comfortable.
2. You are not required to bring bedding (including pillows and blankets), towels or a laundry bag as these will be provided along with sunscreen and first aid requirements. Course stationery will also be provided on arrival.
3. You will only have a small personal locker in your cabin for storage of your personal effects (i.e. toiletries and underwear). Ironing boards and irons are provided and will be available for your use while you are on course.
4. You are reminded of the luggage limit set by Australian domestic airlines if travelling by air. Defence is only providing a standard air fare ticket to and from HMAS *Creswell* and standard luggage limits will apply. It is suggested that you bring the minimal amount of personal effects with you.
5. The minimum requirements are as follows:

<b>Item</b>	<b>Description</b>
<b>Nightwear</b>	Conservative in style covering the upper body (including torso and cleavage) and lower body to a minimum of halfway above the knee; appropriate for communal living and environmental conditions.
<b>Bathrobe/dressing gown/tracksuit</b>	For warmth and communal living requirements.
<b>Rubber thongs</b>	Shower footwear.
<b>Underwear</b>	Sufficient, appropriate underwear for 4–5 days (min).
<b>Bras/Sports Bras</b>	Minimum of 2 (at least one must be white or flesh coloured for wearing under uniform).
<b>Personal toiletries</b>	Soap, deodorant, hair products, shaving equipment, dental hygiene products and personal sanitary products.
<b>Hair care</b>	Hair/bun nets, bobby pins, hair elastics (clear, brown or black depending on hair colour).

# OFFICIAL

16

<b>Glasses and sunglasses</b>	Personal sunglasses must be conservative in style with plain black, gold, silver, or pewter/gunmetal frames/arms with no reflective tinted lenses, no adornments or obvious brand names. Service sunglasses will be issued by the Clothing Store.
<b>Contact Lenses</b>	Prescription glasses must be conservative in style with plain frames/arms as outlined above for sunglasses with no adornments or obvious brand names (a minimum of two pairs is recommended)  Bring sufficient contact lenses/cases/cleaning fluid to last ITP as a minimum. You must also bring a pair of prescription glasses.
<b>Wrist watch</b>	Digital and water-resistant recommended; must be conservative in colour/design.
<b>Shoe/Boot Care</b>	Black shoe polish (parade gloss or similar) with brush and polishing cloth.
<b>Clothes Hangers</b>	4 – 6 coat hangers (for uniforms and personal clothing) 2 to be of the Trouser/Skirt style hanger
<b>Laundry markers</b>	Permanent fabric laundry markers (both black and white)
<b>Laundry care</b>	Washing Pods or powder (Pods preferred) for front loading washing machines. Members will adopt a communal Laundry Daily routine. Stain remover.
<b>Small torch/Head torch</b>	With red light for use on field exercises (Recommended)
<b>Civilian Clothing</b>	As described in Enclosure 1: Suitable civilian evening wear (One set in addition to your travelling attire)
<b>Footwear</b>	Two pairs of athletic shoes (runners) OR one pair runners and one pair boots (black, steel-cap/composite toe, high ankle). Note: you will be issued black, steel-cap boots during your training.  Runners should be good quality and multi-purpose (road running, cross country, general walking or in the gym), preferably black in colour, conservative in style, in good condition and clean. It is highly recommended you wear your runners in before arriving for course to help prevent blisters.  Footwear will be worn in the water (ocean/lagoon) during Practical Leadership exercises; recommend an older pair that can be replaced OR use of boots during this time.

OFFICIAL

# OFFICIAL

17

6. Additional recommended items are as follows:

<b>Item</b>	<b>Description</b>
<b>Pocket knife/ small camping knife</b>	Useful for practical leadership exercises.
<b>Cold weather gear</b>	Plain black beanie and black gloves for overnight exercise
<b>Personal Swimwear</b>	You may bring your own one piece swimwear, or speedos. Blue or black in colour. Board shorts are not to be worn.
<b>Rash Shirt (not mandatory)</b>	Rash shirts may be worn at your discretion during swimming events. They must be blue or black in colour.
<b>Practical Leadership</b>	Not mandatory, however may be useful for Practical Leadership: <ul style="list-style-type: none"><li><input type="checkbox"/> Zip lock bags</li><li><input type="checkbox"/> Small quantity of personal insect repellent</li><li><input type="checkbox"/> Waterless hand sanitiser</li><li><input type="checkbox"/> Wet wipes</li></ul>

OFFICIAL

# OFFICIAL

20

ANNEX C TO  
RANC JIs  
10 Aug. 22

## ROYAL AUSTRALIAN NAVY PHYSICAL FITNESS TEST STANDARDS

### Female – Cardiorespiratory:

	Age	≤ 29	30-34	35-39	40-44	45-49	50-54	55-59	60+
2.4 km Run	<b>Pass</b>	<b>15:00</b>	<b>15:45</b>	<b>16:20</b>	<b>17:00</b>	<b>17:15</b>	<b>17:40</b>	<b>18:20</b>	<b>19:25</b>
	Tier 1	13:55	14:35	15:20	16:00	16:40	17:10	17:50	18:20
	Tier 2	12:50	13:40	14:20	15:00	15:45	16:20	17:00	17:25
Beep Test	<b>Pass</b>	<b>6.9</b>	<b>6.6</b>	<b>6.4</b>	<b>6.2</b>	<b>5.9</b>	<b>5.7</b>	<b>5.4</b>	<b>5.2</b>
	Tier 1	7.2	6.10	6.8	6.6	6.4	6.2	5.9	5.7
	Tier 2	7.6	7.3	7.1	6.9	6.6	6.4	6.2	6.1
5km Walk	<b>Pass</b>	<b>43:00</b>	<b>43:30</b>	<b>44:00</b>	<b>44:30</b>	<b>45:15</b>	<b>46:15</b>	<b>47:00</b>	<b>47:45</b>
	Tier 1	40:00	40:30	41:00	41:30	42:10	43:50	44:30	45:00
	Tier 2	38:30	39	39:30	41:00	41:40	42:10	42:50	43:30
500m Swim	<b>Pass</b>	<b>15:20</b>	<b>15:35</b>	<b>15:50</b>	<b>16:05</b>	<b>16:20</b>	<b>16:35</b>	<b>16:45</b>	<b>17:00</b>
	Tier 1	13:45	14:00	14:15	14:30	14:45	15:00	15:15	15:30
	Tier 2	11:05	11:20	11:35	11:50	12:05	12:20	12:30	12:45

### Male – Cardiorespiratory:

	Age	≤ 29	30-34	35-39	40-44	45-49	50-54	55-59	60+
2.4 km Run	<b>Pass</b>	<b>13:00</b>	<b>14:00</b>	<b>14:30</b>	<b>15:00</b>	<b>15:40</b>	<b>16:15</b>	<b>17:00</b>	<b>18:20</b>
	Tier 1	11:30	12:30	13:00	13:50	14:10	14:30	15:00	15:30
	Tier 2	10:30	11:00	12:00	12:20	12:30	12:45	13:00	13:45
Beep Test	<b>Pass</b>	<b>7.4</b>	<b>7.2</b>	<b>6.10</b>	<b>6.8</b>	<b>6.6</b>	<b>6.4</b>	<b>6.2</b>	<b>5.9</b>
	Tier 1	8.4	7.8	7.4	7.2	7.1	6.10	6.9	6.8
	Tier 2	9.5	8.9	8.5	8.2	7.10	7.7	7.4	7.2
5km Walk	<b>Pass</b>	<b>42:00</b>	<b>42:30</b>	<b>43:00</b>	<b>43:30</b>	<b>44:15</b>	<b>45:00</b>	<b>45:45</b>	<b>46:30</b>
	Tier 1	39:00	39:30	40:00	40:30	41:10	42:50	43:30	44:00
	Tier 2	37:30	38	38:30	39:15	40:00	40:30	41:00	42:00
500m Swim	<b>Pass</b>	<b>13:20</b>	<b>13:30</b>	<b>13:40</b>	<b>13:50</b>	<b>14:00</b>	<b>14:10</b>	<b>14:20</b>	<b>14:35</b>
	Tier 1	11:45	11:55	12:05	12:10	12:15	12:25	12:35	12:45
	Tier 2	9:40	9:55	10:10	10:20	10:30	10:40	10:55	11:10

### Forearm Plank:

<b>Pass</b>	<b>1:00</b>
Tier 1	1:35
Tier 2	2:15

The standard required to be considered 'ready' is **Pass**. Tier 1 and 2 standards are considered benchmarks for Navy members to work towards as they approach maximum performance during the PFT

OFFICIAL

## FOREARM PLANK INSTRUCTIONS

Pass: 1:00 min

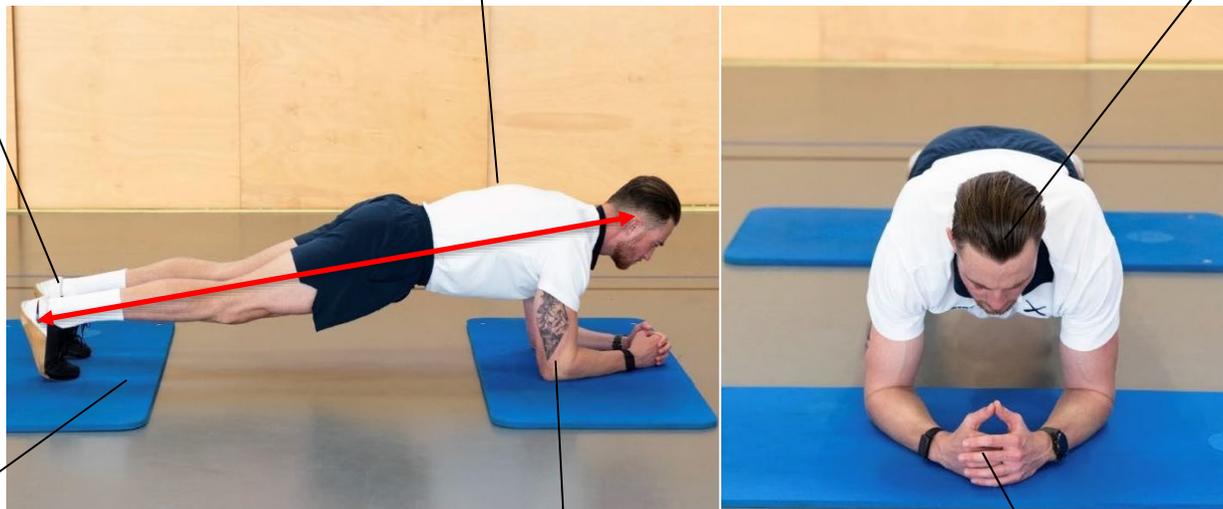
Tier 1: 1:35 min

Tier 2: 2:15 min

Feet are to be placed no further than shoulder width apart, with the bottom of the toes on the ground.

The back, hips and legs are to maintain a straight line from head to heels (see red line).

The neck and head are to remain in a neutral position for the duration of the test so that the body remains straight from the head to the heels.



The forearm plank is to be performed on a flat level surface. Mats and other suitable padding may be used. However, the member must be entirely on or off the padding.

Elbows shall be aligned directly below the shoulders at a 90 degree angle between the forearm and upper arm. Forearms may be parallel or angled inward.

Hand placement can be flat, in fists, interlocked or cupped during the test and hand placement can be changed throughout the test. Forearms must remain in contact with the ground.

# OFFICIAL

22

ANNEX D TO  
RANC JIs  
10 Aug. 22

## RANC PRE-JOINING CHECKLIST

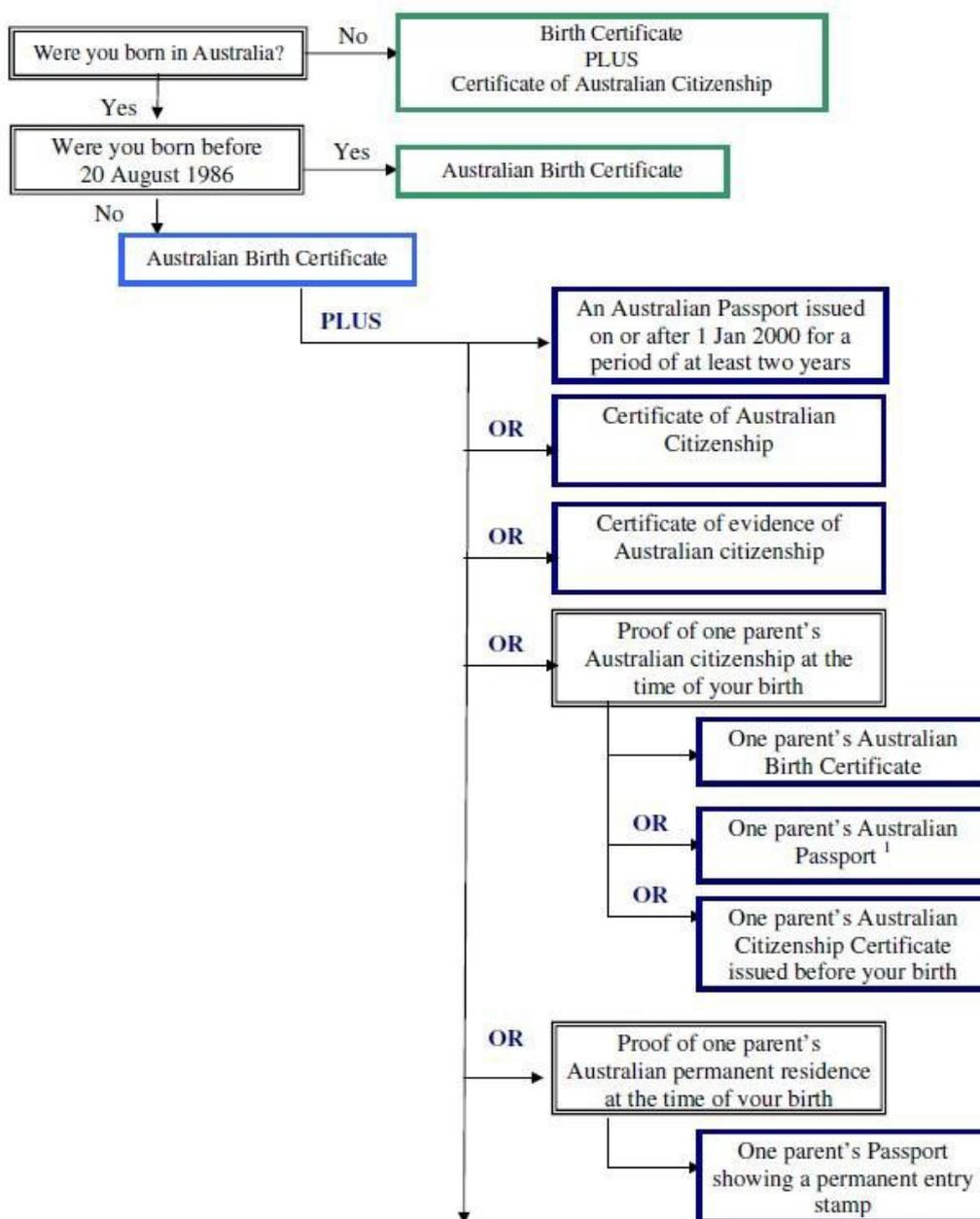
1. This checklist is to be completed prior to joining the College for the first time.

REQUIREMENT	ITEMS TO BRING WITH YOU	COMPLETED
<b>Passport</b>	<p>Australian Passport</p> <ul style="list-style-type: none"><li>• If you currently hold an <b>official passport</b> ensure you bring the passport number with you</li><li>• If you are a sailor changeover you must obtain your service passport from the Personnel Officer of your losing unit and bring it with you</li></ul> <p>On-Course Official Passport Application (<b>required</b>)</p> <p>Originals, not certified true copies for the passport form, including:</p> <ul style="list-style-type: none"><li>• Two passport photographs (must be fewer than four months old)</li><li>• Full Birth Certificate or Australian Citizenship papers, where applicable</li><li>• Naturalisation or citizenship certificates for all nationalities you hold or have held</li><li>• Marriage certificate, if applicable</li><li>• 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>• Divorce, <i>decree nisi</i> or absolute documents, if applicable</li><li>• Born after 1988, you must bring original birth Certificate or Citizenship of parent</li></ul>	
<b>Letter of Offer</b>	Career Management-Navy (CM-N) will inform you of your conditions of service through a letter of offer. <b><i>Ensure you bring this letter with you.</i></b>	
<b>Banking Details</b>	<ul style="list-style-type: none"><li>• Bank name</li><li>• Bank address</li><li>• Account name</li><li>• BSB number</li><li>• Account number</li></ul>	
<b>Travel/Joining Details</b>	Complete <b>Specialist Entry Course - Personal Information Form</b> and email to <a href="mailto:ranc.sec@defence.gov.au">ranc.sec@defence.gov.au</a>	
<b>Medical and Dental Documentation</b>	<ul style="list-style-type: none"><li>• Bring all medical and dental records, if held</li><li>• Bring evidence of blood group, if held</li><li>• Bring your vaccination certificate, if held</li></ul>	

OFFICIAL

SECURITY CLEARANCE FLOW CHART

These documents **MUST** be provided and can be **CERTIFIED** copies.



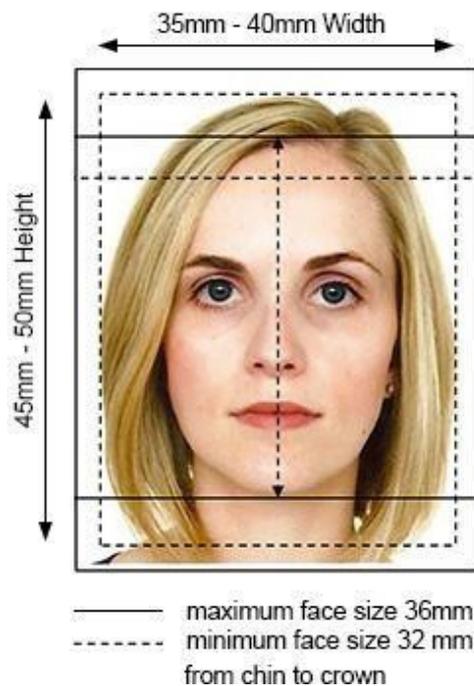
If you cannot otherwise confirm Australian citizenship you must contact the Department of Immigration and Citizenship to obtain evidence of Australian Citizenship. Contact the Citizenship Information Line on 131 880, or [www.citizenship.gov.au](http://www.citizenship.gov.au)

**PASSPORT PHOTO GUIDELINES**

**Passport photo requirements**

1. Your photo is critical to the usability and security of your passport. The facial recognition technology used in conjunction with Australian passports makes border processing more efficient and reduces the potential for identity fraud. If your photo does not meet the standards detailed below, your passport may not work at automated borders.

- a. Good quality, colour gloss prints, less than four months old
- b. Clear, focused image with no marks or 'red eye'
- c. Plain white or light grey background that contrasts with your face
- d. Uniform lighting (no shadows or reflections) with appropriate brightness and contrast to show natural skin tone
- e. Face looking directly at the camera and not tilted in any direction
- f. Hair off the face so that the edges of the face are visible
- g. Eyes open, mouth closed
- h. Neutral expression (not smiling, laughing or frowning), which is the easiest way for border systems to match you to your image.



# OFFICIAL

ANNEX G TO  
RANC JIs  
10 Aug. 22

## INITIAL PMV DECLARATION

<i>(Rank)</i>	<i>(Initials)</i>	<i>(Surname)</i>	<i>(PMKeyS)</i>

I, the member undertaking this journey, declare the following: *(circle the correct answer)* My

license is valid for the vehicle I will use to make the journey.

YES NO

The vehicle I will use to make the journey has valid registration, is safe and fit for purpose. YES

NO

I have considered any environmental factors along my route that may impact my journey (e.g. floods, storms, bushfires, etc.)

YES NO

I have a travel plan to ensure regular stops and manage fatigue. YES

NO

Based on the distance to be travelled, noting the limitations detailed in PACMAN Section 9.6.7, I have applied for the required number of days leave in PMKeyS to undertake the journey (if required).

Note: *Section 9.6.7 advises the maximum driving distance per day is 480kms (if not towing). If towing, the distance is reduced to 360kms.*

YES NO

I understand that should there be changes made by State or Territory Governments in relation to border or other restrictions which would prevent me from driving, that Training Force will not pay to freight or store the vehicle that I have chosen to drive. I further understand that the responsibility for what happens to this vehicle in this situation is mine.

YES NO

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

**Supervisor** (O04 or above in member's chain of command)

I endorse the intent to utilise PMV, and confirm that the plan complies with the requirements of the TF PMV SRA. Leave has been approved where required.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Rank)*

\_\_\_\_\_  
*(Date)*

OFFICIAL

**REOC STRUCTURE AND INFORMATION**

1. The REOC is delivered in four Phases, as follows:
  - a. **Phase 1:** Initial Officer Training-Residential (IOT-R).
    - i) Phase 1 is a 16 day residential course at the Royal Australian Naval College.
  - b. **Phase 2:** Initial Officer Training-Flexible (IOT-F).
    - i) Phase 2 consists of flexible learning modules conducted online through the Australian Defence Education Learning Environment (ADELE). This can be completed over 8 days residentially or externally. Phase 2 must be completed within 12 months of completing Phase 1.
  - c. **Phase 3:** Sea Training Prerequisites
    - i) Phase 3 is a 10 day residential course at *Creswell* comprising Combat Survivability (CS), Survival at Sea (S@S) and First Aid.
    - ii) All members are required to complete an AE505 Travel Request Form and email to [ranc.sec@defence.gov.au](mailto:ranc.sec@defence.gov.au) NLT ten business days prior to your course start date.
    - iii) Your accommodation will be organised for you, and keys will be collected from the accommodation office. You will receive more detailed instructions prior to your arrival.
    - iv) You will require DPNU, boots and neat civilian attire only.
  - d. **Phase 4:** Sea Training Deployment (STD).
    - i) Phase 4 is a 5-14 day deployment at sea in a RAN Major Fleet Unit (MFU).
    - ii) Relevant information will be provided via signal and your gaining unit prior to commencement.
    - iii) You will require your STD task book, stationery and steaming kit IAW ANP4426-1203 Annex 4A.

**Recognition of Prior Learning/Current Competency**

2. In some cases, trainees who have previously undertaken similar training to that provided in Phase 3 or 4 may be eligible for recognition of prior learning (RPL); for example, trainees who have previous RAN service in the last three years may be eligible for recognition for Sea Prerequisites and the CS Course.
3. Application forms are available from RANC on request, and evidence of previous experience/qualifications must be provided. On receipt of an application for RPL, a board will consider the currency, validity, sufficiency and relevance of the training and make a determination based on the evidence provided.

**Nominating for Phase 3 (Sea Training Prerequisites)**

4. Should your civilian schedule allow, the opportunity exists for you to nominate to attend the next Phase 3 Sea Pre-requisite course; indicate an available or unavailable response with the return of the Personal Information Form.

5. Additional REOC Phase 3 scheduled dates will be identified during Phase 1 and you will be informed of these dates. Demand for REOC Phase 3 Sea pre-requisites is often high; all personnel who nominate will be placed on a nominal list for the course in order of receipt. All nominees may not be approved.

# OFFICIAL

28

ANNEX I TO  
RANC JIs  
10 Aug. 22

## REOC PHASE 1 DAILY ROUTINE EXAMPLE

Time	Routine	Remarks
0455	Call the Hands (Wakey-Wakey)	Hands clean into required dress <ul style="list-style-type: none"><li>• Mon, Wed, Fri: PT Uniform</li><li>• All other days as directed by DO/DCPO</li></ul>
0510	Out pipes	Hands fall in outside accommodation
0515	Early Morning Activity (EMA)	<ul style="list-style-type: none"><li>• Mon, Wed, Fri: Physical Training EMA</li><li>• All other days as directed by DO/DCPO</li></ul>
0615	EMA	Transit time (as required)
0625-0650	Ablutions	Hands clean into dress of the day
0700-0730	Breakfast	Divisional timings to be promulgated <ul style="list-style-type: none"><li>• O/C breakfast, turn to for cleaning stations OR instruction as required</li></ul>
0740-0745	Both Watches	Meeting of all trainees
O/C	Proceed to forenoon instruction	
0800-1230	Forenoon Instruction	IAW course program
1230-1255	Lunch	Divisional timings to be promulgated
1300-1730	Afternoon instruction	IAW course program
1900-1930	Dinner	Divisional timings to be promulgated
1930-2000	Cleaning Stations	Clean up messdecks and flats for rounds
2000-2100	Evening rounds	Formal inspection of cabins and communal areas
2100-2200	Evening Instruction	As directed by Divisional staff <ul style="list-style-type: none"><li>• Task books</li><li>• Kit maintenance</li></ul>
2200	Pipe down	Lights out ( <i>strictly adhered to</i> )

OFFICIAL

**SURVIVAL AT SEA JOINING INSTRUCTIONS**

1. Survival at Sea (S@S) Course will be conducted by Mariner Skills staff of the RANC. The S@S building is located at the waterfront, past the Port Services Office.

**Aim**

2. The aim of the S@S course is to instruct trainees in the practical and theoretical requirements to survive at sea in extreme circumstances. This instruction will detail the timing and logistical requirements of the training.

**Course Overview**

3. The S@S course is designed to take personnel out of their comfort zone, combining classroom lectures, practical phase and assessment sessions. The course is two days in duration, and consists of one day of theory and one day of practical (wet). A course program outlining specific lectures and timings will be provided to trainees on the first day of the course.
4. In order to successfully complete all assessment criteria and be deemed competent, all trainees are required to successfully complete a written theory exam and all practical components of the course in varying conditions. Any failures throughout the S@S course will be dealt with under the Trainee Progress Management Plan (TPMP).

**Dress**

5. Dress for course is combat coveralls (supplied) and sandshoes. DPNU is to be worn when proceeding to and from the training facility. All personnel are to bring the following items for the practical assessments:
  - a. One pair of runners and socks to wear in the water
  - b. Swimmers (no bikinis)
  - c. Towel
  - d. T-shirt, and,
  - e. PT Rig, including tracksuits.

**Course /Medical Pre-requisites**

6. It is a prerequisite for all personnel attending the S@S course to have successfully completed the RAN Swim Test. 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 is to inform RANC prior to arrival at *Creswell*.

**RANSSSS TRAINING FACILITY-EAST JOINING INFORMATION**

**Introduction**

1. The RAN School of Survivability and Ship Safety (RANSSSS) Training Facility East (TF-East) is a resident unit of TA-ITLM, HMAS *Creswell* and is situated 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).
2. The facility consists of firefighting, leak stop and repair and damage control simulation units, Chemical, Biological, Radiological and Nuclear (CBRN) mask testing facility and training rooms, as well as trainee galley, dining hall and ablutions.
3. All administrative support, accommodation, and messing for trainees attending Combat Survivability courses at TF-East are generally provided by *Creswell*.

**Routine**

4. TF-East follows the *Creswell* daily work routine of 0730 – 1615. Secure at 1300 Friday is dependent upon successful course progress or completion. Requirements may exist for trainees to work after hours on some days, to conduct training and prepare for examinations.

**Transport**

5. Trainees are required to use the routine daily transport service between *Creswell* and TF-East. Private transport is not to be taken to TF-East due to limited parking. A bus will embark all personnel from the carpark immediately adjacent to the *Creswell* Canteen each morning at 0700 and return to WO&SSM at 1615.

**Meals**

6. Lunch is provided at TF-East. Personnel with special dietary requirements are to advise the TF-East Regulator on (02) 4429 7744 prior to arrival. All other meals will be provided at respective messes.

**Uniforms**

7. Dress of the day for RANSSSS students is DNPU or other service equivalent. This is to be worn at all times while not conducting practical training.

**Personal Clothing**

8. Serious injuries can result when certain synthetic materials are worn next to the skin and a trainee is exposed to excessive heat, either directly or indirectly, during practical training. To minimise the risk of serious injury to trainees at RANSSSS facilities, a training policy is in place which directs all personnel conducting CS practical training must wear cotton undergarments.
9. Minimum requirements for undergarments are cotton underpants/boxer shorts, singlets/t-shirts or cotton sport bra (without underwire) that are free of logos or motifs. Personnel will require their issued Safety Boots for the practical training in the Mask Testing Facility.
10. Due to the physical nature of training at RANSSSS facilities, personnel will require the following items daily:
  - a. shower hygiene products
  - b. towels
  - c. extra pairs of thick socks
  - d. change of undergarments
  - e. shower footwear

**Stationery**

11. As a minimum, you will require a note pad, pens, pencils, highlighter, eraser and ruler. Stationery is not provided.

**Medical Conditions**

12. **Fitness for Course Participation.** Due to the arduous nature of practical CS training, personnel attending the courses are to be fit for sea service and Military Employment Classification (MEC) J21 at minimum. Any personnel with outstanding medical issues are to inform the Senior Instructor during the induction brief or as soon as practical.
13. **CBRN Mask Testing.** Personnel with the following conditions are not permitted to participate in the CBRN Mask Test unless cleared by a medical officer:
  - a. Personnel diagnosed with asthma or other respiratory complaints.
  - b. Personnel who are currently pregnant.
  - c. Members who have undergone eye surgery within the last six months.

d. Members who wear prescription glasses, unless the glasses are removed prior to the conduct of the activity and the member can either see adequately without corrective lenses, their respirator is fitted with their prescription lenses or they are provided with a guide.

e. Members who wear contact lenses, unless the lenses are removed prior to the conduct of the activity and the member can either see adequately without corrective lenses, their respirator is fitted with their prescription lenses or they are provided with a guide.

**PM101**

14. Personnel who are unsure of their medical condition are to obtain a medical clearance in the form of a PM101 from your losing unit prior to course commencement, for presentation to the Senior Instructor or Training Facility Manger (TF-M) on upon arrival.

**Mobile Phone Protocol**

15. Students may have mobile phones with them whilst on course, however, when under instruction in the class room environment they are to be switched to silent or turned off. Mobile phones are not to be taken onto the fire ground or into the leak stop units at any time. Urgent messages may be left with the Senior Instructor on (02) 4429 7772.

**ADELE**

16. Learning reviews for all courses conducted at RANSSSS TF-E are conducted electronically on ADELE (Australian Defence Education Learning Environment). To access this system you will require a log in. All members will be required set up an account prior to arriving on course and to supply their email address on the first day of course so you can be enrolled in the learning review for your course.