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**ROYAL AUSTRALIAN NAVAL COLLEGE**  
**WARRANT OFFICER AND SENIOR SAILOR ENTRY**  
**OFFICERS COURSE**  
**JOINING INSTRUCTIONS**

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## **CHAPTER 1 - INTRODUCTION**

1. Congratulations on your commission and selection to attend the Royal Australian Navy's Warrant Officer and Senior Sailor Entry Officers' Course (WOSSEOC), conducted at the Royal Australian Naval College (RANC), HMAS *Creswell*.
2. The aim of WOSSEOC is to develop the non-specialist skills and knowledge to assist with your successful transition to the Officer Corps. At *Creswell* you will be expected to develop these skills and exhibit exemplary standards of behaviour and dress at all times.
3. This course marks the commencement of your transition into service as a Commissioned Officer in the RAN. You will be provided with the opportunity, through presentations and discussions with both instructional staff and your peers, to gain a more thorough understanding of aspects of your future roles and responsibilities. Key topics of discussion include ethics, leadership, command and the divisional system. Wardroom interaction introduces you to the different social aspects and ethos of Wardroom Mess life.

### **Course Dates**

4. Specific WOSSEOC dates are provided by CM-N and RANC 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. 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**

7. Navy has developed a generic trainee travel management process to move personnel during COVID-19. Whilst there may be exceptions to this process depending on the situation, all trainee movements are to comply with its broad requirements and intent. Any units requiring members to travel for approved courses are to adhere with the direction provided at CPD 09-03 Domestic Training Travel in Training Force (TF)–Version 1.0 located at <http://drnet/navy/COMTRAIN/Training-Force/Pages/Directives.aspx>. All personnel travelling to or from training will be under the control of the relevant TA executing the training.
8. Members attending training are required to complete an AE505 prior to course commencement, to be submitted to [ranc.sec@defence.gov.au](mailto:ranc.sec@defence.gov.au) NLT 10 days prior to travel. If PMV travel is requested, the PMV Declaration Form (Enclosure 3) is to be completed and a copy emailed to [ranc.sec@defence.gov.au](mailto:ranc.sec@defence.gov.au) NLT 10 business days prior to the start of your course.

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## Accommodation and Messing

9. WOSSEOC is a residential course and all trainees are required to live onboard *Creswell*. Accommodation bookings have been made and you will be accommodated IAW the course panelling signal. All meals will be taken in the Wardroom for the course duration and your recreation and bar area will be the Wardroom. It is expected of you to contribute the Wardroom mess transit fee (\$25.00) on arrival, which can be reimbursed through your parent unit. Additionally, because of COVID-19 mess restrictions, all purchases are to be made using a Debit/Credit card for the duration of your course. More information is provided in Enclosure 2.

10. On arrival, accommodation keys are to be collected from the Accommodation Office BLDG 121 (Western Alcove) Key Box 31 (Access Code 3131) and returned on completion of course. A map of *Creswell* is available at [Pages - Visitor Information](#). 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.

11. There is a scheduled Mess Dinner as part of course curriculum; see below for uniform requirements.

## CHAPTER 2 - TRAINING PERIOD

12. **Pre-course reading.** See Enclosure 1.

13. **Introductory Briefing.** You will attend a welcome briefing in the *Creswell* Wardroom prior to commencing instruction.

14. **COVID-19.** Due to the current COVID-19 pandemic, all members attending training are required to be fully COVID-19 vaccinated (three doses).

15. **Uniform Requirements.** Upon commissioning, you are to attend your nearest clothing store in order to obtain your additional items of kit. Where there are deficiencies in kit up, time may be made available where training requirements permit to visit HMAS *Albatross* clothing store.

16. Uniform requirements for WOSSEOC are:

- a. S/W5 (for Mess Dinner)
- b. S/W 7/8 (Dress of the Day)
- c. Appropriate sports attire, including swimmers and rash shirt (blue or black)
- d. Civilian clothing (see Enclosure 2 for Wardroom Dress Standards)
- e. DPNU for Practical Leadership Exercise
- f. Boots/walking shoes suitable for hiking (they may get wet)
- g. Wide brim hat

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### **CHAPTER 3 - ADMINISTRATION**

17. **Personal Information Form.** Upon confirmation of panelling to WOSSEOC, you are to complete the Specialist Entry Course - Personal Information Form located at <https://www.navy.gov.au/royal-australian-naval-college> (under “Specialist Entry Courses”). This is to be completed and returned to [ranc.sec@defence.gov.au](mailto:ranc.sec@defence.gov.au) at first available opportunity.

18. **DCAC.** Due to the short duration of the course, replacement DCAC for change in rank cannot be processed whilst at *Creswell* and will need to be undertaken either prior to course or on return to your parent unit.

### **CHAPTER 4 – POLICY AND RULES**

19. **Prohibited Items.** 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 small pocket or camping knife) 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).

20. **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. You may 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.

### **CHAPTER 5 - GENERAL INFORMATION**

21. **Toiletries and personal items.** There is little access to shops in the JBT area; you should pack accordingly, and ensure you have sufficient toiletries for the period prior to joining *Creswell*.

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

23. **Religious observance.** The RANC has a resident Chaplain. Services are held each Sunday in the *Creswell* Chapel at 1000h. *Creswell* also has a Chaplain, who holds a service every Wednesday evening in the *Creswell* Chapel.

24. **Computer facilities.** You will have access to computer facilities and the Defence Protected Network (DPN).

25. **Personal computers.** You may bring a personal computer. Desktop units are not recommended due to space constraints. There is no Wi-Fi for personal use in base accommodation. Members are advised to switch to a telecommunication provider that covers Jervis Bay Territory.

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26. **Services.** There is a collection of services in the building at the end of the car park behind Farncomb House; including:

- a. **Banking.** 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.
- b. **Navy Canteens.** A coffee shop with light meal/snack options and a range of ADF/Navy merchandise.

27. **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

28. **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. COVID-19 restrictions may alter the availability of the facilities.

## Contacts

29. Courseware queries should be forwarded to LCDR Andrew Johnston at (02) 4428 1025 or [ranc.sec@defence.gov.au](mailto:ranc.sec@defence.gov.au).

30. Administration queries should be forwarded to PO Nickolas Skow at (02) 4428 1113 or [ranc.sec@defence.gov.au](mailto:ranc.sec@defence.gov.au).

## Useful Contacts

Defence Switchboard	1300 333 362
CIO RANC	(02) 4429 7939
Duty Divisional Officer (DDO)	0419 012 912

## Graduation

31. Graduates of the WOSSEOC course will participate in a graduation event in the last week of training. Further information relating to graduation will be provided early in the course.

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**Welcome to the Royal Australian Naval College**

32. Congratulations once again on your commissioning, and we look forward to you joining the Royal Australian Naval College and guiding you through your transition to commissioned officer.

**KJ Woodall**

Commander, RAN

Commanding Officer

Royal Australian Naval College

**Enclosures:**

1. WOSSEOC Overview and Pre-course Readings
2. Wardroom Dress Standards
3. Initial PMV Declaration – PMV Journeys

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**WOSSEOC OVERVIEW AND PRE-COURSE READINGS**

1. This course has been developed to allow interaction with instructional staff and your peers to gain a more thorough understanding of your future roles and responsibilities as an Officer in the RAN.
2. WOSSEOC forms part of the Leadership Management and Professional Development (LMPD) for sailors taking a commission and will lead into future LMPD courses such as LCPC and Staff Course. On completion of WOSSEOC, members will be provided with the WOSSEOC proficiency. Currently this not recognised as an alternative prerequisite for LCPC. WOSSEOC is not based on summative assessments, in recognition of your experience and length of service, and your successful completion of the commissioning process including your OSB.
3. Your course program will include, amongst other lessons, the following elements:
  - a. The LMPD continuum and officer career management
  - b. Wardroom dress, bearing and protocol
  - c. Profession of Arms
  - d. Critical thinking
  - e. Sword drill
4. **Strategic presentation guidance.** Your strategic presentation is an opportunity to develop your presentation skills in a formative environment, focusing upon a strategic topic or a Defence related topic of your choice. Examples of previous strategic topics include the introduction of military self-defence into Navy, changes in conditions of service (allowances and housing), and management of Navy's contribution to the Transit Security Element.
5. Your presentation should be 10 minutes in length, and you may use presentation aids (video, audio, PowerPoint) if you choose. Should you use PowerPoint, you are to use the Brand Navy template. Encourage questions from your audience at the end of your presentation.
6. **Letter of Introduction (LOI).** All students are required to complete an LOI (one A4 page) and submit to [ranc.sec@defence.gov.au](mailto:ranc.sec@defence.gov.au) with the Personal Information Form NLT one week prior to the residential phase. The LOI is to be addressed to the Commanding Officer RANC, and is to be written IAW Defence Writing Manual conventions. It should contain the following:
  - a. A brief overview of your Service career (summarised, rather than a list of postings)
  - b. Career highlights to date
  - c. Career ambitions
  - d. What it means to be a Commissioned Officer
  - e. Family
  - f. Personal interests



7. **Post-Activity Report.** On completion of a selected exercise you will be required to prepare a post-activity report. Please ensure you have familiarised yourself on how to prepare a report IAW Defence Writing Manual.

### **Critical Thinking Guidance**

8. We are judged by what we write and what we say; in essence, clarity of expression is a direct reflection of clarity of thought. It is the application of logic, sound reasoning and common sense that needs to be applied to our analysis and decision-making as leaders and managers; we certainly hope that it is applied to decisions that affect each of us.

9. The intent of the session is to give you the opportunity to review:

- a. Issues that impact how you gather information to make a decision
- b. How an argument is constructed
- c. How to analyse an argument
- d. How to construct an argument.

10. Given that course time is at a premium, the readings that are provided help you to develop background knowledge of what critical thinking comprises, what comprises a good decision and some of the more common fallacies used in arguments. These articles should be read in the weeks leading up to the course, and will help to manage the wide variations in backgrounds.

11. Prior to arriving at *Creswell*, it is essential that you complete a pre-reading pack on Critical Thinking, consisting of the following documents:

- a. Facione, P.A. *Critical Thinking: What It Is and Why It Counts* (<http://www.telacommunications.com/nutshell/cthinking.htm>)
- b. *Good Decision-Making in Defence* Chapter 1 ([http://intranet.defence.gov.au/home/documents/data/DEFPUBS/DEPTMAN/Good\\_Decision\\_Making\\_in\\_Defence/Good%20Decision%20Making%20in%20Defence.pdf](http://intranet.defence.gov.au/home/documents/data/DEFPUBS/DEPTMAN/Good_Decision_Making_in_Defence/Good%20Decision%20Making%20in%20Defence.pdf))

### **Additional Pre-course Readings**

12. The following are suggested pre-course readings for course members, as they form some of the foundation knowledge required for discussions and lessons.

- a. Gabriel, R.A. *The Warrior's Way—A Treatise on Military Ethics*. (2007). Canadian Defence Academy Press, Kingston, pp. 69 – 96. ([http://publications.gc.ca/collections/collection\\_2012/dn-nd/D2-206-2-2007-eng.pdf](http://publications.gc.ca/collections/collection_2012/dn-nd/D2-206-2-2007-eng.pdf))
- b. *The Armed Forces Officer* National Defence University Press. (<https://ndupress.ndu.edu/Publications/Books/Armed-Forces-Officer>)
- c. The Centre for Defence Leadership and Ethics internal site also has a list of recommended articles and papers on emotional and social intelligence, general leadership, strategic leadership, Command, military ethics and the Profession of Arms. ([http://drnet/navy/DNC/Documents/RAN\\_Leadership\\_Ethic.pdf](http://drnet/navy/DNC/Documents/RAN_Leadership_Ethic.pdf))

**WARDROOM DRESS STANDARDS**

1. Officers and their guests have an obligation to set a good example in dress at all times. The dress rules have been designed to preserve high standards in terms of societal norms, while permitting a degree of freedom and comfort and avoiding an overly restrictive dress code (which may result in officers avoiding the use of the Wardroom). Officers are responsible for their guests, and therefore are expected to advise their guests of the relevant dress standards to avoid embarrassment.
2. Personnel arriving after driving some distance may enter the Mess wearing casual driving attire for the purpose of posting-in and gaining access to accommodation. These personnel are not to linger, but are to retire and change into clothes of the appropriate standard.
3. Off-duty Officers may wear civilian clothes. The Mess President, or in their absence, the Senior Officer present, will arbitrate on the matter of dress suitability.
4. The Mess President may vary the dress requirements to fit the theme of a particular Mess function. Sports rig may be worn in the Mess for approximately one hour after an organised sporting event and can be worn by individuals after recreational activity, and only for the purpose of buying a drink from the bar. Personnel are not to linger at the bar and beverages purchased are to be consumed in the beer garden section of the Mess. Sports rig is not permitted after 1900h.
5. All Officers wearing civilian clothes are to excuse their rig to the Mess President (if in uniform) or, in their absence, to the most Senior Officer in uniform. The wearing of civilian clothes must be appropriate to the occasion, the time of day and season.
6. The following minimum dress standards apply in the Wardroom anteroom, Blue Room, bar area, dining room, and beer garden and games room.
  - a. **Summer Day** (up to 1900h) – dress of the day or tailored trousers (not denim) and tailored shirt or clean pressed polo shirt. Depending on the type of civilian shirt, the shirt need not be tucked in, if so designed. Tailored shorts may also be worn. Neat casual footwear may be worn with shorts; this includes such footwear as boat shoes, sandals with heel straps, ladies dress sandals, smart lace up sneaker style shoes (e.g. Sketchers), but excludes running shoes, ‘cros’ and thongs.
  - b. **Summer Evening** (after 1900h) – S6 or tailored trousers and tailored shirt. Depending on the type of civilian shirt, the shirt need not be tucked in, if so designed. Dress shoes (including dress sandals for ladies).
  - c. **Winter Day** (up to 1900h) - dress of the day (including W6) or tailored trousers and tailored shirt. Depending on the type of civilian shirt, the shirt need not be tucked in, if so designed. Dress shoes (including dress sandals for ladies).
  - d. **Winter Evening** (after 1900h) – W3, or tailored trousers with tailored long sleeve shirt. Depending on the type of civilian shirt, the shirt need not be tucked in, if so designed. Dress shoes (including dress sandals for ladies).

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7. Jacket and tie are optional with civilian dress.
8. When DPNU (or DPCU) is dress of the day, it may be worn up to 1900h. DPNU is not an appropriate dress for dinner unless the wearer is still working and is required to be in working dress.
9. Jeans are not to be worn in the mess except at weekends (1300h Friday to 0730h Monday). They are to be clean and well-maintained. Collared Polo shirts may also be worn on these occasions. Jeans may be authorised by the Mess President for special occasions.
10. Clean service working dress (for example, DPNU and flying suits) may be worn to breakfast and lunch. On occasions when visitors in this attire (such as Sea Training Group) arrive late, the OOD or Mess President may use their discretion in allowing the wearing of working rig to dinner.
11. Working clothes, work overalls, tracksuits, T-shirts, sandals and thongs are not appropriate for general wear in public rooms in the Mess.
12. Day working dress is not permitted in the Mess after 1900h, except as specified previously with regard to DPNU. Uniform of the day is to be worn in the Mess by the Officer of the Day at all times and, except in special circumstances, by other officers during normal working hours. All Officers are entitled to wear W3s (after 1800) in winter and S6s in summer. ANP 4426-1203 provides further guidelines.

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**PMV DECLARATION**

Rank	Initials	Surname	PMKeyS

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**

I have applied for the required number of days leave in PMKeyS to undertake the journey (if required).

**Note:** *Section 9.6.7 of PACMAN 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, 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) (Name) (Rank) (Date)  
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**Supervisor** (O4 or above in trainee’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.

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(Signature) (Name) (Rank) (Date)  
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