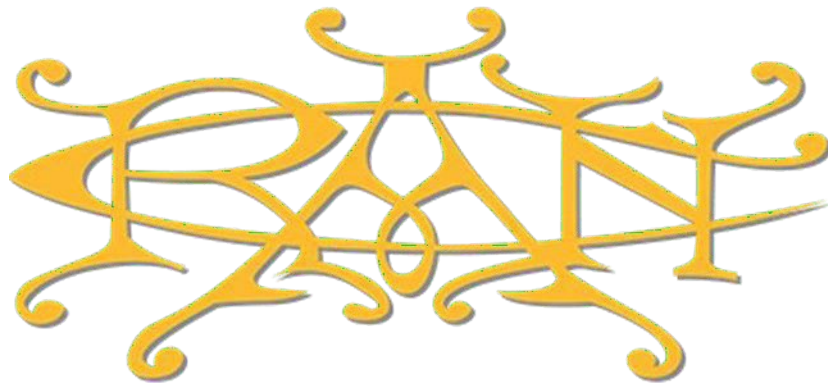


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**ROYAL AUSTRALIAN NAVAL COLLEGE NEW ENTRY**

**OFFICERS COURSE**

**FOREIGN TRAINEE JOINING INSTRUCTIONS**

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## CHAPTER 1: INTRODUCTION

1. Congratulations on your selection to attend the New Entry Officers' Course (NEOC) at the Royal Australian Naval College (RANC), HMAS *Creswell*. The aim of NEOC is to impart non-specialist skills and general military knowledge. This will be achieved through physical, practical and classroom-based activities including leadership, physical fitness, teamwork, drill and ceremonial, and naval history. At the RANC you are expected to develop general Officer skills and display exemplary standards of teamwork, leadership and fitness, with a willingness to take control of your own development.
2. For more information about the RANC and NEOC 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 NEOC, is available from the [Defence Force Recruiting \(DFR\)](#) website. For more information about the local area, the [Shoalhaven City Council](#) has a web site
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 [New Entry Officers Course – Personal Information Form](#) to RANC **as soon as possible**.

### Course Dates

4. Navy International Engagement (NIE) will liaise with you and your supervisors in regards to your course dates.

### Location

5. The RANC forms the major part of the commissioned establishment HMAS *Creswell*, situated 35km south-east of Nowra, on the NSW South Coast. *Creswell* lies 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. NIE will liaise with you and your supervisor in regards to your travel itinerary.
8. **Initial entry and meeting point.** For those flying into Sydney, a uniformed Navy member will meet you at Domestic Terminal 3, Carousel 1 (near the coffee shop). You will then be escorted to a service bus situated outside in the coach parking for the trip to *Creswell*.

### Arrival

9. **Dress and grooming on arrival.** As representatives of your country's Navy, you are

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expected to uphold the highest dress and grooming standards. Unless otherwise directed, you are to travel and arrive at *Creswell* in smart civilian attire; you should not wear uniform. Further instructions on dress and grooming standards are included in Annex A.

10. **Divisions.** On arrival you will be allocated to a division. Divisions are named after historical RAN Officers. A Divisional Officer (DO) is allocated to each to support, inspire and challenge you. The DO will be your supervisor and point of contact for matters of both a personal and professional nature throughout your training.

## CHAPTER 2: INITIAL TRAINING PERIOD

11. The first four weeks of your course are referred to as the Initial Training Period (ITP). This period of training is intensive, and you will be expected to adapt quickly to the routines and behavioural standards.

12. **Leave.** You will not be permitted to leave *Creswell*, other than for training purposes, during this period.

13. **Divisional Officer.** Your Divisional Officer will contact you prior to joining via email. When you arrive at the RANC, the details for your DO will be provided for you to pass onto your family. Contact details for other key staff are provided later in these instructions.

14. **Mobile phones.** Mobile phone restrictions (including personal tablet devices) will apply during ITP and your personal mobile phone will be secured during this time. Use of phones for compassionate or compelling reasons may be approved at your DO's discretion. You are to ensure that family and friends are well aware of these constraints.

15. **Personal items.** Only Navy issued uniforms and one set of civilian clothing may be kept in your cabin during the first four weeks of training. All other personal items including laptop computers, hobby materials and personal photographs will not be permitted during ITP and will be stored in a baggage room.

### Accommodation and Messing

16. This is a residential course and you are required to live on-board *Creswell*. You will have a small single cabin with a king single bed, desk, bookshelves and wardrobes. Males and females are accommodated in the same blocks. Each Division has separate male and female toilets and showers. Each deck has a communal laundry with front loading washing machines and dryers, and a secure room for storage of luggage and personal effects. You will be required to keep your cabin tidy, and contribute to cleaning stations daily to keep your communal areas clean and tidy.

17. You will eat all meals in the College Mess facilities. If you have special dietary requirements, allergies or religious/cultural restrictions, please advise staff by completing and returning the NEOC – Personal Information Form (Annex C).

18. After the initial training period, you will become a member of the Gunroom Mess. This is the dedicated recreation facility for New Entry Officers. More information about this facility will be provided during the course.

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## CHAPTER 3: ADMINISTRATION

19. **Meals.** You will be entitled to three meals a day at the College Mess facilities. 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 and ADF Ration Packs for field exercises.

20. **Remuneration.** Refer to your administrative instructions from NIE in regards to your individual entitlements regarding payment (or non-payment) for meals.

21. **Official Passport.** You must bring your official passport and any documents as required and advised by NIE.

22. **Leave and Visitors.** Taking leave and having visitors onboard during training is a privilege and not a right. Weekend leave, for personnel not required for duty, may be granted for the first time on the completion of ITP. There are no extended leave periods (other than weekends) programmed; Public Holidays will only be observed when training commitments permit. The leave system will be explained to you in more detail through the course.

23. If you are granted leave, travel will generally be limited to a distance of approximately three hours driving time (Canberra or Sydney). You may apply for approval to travel a greater distance or fly interstate, but you must gain approval before bookings are made.

24. After your initial training period and outside of normal working hours, you may have visitors at *Creswell* provided you are not required for duty, instruction, or other Service requirements.

25. **Duties.** In addition to the normal working week, your Division will be required to keep duties outside of normal working hours including weekends and Public Holidays. When you are on duty, leave is not permitted and visitors are not allowed.

## CHAPTER 4: POLICY AND RULES

### Prohibited Items

26. 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 D) 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.

### Illegal Drugs and Alcohol

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27. The Royal Australian Navy applies a zero tolerance policy regarding the use of non-prescribed or prohibited drugs by serving members. You are not to bring alcohol into the accommodation blocks or store alcohol in your bags or any vehicle you may have access to.

### Prescription and non-prescription medications

28. If you are currently taking prescription medication, you should continue taking that medication unless advised by a medical professional. You are advised to bring the medications you require with you; however, these medications will be declared upon arrival at *Creswell*.

29. 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.

30. Navy medical personnel will review any medications you may be taking and provide ongoing management for future prescription requirements.

### CHAPTER 5: GENERAL INFORMATION

31. **Clothing and personal items.** Access to shops is limited during the initial four weeks. 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.

32. **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.

33. Burkinis 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 weeks of training. The Burkini should be either navy blue or black in colour.

34. **Religious observance.** *Creswell* has a resident Chaplain. Christian services are held each Sunday morning in the *Creswell* Chapel. Further details can be obtained through staff on arrival. When training permits you will be able to attend church services; it is not mandatory to attend any kind of religious service while under training.

35. **Computer facilities.** You will be provided a laptop computer to complete work on whilst in 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.

36. **Personal computers.** You may bring a personal computer. Desktop units are not recommended due to space constraints. Personal computers will only be permitted in cabins after the initial four weeks. 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.

37. **USB storage devices.** For security purposes the Defence computer network does

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not accept personal thumb-drive or USB mass storage devices. The insertion of an external device into a Defence computer triggers an alert which will result in a security investigation.

38. **Pets.** Trainees are not permitted to have pets.

### Services

39. There are a collection of services available in *Creswell*. Access will be limited during ITP and will be at your Divisional Officer's discretion, but include:

- 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.
- c. **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 Georges 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.

### Physical Training and Recreation

40. **Physical fitness.** Fitness plays a large part in your success in training, and your future career as an officer in the modern Navy. It is expected New Entry Officers conduct some form of personal preparation in this area prior to course.

41. **Swim Test.** The RAN swim test will be conducted in week one and some components are physically demanding. You must undertake training prior to arrival if you are not a confident swimmer. Successful completion of the RAN swim test is a requirement for other elements of the course, including Survival at Sea.

42. **Physical Fitness Test.** Your ability to successfully complete the Physical Fitness Test is assessed throughout the course. Your first attempt will be during week one during the Initial Training Period.

43. **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. While individual access to the fitness facilities will be limited during ITP, you will be permitted to have free access to the facilities outside of working hours after the first four weeks of training.

44. **Ceremonial Events.** Where applicable, you are to bring your National Ceremonial uniform for wearing during the Graduation parade. The uniform must match the season of your Graduation, in accordance with your course dates. See Annex B for examples of the RAN ceremonial uniform.

### Contacts

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45. Your mailing address whilst on course is:

(Your Rank and Name)  
(Your Division Name), NEOC ##  
Royal Australian Naval College  
HMAS *Creswell*  
1 Armstrong Avenue  
Jervis Bay, ACT, 2540

MIDN Jack Tar  
Waller Division, NEOC 70  
Royal Australian Naval College  
HMAS Creswell  
1 Armstrong Avenue  
Jervis Bay, ACT, 2540

46. Although you will not be permitted to carry a mobile phone whilst on duty, emergency messages can be relayed by staff. *Creswell* telephone numbers are +61 (2) 442 followed by a five-digit extension number. The telephone number of your accommodation block will be advised on arrival.

## Useful Numbers

Defence Switchboard	1300 333 362
College Regulator	+61 (02) 4429 7502
Duty Divisional Officer	+61 419 012 912

## Graduation

47. New Entry Officers who successfully complete initial entry training will participate in Graduation events normally held from Wednesday of the last week of training. You may invite a limited number of family and friends to attend, and more information will be provided early in the course to allow travel arrangements to be made.

48. The RANC or NIE do not take any responsibility for or be either directly or indirectly involved with travel arrangements of your invitees, with the exception of advice on where to find the relevant information. This is to be arranged by you and your invitees. You should consider logistics relating to air fares, visas and accommodation.

## Welcome

49. Welcome; we look forward to you joining the Royal Australian Naval College.

## E Griffiths

Lieutenant Commander, Royal Australian Navy  
Executive Officer, Royal Australian Naval College  
HMAS *Creswell*

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## Annexes:

- A. Dress and Grooming
- B. Packing List and Equivalent Uniform Examples
- C. NEOC Course Outline
- D. RAN Fitness Standards

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## 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.
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 pearlescent 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

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 wear 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 Department**

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

- 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

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**ANNEX B TO  
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## PACKING LIST / WHAT TO BRING TO NEOC

<b>Legend:</b> C=Compulsory, O=Optional/Recommended, X=Consider based upon your personal needs					
<i>Item</i>	<i>Qty</i>	<i>M/F</i>	<i>Req.</i>	<i>Notes</i>	<i>Tick Box</i>
<b>Personal Equipment Items</b>					
Coat hangers	20		C	Recommend sturdy coat hangers all the same brand & Colour.	
Pant/trouser hangers	10		C	Designed to hang pants or skirts, these hangers must have clips that can be moved closer or further apart as required.	
Watch	1		C	Watch must not be ornate or brightly coloured. You may be directed to disconnect smart watches or any wrist worn device that is capable of wireless / Wi-Fi periodically throughout training.	
Suitcase (weight IAW airline requirements)	1		C	All bags must be lockable to store civilian clothing and personal effects. The RAN takes no responsibility for lost or stolen items.	
Bag (carry on luggage)	1		C		
Black shoe polish	1		C	Parade Gloss.	
White shoe polish	1		C		
Shoe polish applicator brush	1		C	Hard bristle brush.	
Shoe polish buffing brush	1		C	Soft bristle brush.	
Shoe polishing cloth/cotton wool balls	1		C	For use polishing shoes.	
Pantyhose/stockings	1		O	For use polishing shoes.	
Cheap toothbrush	1		O	Used to assist in the cleaning of shoes and other personal items.	
Lint roller or brush	1		C	For maintenance of uniforms.	
Elastic garters	2		C	To hold long white socks to your calves. These can be purchased from military shops or made out of hemming elastic.	
Iron	1		C	If possible, select an iron that has a high steam output (in excess of 50G/min) and a high wattage (in excess of 2000W). Auto shut off is an added benefit that should be considered.	
Iron cleaner	1		O		
<b>Physical Training Clothing Items</b>					
Sports bras	3	X	C	White or flesh toned in colour. Must be suitable for the conduct of high impact physical activity	
Bike pants or compression shorts			O	For wearing under field clothing to prevent chaffing.	
Swimwear	1		O	You may bring your own one piece swimwear, or speedos. They must be blue or black in colour. Board shorts are not permitted.	

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Rash shirt	1		O	Navy blue or black rash shirt may be worn at your discretion during swimming events.
Swim goggles	1		C	The pool is highly chlorinated and you will need to use goggles during swimming sessions. Note – they are not permitted for use during the RAN Swim Test.
<b>Clothing</b>				
All of your personal items are to be packed in one lockable suitcase whilst at the RANC. Only the minimum amount of civilian clothes should be brought, as most of your time during ITP will be spent in issued military uniforms. However, you will need enough appropriate civilian clothing to proceed on weekend leave (when permitted). You may decide to purchase clothing online or locally to augment your holdings. Due to the location of the RANC, it is recommended that you bring at least one set of comfortable clothing for weekend recreation (hikes, beach sports etc).				
Underwear	5		C	Personnel must bring a minimum of 5 days supply of underwear, although it is recommended to bring more. You can wear any colour under your MMPU but will need white/beige for under white uniform.
Pajamas	2		C	Must be of a conservative style i.e. should be dark coloured and not see-through. Must cover torso, cleavage, and lower body to a maximum of 7cm above the knee.
White cotton singlets	2		O	Worn under white issued uniform.
White or skin coloured underpants	3		C	Worn under white issued uniform.
White or skin coloured bras	3	X	C	Choose a supportive, correctly fitted bra style to wear when in uniform.
Bathrobe	1		C	Must be conservative and cover the lower body to a maximum of 7cm above the knee.
Shirts (short or long sleeved)	4		O	To be in good repair, with no explicit themes. The following items are not permitted: Designer style rips, fading or holes in any clothing. Mini-skirts, low cleavage, mid-riff style clothing, or singlets. Heels are not recommended. All footwear must be fully enclosed except for sandals, which must have a back strap.
Jeans or chinos	2		O	
Jumper	2		O	
Jacket	1		O	
Casual shoes	1		O	
Socks	4		O	
Reusable face mask (black or dark blue)	2		O	
Gloves, thermals and beanie			O	For comfort in the colder months.
Sunglasses	1		O	Conservative colour and style. Mirrored lenses are not permitted.
Religious or cultural clothing	1	X	O	Including but not limited to; turban, hijab, burkini or long sleeved smock. Members who wear these items are to bring one black and one white item to compliment uniforms.
<b>Toiletries / Bathroom</b>				
You must bring enough supplies to last for a minimum of 4 weeks				
Shaving cream	1	X	C	
Razor blades	1	X	C	Electric shavers may be used however; trainees must be clean shaven with a razor (if they do not have a beard).
Deodorant	1		C	Ensure your deodorant contains an antiperspirant.
Toothpaste & toothbrush	1		C	
Nail trimmers	1		C	Clippers, scissors, trimmers or nail file as preferred.
Shampoo & conditioner	1		C	

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Soap	1		C	Bottled body wash/soap.	
Sanitary products		X	C	Bring your preferred sanitary products; including, pads, tampons, menstrual cups or menstrual underwear. Consider that the ablutions and washing cycles are communal when choosing your preferred products.  Menstrual cycles may deviate from the norm on NEOC due to an increase in physical activity. Be prepared with appropriate provisions to last a minimum of two cycles.	
Brush and/or comb	1		C	For maintaining grooming standards.	
Hair nets and hair ties	5	X	C	Mandatory for females with hair that is longer than shirt collar. Five hair nets minimum. One pack of hair ties. Accessories must match the colour of your hair.	
Bobby pins	1	X	C	One pack. Accessories must match the colour of your hair.	
Toiletries bag	1		C	Suitable for traversing to and from ablutions.	
Rubber thongs	1		C	Thongs must be worn when showering. They are not permitted for wearing on leave or around base.	
Band-aids and blister packs	1		O	For self-management of minor cuts, scratches or blisters.	
Lip balm	2		O	Bring your preferred lip balm for comfort. Consider one of them containing SPF for protection during outdoor activities.	
Hair dryer / straightener	1	X	O	Note: During ITP there will be limited time for use.	
Hair product	1	X	O	Hair spray or gel is recommended to keep your hair neat and tidy. Test what products work best for your hair type.	
Hair donut	1	X	O	Accessories must match the colour of your hair.	
Moisturiser	1		O	Body and/or hand moisturiser – especially for colder months when skin dries out.	
<b>Miscellaneous</b>					
Up to \$200 in an accessible bank account			O	For the purchase of personal items and leave recreation after ITP.	
Bank card			C	Bring cash and your bank card in order to buy personal items after ITP.	
Set up direct debits			O	It is recommended to set up auto payments or direct debit for bills where possible, as there are periods where you will not have internet access to use online banking.	
Mobile Phone	1		C	There will be periods during your training where you will not have access to your phone. During ITP, it will be secured by RANC staff.	
iPad / Tablet / Laptop	1		C	A tablet or laptop is required to be used as a study device throughout the course. It must be disconnected from the internet during ITP. All trainees should pre-download the ITP Module before arrival at the RANC.	
Headphones	1		C	For study and personal recreation. Will not be permitted for use during scheduled PT sessions.	
Prescription glasses	3		C	2 x reading glasses, 1 x prescription sunglasses.	
Contact lenses			O	If you wear contact lenses, bring sufficient lenses, cases and cleaning fluid to last a minimum of four weeks. You must also bring a pair of prescription glasses.	
Stationary			C	Pens, notepads, journal etc. A small amount of stationery is provided on arrival, but you may prefer to bring your own.	

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Laundry care	1		C	Washing pods for front loaders are highly recommended. Bring enough to last you a month of daily washing.	
Laundry markers	2		C	One black and one white marking. These are for naming items of clothing. Washing is communal, and you will lose your items (with nil replacement) if you do not name them appropriately.	
Wash bag	1		O	For your underwear and socks. A wash bag helps to keep your items together during laundering & drying.	
Head torch	1		C	Inclusive of a red light function, for use during field exercises. Black or dark coloured bands, not bright colouring.	
Travel mug/Keep cup	1		O	Reusable travel coffee mug with lid suitable for carrying hot liquids safely.	
Practical leadership exercise items			O	Zip lock bags, dry bags, travel size personal insect repellent, travel size hand sanitizer, wet wipes, travel size sunscreen.	

## Additional Notes:

1. The items listed above are minimum requirements for the course.
2. Label everything with your name. All socks, underwear and clothing items. All laundry bags, all your personal possessions as well.
3. Bedding (including pillows and blankets), towels, a large laundry bag and ironing board will be issued upon arrival. Sunscreen and basic first aid requirements, such as band aids, are also provided; however, having your own provisions allows you to self-manage as necessary.
4. Defence provides a standard air ticket to and from HMAS *Creswell*, and standard luggage limits will apply. Defence is not responsible for the cost of luggage that has exceeded weight limits set by your airline.
5. If you are having difficulty packing within weight limits, note that there is a post office onboard. You may choose to pack less civilian clothing, and have family post additional civilian clothing items to you at a later stage.
6. Bring as many of the recommended items as you can – you will not have access to shops to buy items for the duration of ITP.

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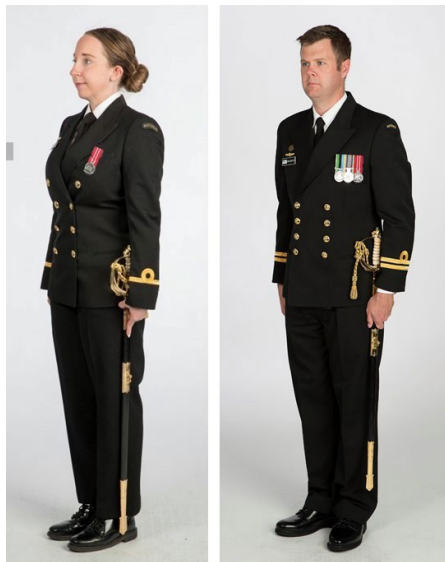
**EQUIVALENT CEREMONIAL UNIFORMS**

1. Subject to policy, you may be entitled to receive a full issue of RAN kit (NIE to advise). However, you may choose to bring your countries equivalent to the ceremonial uniform to wear during significant events.
2. Requests to wear your naval ceremonial uniform for special events will be considered and approved on a case by case basis. Inquiries are to be made through your Divisional Officer.

**Figure 1: Summer 1/2 Commissioned Officer**



**Figure 2: Winter 1/2 Commissioned Officer**



<b>NEW ENTRY OFFICER COURSE WEEKLY COURSE OUTLINE</b>		
<b>Week</b>	<b>Main Focus</b>	<b>Comments</b>
<b>1-4</b>	<b>Initial Training Period</b>	General administration Commanding Officer, Executive Officer and Command Warrant Officer welcome address. <b>Instruction in the following;</b> Workplace Behaviours Introduction to Military Law Passport and Security Administration Uniform Issue Work Health and Safety Defence Values and Reputation RAN Traditions and Ceremonies Physical Training Introduction to Military Communications Unarmed Drill Financial Training Cleaning Stations and Rounds Divisional System (Navy welfare and support system for all members) Physical and Protective Security Navy Organisation Military Justice Resilience Training Character Formation (knowing yourself – knowing others) Medical / Dental check-ups and vaccinations Principles to develop high functioning teams Defence Writing standards.
	<b>Assessment Focus</b>	RAN Swim Test Exercise Character (testing individual resilience) RAN Physical Fitness Test (PFT) – 1 <sup>st</sup> attempt Exercise Teamwork (testing camaraderie and team resilience) WHS Assessment (Navy specific – construction industry white card) Executive Officer’s Rounds and Divisions.
<b>5-10</b>	<b>Block Training (Mariner Development)</b>	Divisions rotate through the following courses: Initial First Aid Standard Combat Survivability Survival at Sea Theoretical Leadership development Seamanship Defence Honours and Awards Ethical Decision Making Official Reception Public Speaking EF88 Austeyr and ELCAN Spectre DR sight (Initial small arms training) Physical Training Performance reporting with the RAN Law of Armed Conflict Tour of Fleet Base East Armed and unarmed Drill.
	<b>Assessment Focus</b>	All modules will have their own associated proficiency assessments Commanding Officer’s Rounds and Divisions.
<b>11-15</b>	<b>Final Assessment and Graduation Preparations.</b>	Removal Briefing Personal Development and Self-reflection Career Management briefs and discussions International Law Introduction to the Department of Veterans Affairs Mariner Development Program

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**ANNEX G TO  
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		Crucial Conversation training Mess Dinner RAN Officer Sword Drill Armed and unarmed Drill Parade and Ceremonial Training Final inspections and posting preparations.
	<b>Assessment Focus</b>	Military Communications Exam RAN Organisation Exam Maritime Warfare Exam Legal Studies Exam Divisional System Exam Exercise Leadership (testing complex individual decision making and management techniques) Final RANPFT Drill Assessment Final uniform and personal equipment inspection Graduation Parade.



New RANPFT Standards  
&  
Forearm Plank Instructions

# 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

# FOREARM PLANK INSTRUCTIONS

**Pass: 1:00 min**

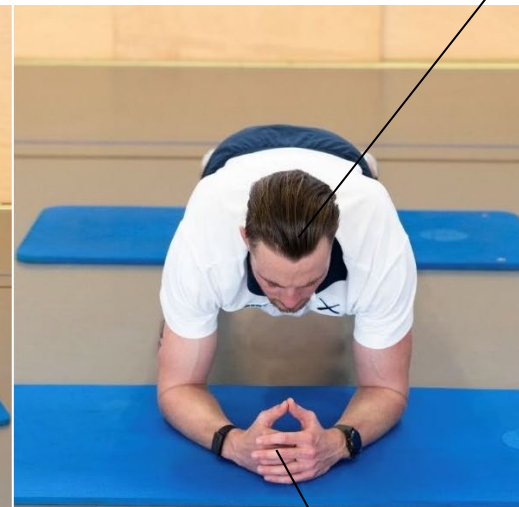
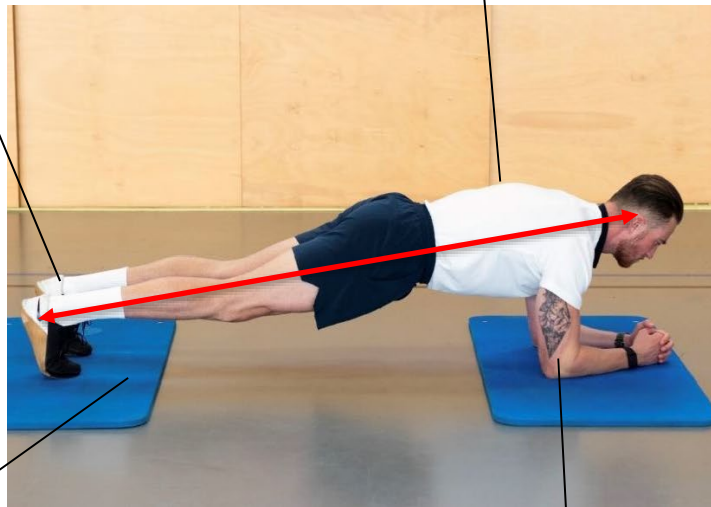
**Tier 1: 1:35 min**

**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.