

ROYAL AUSTRALIAN NAVAL COLLEGE

NEW ENTRY OFFICERS COURSE 64

NEW APPOINTEES

JOINING INSTRUCTIONS

Introduction

1. Congratulations on your selection to attend the Royal Australian Navy's (RAN) New Entry Officers Course (NEOC), conducted at the Royal Australian Naval College (RANC), HMAS *Creswell*. The aim of NEOC is to impart non-specialist skills and general military knowledge through physical, practical and classroom-based activities 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. No specialist training is conducted during this course; Primary Qualification training is covered in your application courses after you graduate or complete studies at Australian Defence Force Academy (ADFA). 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. 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 DFR website www.defencejobs.gov.au. For information about the local area, the Shoalhaven City Council has a web site at www.shoalhaven.nsw.gov.au.
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. NEOC 64 is programmed to commence on Friday 29 January 2021 and will complete on Friday 18 June 2021. A travel day for arrival is scheduled for Friday 29 January 2021, and you are required to arrive at *Creswell* no later than 1800 that day.

Location and Travel

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. **Initial entry and meeting point.** If you have just been recruited to the service, Defence Force Recruiting Centres (DFRC) will arrange transport from your joining locality (you are not permitted to drive your own vehicle, or be driven to *Creswell* by another person). Liaise with recruiting staff for the details that will apply to you. You are required to be on-board *Creswell* no later than 1800 on Friday 29 January 2021; ensure that your provided flights conform to this requirement, noting that ground travel from Sydney takes approximately 3 hours. 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

7. **Dress and grooming on arrival.** From appointment you are expected to uphold the highest dress and grooming standards. As newly appointed 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.

8. **Divisions.** On arrival you will be allocated to a division. Divisions comprise of 25 members each and are named after historical distinguished RAN Officers. A Divisional Officer (DO) is allocated to each division to inspire, challenge and mentor you. They are your supervisor and point of contact for matters of both personal and professional nature throughout your training.

Initial Training Period

9. 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 military routines and behavioural standards. This will be a mentally and physically demanding period designed to build resilience and better prepare you not only to successfully complete NEOF, but to effectively contribute to the Navy as a leader and officer.

10. **COVID-19.** Due to the current COVID-19 pandemic, trainees and staff will be isolated at HMAS *Creswell* for the duration of the ITP. You will be required to adhere to social distancing requirements during this time, however there will be very little impact on your training. Further information advice will be provided on your arrival at NEOF. Prior to arrival at *Creswell*, you are to complete Annex G and inform staff **immediately** if you answer “yes” to any of the questions.

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

12. **Contact with family.** Due to the intensive nature of this period there is little personal time, and it is recommended that family members are made aware that during this period little or no contact will be made. This is also necessary to assist you in your training, as full concentration with minimal distractions is essential. No visitors will be allowed.

13. **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.

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 during ITP 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.

Accommodation and Messing

16. This is a residential course and you are required to live onboard *Creswell*, with payment for your accommodation automatically deducted from your Defence salary. You will have a small single cabin with a king single bed (bedding provided), desk, bookshelves and wardrobes; there is a small locker in each cabin for individual secure storage. 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 Dining Room, and payment for meals will automatically be deducted from your salary. If you have special dietary requirements, allergies or religious/cultural restrictions, please advise staff by completing and returning the form in Annex C. After the initial training period, you will become a member of the Gunroom Mess (recreation facility). More information about this facility will be provided during the course.

Recognition of de-facto relationships–prior approval

18. 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 or Commanding Officer for serving members. This recognition can affect your pay, with further financial entitlements. A de-facto partner is a person who, regardless of gender, is living in a common household with the member in a bona fide, domestic, interdependent partnership, although not legally married to the member.

Entitlements and Commitments

19. **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 receive Uniform Maintenance Allowance (UMA) with fortnightly pay to assist with the maintenance of uniforms.

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

21. **Leave and Visitors.** Taking leave and having visitors onboard during initial entry training is a privilege and not a right. Weekend leave for personnel, not required for duty, may be granted for the first time on Friday 26 February 2021. 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.

22. If you are granted weekend 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. Travel restrictions due to COVID-19 may also be in force; you will be advised further by NEOC staff.

23. 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 requirement.

24. **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.

Management and Supervision of Minors

25. If you are under the age of 18, the Navy has a special duty of care to ensure you are managed and cared for appropriately. In accordance with current laws, minors are prohibited from purchasing and/or consuming alcohol or tobacco products at *Creswell* or any other Defence establishment. On commencement of course, Divisional Officers will contact parents or guardians of personnel under the age of 18 by either phone or email.

26. Minors have a restricted leave policy and require parental/guardian approval to take overnight short leave during the course. Further instructions will be provided on arrival.

Personal documents, Security Clearances and Citizenship

27. Your DFRC will have already asked to see some of the information listed in the Annexes; however, you must still bring the required documents to *Creswell* to fulfil RAN requirements, which are separate to those of the DFRC. In order to commence administrative processes prior to your arrival you are to complete the Personal Information in Annex C and return to the RANC prior to your arrival.

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

29. You must be an Australian Citizen to join the ADF. In very rare and exceptional circumstances, non-citizens who are permanent residents may be accepted for service. If this applies to you, you must have commenced your applicable for citizenship prior to joining *Creswell* for NEOC 64.

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

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 E, 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. 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.

34. 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. The cost of purchase can be reimbursed.

35. **Religious observance.** The RANC has a resident Chaplain. Services are held each Sunday morning in the *Creswell* Chapel at 1000h. Further details can be obtained through staff on arrival. On the first Sunday of the course you will be required to attend a brief in the Chapel, explaining the services offered by RAN Chaplains and some of the traditions associated with church services in the RAN. When training permits you will be able to attend church services.

36. **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; however, for some students, this can be a steep learning curve. 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.

37. **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, *Creswell* is isolated and occasionally experiences difficulties with coverage.

38. **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). Imagery and news stories from NEOC may be posted through the official ForceNet site, RANC Facebook page, or Navy Daily website: news.navy.gov.au. You will be advised on your responsibilities as a Naval Officer regarding making comments or posting images and content to personal social media sites.

39. **Private motor vehicles.** Private motor vehicles and motorcycles may be brought onboard *Creswell* only once leave is granted after the Initial Training Period (ITP). This will be requested at the time through your Divisional Officer. 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.

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

Prohibited Items

41. Do not bring any of the following items to *Creswell*:

- a. Prohibited weapons or articles as listed in the *Prohibited Weapons Act 1996*.
- b. Knives (other than a pocket or camping knife as outlined in Annex E) or decorative swords, firearms (or their replicas), crossbows, spear guns and spears.
- c. Illegal drugs, including synthetics, and their associated implements.
- d. CB and amateur radios.
- e. Offensive or inappropriate material (such as pornographic magazines, posters, books, clothing, video/audio).
- f. Alcohol.

Illegal Drugs and Alcohol

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

Prescription and non-prescription medications

43. 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.

44. 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.

Remuneration

45. **Pay.** Your pay will be deposited directly to your nominated bank account each fortnight. Prior to your appointment and arrival in *Creswell*, you will need to have established a personal bank account. Ensure you bring your banking details with you to *Creswell*. The Defence salary system may take up to six weeks to activate your initial payment; your first payday may not be until after 18 February 2021. It is recommended that you establish alternative financial arrangements during this period and retain sufficient personal funds through pre-arranged payments to provide coverage of loans, rent etc. While payments will normally commence earlier than six weeks, delays can be caused by failure to bring correct bank account information or establish a tax file number prior to arrival.

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

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

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

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

- Name of fund and address
- USI or ABN number
- Account number

Removals, storage and housing

49. Newly enlisted members are not normally entitled to a removal or storage of personal effects at Commonwealth expense. If you believe you have special circumstances that may make you eligible for storage at Commonwealth expense, discuss with your DFR Case Manager or contact Toll Transitions on 1800 819 167.

Services

50. 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 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. Public transport and taxis are very limited in the area and private transport is the most favoured form of transport.

Physical Training and Recreation

51. **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 be at the minimum standard outlined by the RAN Fitness Test and RAN swim test, listed in Annex F, because it is to these standards that we train from the first week. It is expected New Entry Officers conduct personal preparation in this area prior to course, as the Fitness Test will be conducted in the first week.

52. **Swim Test.** The RAN swim test will be conducted in week one and some of you may find components physically demanding. You must undertake training prior to arrival if you are not a confident swimmer. A detailed explanation of test requirements is in Annex F. It is important you develop some competence in this area to avoid remedial training. Successful completion of the RAN swim test is a requirement for service in the Navy; failure to pass the swim test will result in removal from course and termination of employment.

53. **Physical Fitness Test.** Successful completion of the Physical Fitness Test by week 15 of NEOC is mandatory and failure to complete within the designated time will result in removal from course and commencement of termination of employment. Your first attempt will be during week one during the Initial Training Period. Review the requirements detailed in Annex F. You may find the 'ADF Active' app useful as a training guide.

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

Contacts

55. Your mailing address whilst on course is:

(Your Rank and Name)
 (Your Division Name)—NEOC 64
 Royal Australian Naval College
 HMAS *Creswell*
 1 Armstrong Avenue
 JERVIS BAY ACT 2540

56. 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 (02) 4429 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) 4429 7865
CIO RANC	(02) 4429 7939
College Regulator	Email: ranc.neoc@defence.gov.au (02) 4429 7504
Gangway (Front Gate)	(02) 4429 7986
Officer of the Day (OOD)	0400 468 697

Graduation

57. 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.

Welcome to the Navy

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

DM Shirvington

Commander, RAN

Commanding Officer, Royal Australian Naval College

HMAS Creswell

Annexes:

- A. Dress and Grooming
- B. Official Passport Application
- C. Document Checklist
- D. Clothing and Personal Items
- E. Physical Training Fitness Standards
- F. Trainee Well-Being Self-Assessment Checklist

DRESS AND GROOMING

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

- 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.
- Hair should be clean, of one colour, or lightly tipped.
- 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.
- All males must be clean-shaven; beards are not permitted during initial training unless for recognised religious reasons. Moustaches without a beard are not permitted in the RAN.

Females

- 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.
- 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.
- 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. Unadorned tortoise shell or clear combs may also be worn.
- Make up and perfume may be worn in moderation. Colourless, chip-free nail varnish is permitted. False eyelashes or eyelash extensions are not to be worn when in RAN uniform.

Jewellery

- Rings are only to be worn on two of the eight fingers, no thumb rings are permitted in uniform.
- Religious symbols may be worn on a necklace/chain when in uniform, providing the necklace/chain is not visible.

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.

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 stone stud type, no wider than 4mm in diameter or plain sleeper type of 1 cm diameter, in the lobe of each ear.
- 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.
- Body piercing is discouraged and should not be worn during initial training. You are to remove any piercings prior to joining. During training, you will be advised on occasions where it may be permissible to wear body piercing.

Uniforms

Uniforms will be issued to you during on the first day. You are to wear neat civilian attire as specified below until that point. Your uniform issue will include headwear, socks, cold and foul weather jackets, belts, ties, and towels, as well as a small sewing kit.

Civilian Attire

As a minimum, you should arrive at *Creswell* with at least one set of civilian attire that meets the standards outlined below. After leave is granted, you may wish to purchase additional clothing items. It is expected that the outfit you wear on your day of enlistment will meet the standard as outlined below. The following minimum standard of civilian attire is required:

Males

Summer: tailored trousers, tailored shirt with or without tie (polo shirts are not acceptable).
Winter: suit, shirt and tie, or jacket (blazer style), tailored trousers, shirt and tie.

Females

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

Leave Dress

- 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. Belts are to be worn where belt loops are provided. Shirts or blouses are to have conservative neckline, and to have a collar and sleeves. Polo shirts are acceptable, provided they bear no offensive slogans, and are in good condition; a small logo is acceptable. The civilian attire standards outlined above are acceptable as leave clothes, and also for wear in the Gunroom on completion of ITP.
- You are required to be modestly attired in public areas or when leaving the establishment (ie no bare midriffs, exposed buttocks or visible underwear). Shoes are to be clean and in good repair. All footwear to leave the establishment is to be enclosed, and runners or thongs are not acceptable. All clothing is to be clean, ironed and not torn.

OFFICIAL PASSPORT APPLICATION

Official Passports

1. Members of the Australian Defence Force (ADF) are provided with an Official Passport (OP) (denoted by a green cover) for duty travel overseas. OPs can be held concurrently with any Australian passport (blue cover), as they are only used for official travel purposes. Your application for an OP will be finalised during ITP, you are not required to submit an application for your official passport until after you arrive at *Creswell*. Defence will sponsor your OP and pay all associated issuing costs; however, you must ensure you bring two passport photographs with you that meet the standards outlined on the passports website and are less than four months old.
2. **Full Application.** If you do not currently hold any Australian passport, you will be required to complete a full 'Application for an Australian Passport' during NEOC instruction. Ensure you bring the following **original** supporting documentation:
 - a. Birth Certificate
 - b. Marriage/ Change of Name Certificate (if different to birth certificate)
 - c. 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
3. **Renewal.** If you hold an Australian passport that is current or expired less than three years ago (including a child passport), you will complete a renewal application during NEOC instruction; ensure you bring your personal passport and recent passport photographs with you. If you cannot present your passport at the time of renewal (e.g. if your passport has been lost or stolen) you are not eligible to renew it.
4. **Child passport.** Trainees who will remain under the age of 18 years of age for greater than the first three months of course will require a child passport application form, which you will need to complete with your parent/guardian consent. Sections 13 to 17 of the application form are required to be completed by the trainee's parent/guardian before travel to *Creswell*.

Guidance from the Australian Passport Office: applying for an Australian passport.

Confirming your Australian citizenship

Only Australian citizens can be issued an Australian passport. When you apply for an Australian passport you must provide proof that you are an Australian citizen.

Following changes to Australian citizenship laws on 20 August 1986 (responsibility of the Department for Immigration and Border Protection), the evidence you need to show that you are an Australian citizen depends on whether you were born in Australia before or on or after 20 August 1986, or if you were born overseas.

If you were born in Australia before 20 August 1986, your full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM) will suffice to confirm your citizenship, provided your parents were not in Australia as foreign diplomats or consular officers at the time of your birth.

If you were born in Australia on or after 20 August 1986 and have previously held an Australian passport issued on or after 1 January 2000 that was valid for at least two years, you can present that document to confirm your citizenship.

If you were born in Australia on or after 20 August 1986 and one of your parents was an Australian citizen, you can provide:

- your parent's full birth certificate issued by an [Australian Registry of Births, Deaths and Marriages \(RBDM\)](#), showing your parent was born in Australia before 20 August 1986, or
- your parent's Australian passport issued on or after 20 August 1986 that was valid for at least two years at the time of your birth, or
- your parent's Australian citizenship certificate detailing their acquisition of citizenship before your birth.

If your parent was also born in Australia on or after 20 August 1986, you will need to provide their full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM) plus a grandparent's [Australian birth certificate issued by an Australian RBDM](#) or their Australian citizenship certificate.

Alternatively, you can provide evidence of your own Australian citizenship with a citizenship certificate issued by the Department of Immigration and Border Protection (DIBP). The DIBP website provides information on [how to apply for evidence of Australian citizenship](#).

If you were born in Australia on or after 20 August 1986 and one (or both) of your parents was an Australian permanent resident, you must provide evidence of your own Australian citizenship with a citizenship certificate issued by the Department of Immigration and Border Protection (DIBP). The DIBP website provides information on [how to apply for evidence of Australian citizenship](#).

If you were born outside Australia, you must provide one of the following documents to confirm your citizenship:

- an Australian citizenship certificate
- a Citizenship by Descent extract
- an Australian citizenship certificate of an Adoption in accordance with the Hague Convention on Intercountry Adoption or bilateral arrangement
- an extract from the Register of Australian Births Abroad

If you are unable to present one of the documents listed above, you will need to [apply for evidence of Australian citizenship](#) issued by the Department of Immigration and Border Protection (DIBP). The DIBP website provides information on [how to apply for evidence of Australian citizenship](#).

In addition to the documents listed above, you must present a combination of official documents to support your identity. These documents are organised in three categories (A, B and C).

If none of the documents you present in Combination 1 or Combination 2 shows your current address, you must also present one document from Category C that does so.

Your application may take longer to process if you use Combination 3.

Combination 1

- One document from Category A
plus
- One document from Category B

Combination 2 (if you cannot present Combination 1)

- Three documents from Category B, including one that shows your photo

Or

- Two documents from Category B plus one other official document that includes your photo e.g. a workplace identity card, student card.

Combination 3 (if you cannot present Combination 1 or 2)

- At least three documents from Category C that show your name and current address
plus
- One official document that includes your photo and signature e.g. a workplace identity card, student card.

CATEGORY A	
These documents must be current at the time of application	
Applications in Australia	Overseas applications
<ul style="list-style-type: none"> • Current driving licence issued by an Australian state or territory • Proof of age card or Photo Card issued by an Australian state or territory 	<ul style="list-style-type: none"> • Any of the Australian issued Category A documents • Foreign residency identity card • Current driving licence issued by a foreign government's driving/traffic/motor vehicle licensing authority
CATEGORY B	
These documents must be current at the time of application, with the exception of the Australian passport	
Applications in Australia	Overseas applications
<ul style="list-style-type: none"> • Medicare card • Centrelink card • Department of Veterans' Affairs card • Credit card or bank account card • Foreign passport • Australian passport (issued on or after 1 July 2000 with more than two years validity that has not been expired for over ten years, or reported lost/stolen) 	<ul style="list-style-type: none"> • Any of the Australian issued Category B documents shown at left • National health card • Social security card • Veterans' card • Credit card or bank account card • National insurance card
CATEGORY C All documents presented from Category C must be no more than 12 months old at the time of application	
For applications in Australia and overseas	
<ul style="list-style-type: none"> • Motor vehicle registration or insurance papers • Property rates notice • Property lease agreement • Home insurance papers • Utilities bills (e.g. telephone, electricity or gas) • Bank or credit card statements 	

Name changes

You must present original documentation supporting every name change since your birth or acquisition of Australian citizenship. Please see the [Name change](#) section for further details.

Guarantors

To help us identify the person applying for an Australian passport, we need someone (a guarantor) to complete Section 11 of the application form.

Guarantor of applicant (in Australia)

The guarantor must:

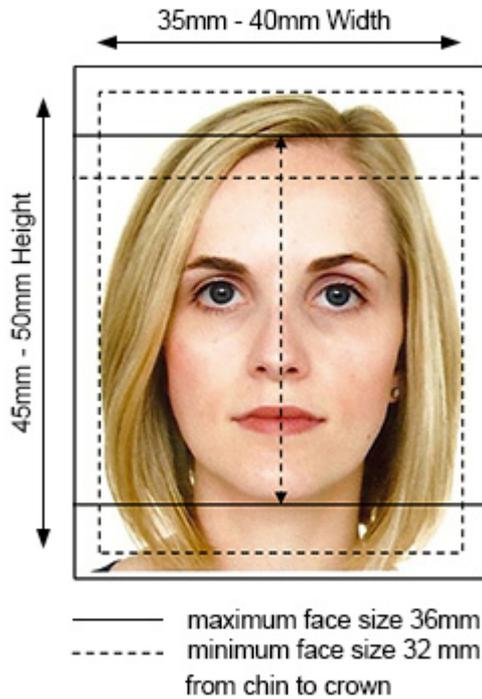
- be an Australian citizen who is 18 years of age or over
- have known the applicant for at least 12 months (or, for children under one year, since birth)
- not be related to the applicant by birth, marriage, de facto or same sex relationship, or live at the applicant's address
- possess a current (unexpired) Australian passport that was issued with at least two years validity or have been on the Australian electoral roll at their current address for the past 12 months;
- endorse the back of one photo by writing 'This is a true photo of (applicant's full name)' and signing in black pen.

Passport photo guidelines

Passport photo requirements

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.

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



The required dimensions of the photo, and the image within it, are explained in this diagram.

If you usually cover your head for religious reasons, or you wear glasses or facial jewellery, your photo can include these items.

Head coverings should be plain coloured and must be worn in such a way as to show the face from the bottom of the chin to the top of the forehead, and with the edges of the face visible.

Glasses or jewellery must not obscure any part of the face, especially the area around the eyes, mouth and nose. For this, photos of you wearing glasses with thick frames or tinted lenses are not acceptable. There must be no reflection from lenses, rings or studs.

If you are submitting a full passport application, one of your two photos must be endorsed by a guarantor. An endorsement is not necessary if you are renewing your passport.

The Australian Passport Office does not endorse particular photo outlets or providers. We recommend that you choose an experienced passport photographer. You should confirm that the photos they take meet our standards.

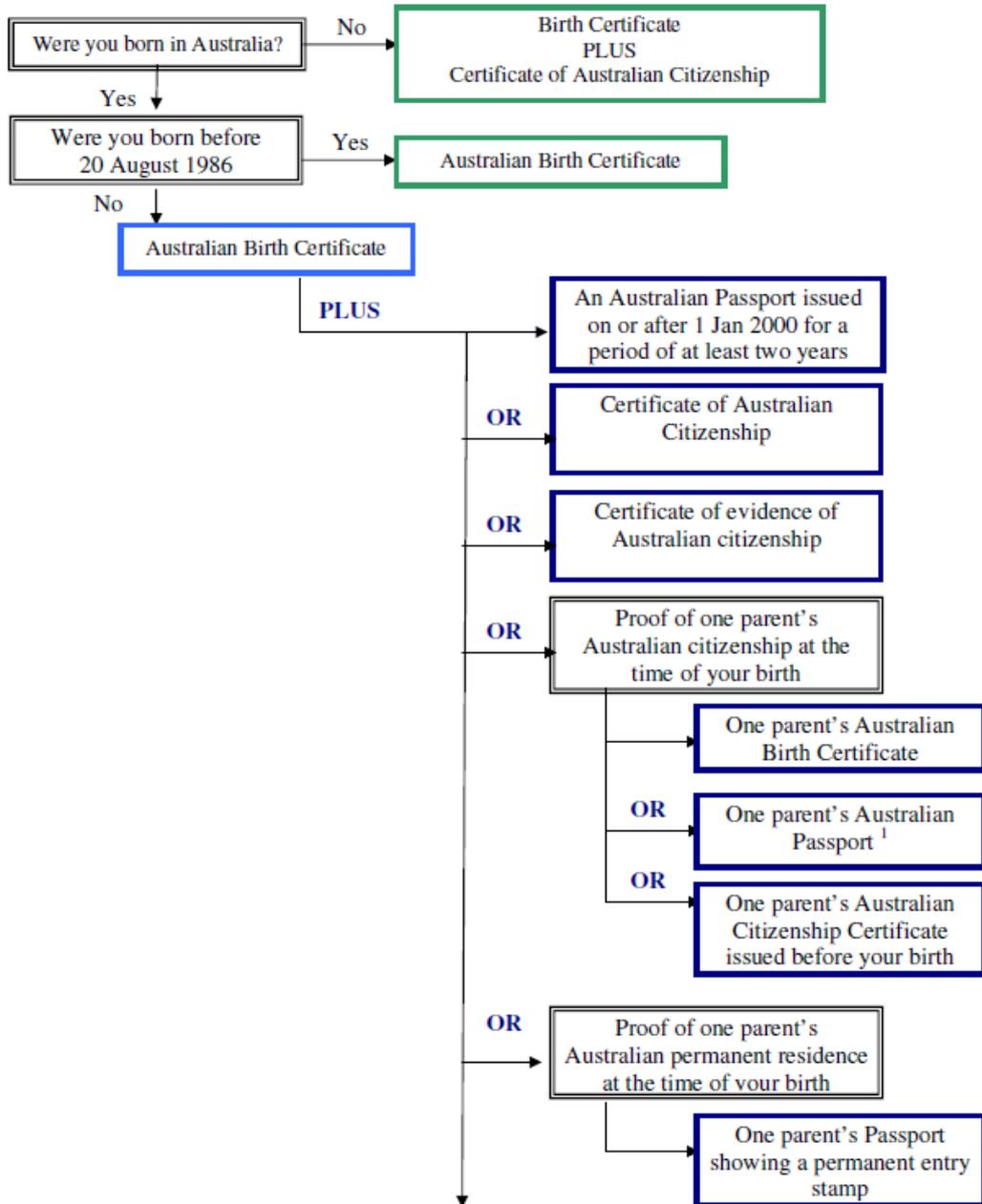
Please do not attach the photos to your application form as this can damage them if not attached correctly.

REQUIREMENT	BRING WITH YOU IF HELD	COMPLETED
Information Required for Security Clearance & Personnel System (as applicable)	• Original full Birth Certificate	<input type="checkbox"/>
	• Proof of address of your next of kin for leave travel (utility bill, copy of driver's licence)	<input type="checkbox"/>
	• Original Birth Certificate(s) of any children	<input type="checkbox"/>
	• Original Marriage Certificate(s)	<input type="checkbox"/>
	• Original Divorce documents/Decrees	<input type="checkbox"/>
	• Original Change of Name Certificates	<input type="checkbox"/>
	• Original Naturalisation or Australian Citizenship Certificate	<input type="checkbox"/>
	• Original Proof of Australian Citizenship (<i>if born on or after 20 Aug 86</i>)	<input type="checkbox"/>
	• One parent's original Australian birth certificate/passport (<i>if born on or after 20 Aug 86</i>)	<input type="checkbox"/>
	• Date of parents' arrival in Australia (<i>if born overseas</i>)	<input type="checkbox"/>
	• Certificate of Service or discharge pertaining to Service in the Defence Forces of ANY country	<input type="checkbox"/>
	• Proof of current address (<i>must specify your name</i>)	<input type="checkbox"/>
	• Evidence of at least one previous address during the last ten years (<i>must specify your name</i>)	<input type="checkbox"/>
	• Evidence of previous employment or schooling	<input type="checkbox"/>
	• All previous overseas travel details (i.e. dates, countries)	<input type="checkbox"/>
	• Address details and dates of residence in overseas locations	<input type="checkbox"/>
	• Details of all relatives residing overseas, including relatives of your spouse, de facto partner or fiancée	<input type="checkbox"/>
	• Details of anyone over 18 years of age currently residing with you, including parents and/or spouse, who have visited or lived overseas in the last 10 years	<input type="checkbox"/>
	• Details of club memberships and dates	<input type="checkbox"/>
	• Full details of all criminal or traffic offences and convictions	<input type="checkbox"/>
• Parental consent for AFP to conduct Criminal History Check (<i>Under 18s</i>)	<input type="checkbox"/>	

	<ul style="list-style-type: none">• Proof of spouse or parents' address for Next of Kin and Emergency Contacts (<i>e.g. rate notice, utility bill or bank statement</i>)	<input type="checkbox"/>
	<ul style="list-style-type: none">• Proof of relationship to Emergency Contact (<i>e.g. marriage or birth certificate</i>)	<input type="checkbox"/>
	<ul style="list-style-type: none">• Hard copy of security pack plus access password (if already commenced)	<input type="checkbox"/>

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

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; these items will **not be permitted** in your individual cabin until after your first four weeks (ITP).
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 such as band aids.
3. 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. Additional personal items can be collected or purchased later.
4. You will only have a small personal locker in your Cabin for storage of your personal effects (i.e. toiletries and underwear).
5. Ironing boards are provided in each cabin and will be available for your use while you are on NEOC. You are required to bring a good quality steam iron as these are not supplied.
6. Minimum mandatory requirements:

Item	Description	Packing Checklist
Suitcase or Bag	Suitcase or soft sided bag for storage of your personal effects. Must be lockable. (In the first week of course you will be issued with a backpack for day use, field pack, duffle bag and suit bag)	
Nightwear	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.	
Bathrobe/dressing gown/tracksuit	For warmth and communal living requirements.	
Rubber thongs	Shower footwear.	
Underwear	Sufficient, appropriate underwear for 4–5 days (min). White underwear (including singlets) is required to be worn with white summer uniforms.	
Sports Brassiere	Females only, minimum of 4 white or flesh coloured.	
Running Shoes	Two pairs of athletic shoes (runners) for PT sessions (including use outside); conservative in style, preferably black in colour, in good condition and clean (it is highly recommended you wear your runners in before arriving for course to help prevent blisters).	

	At least one pair of runners should be good quality and multipurpose, preferably black in colour (either able to be used for road running, cross country, general walking or in the Gym).	
Shoe Care	Black shoe polish (parade gloss or similar) with brush and polishing cloth. White shoe cleaner with brush and polishing cloth. Cotton tips/cotton balls to assist in cleaning.	
Stationery	Pens, notepads, etc. with pencil case (a small amount of stationery will be provided on arrival).	
Personal toiletries	Personal toiletries including soap, deodorant, hair care (including hair nets, bands, pins, hairspray etc), shaving equipment, mouth care. Females: sanitary products. (Items above need to last at least four weeks).	
Clothes Hangers	Minimum: Matching clothes hangers x 20, pant hangers with adjustable tabs x 10. Hangers may be wooden, plastic or metal but must be of sufficient quality to hold heavy weight material including jackets.	
Prescription glasses and Sunglasses	You may choose to bring your own sunglasses (not mandatory). 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 (Note: sunglasses will be issued by the Clothing Store). Own 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). Contact Lenses. Bring sufficient contact lenses/cases/cleaning fluid to last ITP as a minimum. You must also bring a pair of prescription glasses.	
Clothes Brush/Lint roller	For maintenance of uniforms.	
Wrist watch	Digital and water resistant recommended. Not ornate and conservative in colour/design.	
Laundry markers	Black and white.	
Elastic garters	For long white socks (Note: these can be purchased at military shops or made out of hemming elastic).	
Hair care	Females with long hair—hair/bun nets, bobby pins, hair elastics (clear, brown or black depending on hair colour).	
Laundry care	Washing powder (for front loading washing machines, at least 1kg is recommended) Stain remover	

Civilian Clothing	As described in Annex A: Suitable Civilian leave dress—one set to be worn plus one additional set	
Iron	Good quality steam iron Ironing aids if required (starch)	
Limited money	\$200 maximum	

Recommended items:

Black high ankle boots (strongly recommended)	Must be similar in appearance to uniform issued boots as show in examples below. Boots are used for outdoor leadership exercises only. If bringing own boots, boots should be worn in prior to arrival.
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Swimming goggles (not mandatory)	For use during swimming events, will not be used for the RAN Swim Test.
Pocket / small camping Knife (strongly recommended)	Used for practical leadership exercises.
Head Torch (strongly recommended)	With red light for use on field exercises
Alarm clock (not mandatory)	For use post ITP

Sports boots (not mandatory)	If already owned. Studded, for soccer/touch/running
An additional sewing Kit	A small sewing kit will be provided; you will be required to undertake a small amount of sewing
Zip lock bags/small quantity of personal insect repellent/waterless hand sanitiser/wet wipes (strongly recommended)	Used for practical leadership exercises, not mandatory

PHYSICAL TRAINING FITNESS STANDARDS

Introduction

1. The relationship between mental and physical health is an important aspect of an effective leader. One does not work without the other. The physical classes that you will undertake will stretch you beyond your current capacity. To ensure that you will not fall behind in any physical aspect, it is **strongly recommended** that you are fit prior to arrival.
2. Physical training is an integral part of life in the Navy. **In the first week of training you will undertake the swim test and a Physical Fitness Test (PFT).** Physical training forms a significant part of the course and you will be tested a number of times during your training. **If you do not pass the swim test before your first sea component, or the physical fitness test by week 15 of course, your service may be terminated.**
3. Historical evidence proves that those trainees who arrive at HMAS *Creswell* having conducted a good level of pre-course conditioning are far better placed to cope with all aspects of the course (and not just the physical elements), compared to those who have not done so.

RAN Initial Entry Swim Test

4. All new entry personnel must complete the swim test. It will be conducted within the first week of the course. The test need only be passed once in your naval career; however, the test **must** be successfully completed in order to progress through elements of training commencing from week five of the course and graduate NEOC. If you are a weak swimmer, it is **strongly recommended** that you practice the elements below before joining. It will be carried out in an outdoor or indoor pool, or in a suitable area of the sea. You will be dressed in Disruptive Pattern Naval Uniform (DPNU) or overalls for the test. All personnel who fail this test will be required to attend remedial swim training commencing in week two.
 - a. **Water entry**—enter the water feet first from a minimum height of 2m, to simulate jumping off the weather deck of a warship as a result of an order to ‘abandon ship’.
 - b. **Underwater swim**—swim remaining completely submerged for a distance of 10m, to simulate escape from a sinking vessel which is surrounded by burning oil and debris.
 - c. **50m surface swim**—using any stroke, to simulate escape from a sinking vessel after clearing the burning oil and debris.
 - d. **15 minutes energy conservation**—this simulates the time required to retrieve life rafts, or be collected by rescue craft. The following techniques can be utilised during this period:
 - (1) floating
 - (2) slow swimming using a variety of strokes
 - (3) treading water in either the horizontal or vertical position.

RAN PHYSICAL FITNESS TEST

5. The table below sets out the elements and minimum requirements to pass:

Component	Male				Female			
	Age < 35	Age 35 to 44	Age 45 to 54	Age > 54	Age < 35	Age 35 to 44	Age 45 to 54	Age > 54
Push-ups (number)	25	20	6	6	10	7	3	3
Sit-ups (number)	25	20	15	10	25	20	15	10
2.4 km Run/Walk (min/seconds)	13'00"	15'00"	17'00"	19'00"	15'00"	17'00"	19'00"	21'00"

6. The PFT must be successfully passed to graduate. During your first week you will undertake a benchmark RANPFT to gauge your current level of fitness; all those who fail this test will be required to attend remedial fitness training commencing in week two. Remedial training will be conducted from 0530–0630 Tuesday and Thursdays, and on weekends. The RANPFT must be passed by week 15 of course otherwise termination action will commence.

7. You should be achieving these targets easily (i.e. achieving at least 50% more push-ups and sit-ups than the minimum and achieving the run in at least 1–2 minutes less than required).

FOR OFFICIAL USE ONLY

TRAINEE WELL-BEING SELF-ASSESSMENT CHECKLIST

Trainee to Complete

Family Name	Given Name (s)	Rank	Employee ID
Unit/Section		Mobile Phone	
Defence Email Address		Alternate Email Address	
In the past two weeks have you experienced the following symptoms that have affected your well-being?			
	Symptom	Yes (√)	No (√)
a.	Flu-like symptoms		
b.	Shortness of breath		
c.	Fever / raised temperature		
d.	Persistent cough		
e.	Flu-like aches and pains		

If you reply ‘yes’ to any of the above, you are to inform staff IMMEDIATELY for referral to the local health facility for further assessment. This is to ensure your well-being to continue course is appropriately investigated. Your well-being at this time is the priority.

If you reply ‘no’ to all of the above, you will be cleared to move to the next component of your training.

Signature		Rank
Printed Name	Date	Employee ID