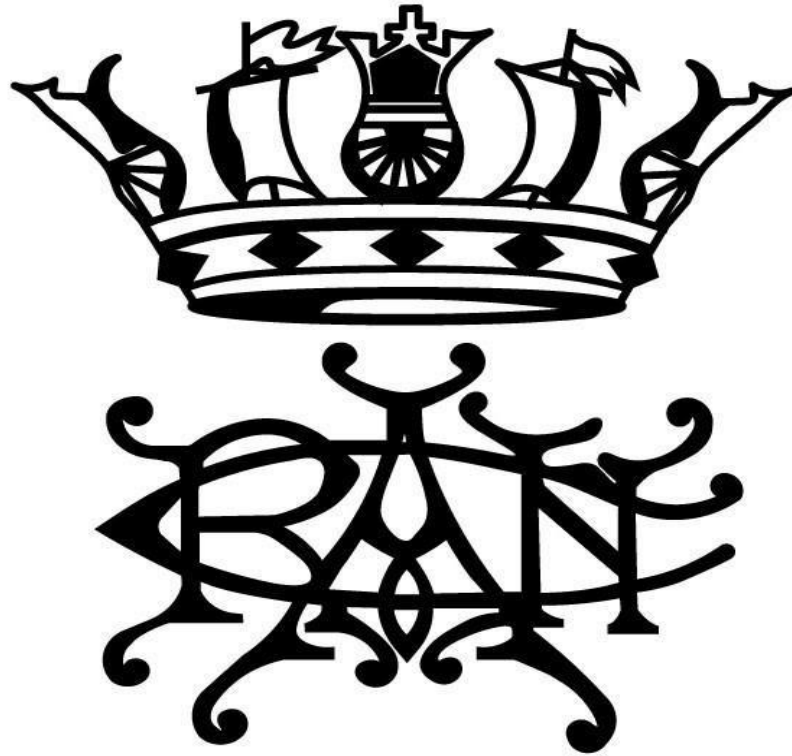


OFFICIAL

**ANNEX H TO
BS8618069
NOV 20**



ROYAL AUSTRALIAN NAVAL COLLEGE

SPECIALIST ENTRY CELL

UNIVERSITY ENTRY OFFICER COURSE (UEOC) 01-21

SESSIONS 0030 & 0034

12 Jan – 20 Jan 21

JOINING INSTRUCTIONS

BS15671091

OFFICIAL

OFFICIAL

2

Welcome

1. Congratulations on your selection to attend the University Entry Officers Course (UEOC) at the Royal Australian Naval College (RANC), HMAS *Creswell*, Jervis Bay. These joining instructions will assist you to prepare for your initial training at *Creswell*. **Please take the time to read them carefully.**

Aim

2. The aim of the course is to impart the foundation knowledge, skills, attitudes and behaviours to enable you to have an appreciation of naval life and conduct yourself as a Naval Officer whilst completing your university studies. It is expected that you will exhibit exemplary standards of behaviour throughout your university studies and your service in the Royal Australian Navy. For more information about the RANC and UEOC visit www.navy.gov.au/ranc. This information may assist you in understanding what to expect, including frequently asked questions.

Arrival

3. Your course is programmed to commence on Tuesday 12 January 21 (Travel Day) and will conclude on Wednesday 20 January 21. Travel and leave restrictions due to COVID19 may also be in force; you will be advised further by RANC-SEC staff.

4. *Creswell* is situated on the south-western shores of Jervis Bay in the Jervis Bay Territory, 180 km south of Sydney and 35 km southeast of Nowra. Access is via Jervis Bay road, off the Princess Highway 14 km south of Nowra.

5. A movement advice slip is at Enclosure 1 and **MUST** be emailed to RANC-Specialist Entry Cell (RANC-SEC) **ASAP**, indicating your mode of travel to *Creswell* i.e. flying or selfdrive. The movement advice slip is required to facilitate travel arrangements for you to and from *Creswell*. It also enables RANC-SEC to collate a list of personnel who will be arriving at Sydney Airport. RANC-SEC staff can be contacted on 02 4429 7119, or email: ranc.specialistentrycell@defence.gov.au.

6. Defence Force Recruiting Centres (DFRC) will arrange transport to *Creswell*. You are reminded that baggage limits apply on flights and you should check with the carrier for the applicable limit. You may elect to drive your private motor vehicle (PMV) if residing in the ACT/Sydney locality. Personnel travelling by PMV are to arrive in *Creswell* **no later than 1400 hours on Tuesday 12 January 21**. Your course officer will arrange transport from *Creswell* to Sydney airport on completion of the UEOC course.

7. **Dress on Arrival**-As a Naval Officer you are to travel and arrive in *Creswell* in attire reflecting your position as an Officer of the RAN. Further instructions on dress and grooming are included in Enclosure 2. Uniform will be worn for the duration of UEOC.

Royal Australian Naval College

8. The RANC forms the major part of *Creswell*, a shore establishment of the RAN. The

OFFICIAL

OFFICIAL

3

RANC is under the command of the Commanding Officer, Commander David Shirvington, RAN: <https://www.navy.gov.au/biography/commander-david-shirvington>

9. **College Life.** Day one marks the beginning of your training as a Naval Officer. You will be instructed in a variety of subjects such as naval history, defence studies, drill, marks of respect and uniforms. The subject matter is diverse and aimed at inculcating the necessary skills and knowledge to become a professional Naval Officer and leader. You will also be taught about Defence values; Service, Courage, Respect, Integrity and Excellence. You must be prepared to achieve success with and through your people, not at their expense, which is the foundation of naval leadership.
10. The practices and social conventions of a Naval Officer will likely be unfamiliar to you. Some customs are more formal and some are purely Naval in their application. As an officer, attention to these important aspects is necessary and you are expected to appreciate the reasons for these social conventions and to conform to them. This subject will be addressed formally, discussed and applied during RANC training.
11. **Workplace Behaviours.** Workplace behaviours encompass the concept of fair treatment and inclusiveness. Everyone should be given the opportunity to make the most of their talents and abilities. An equitable and diverse environment will be achieved through the application of such principles as: recognising that all people are different and valuing their differences, treating each other with respect and dignity regardless of context and respecting individual contributions to the team.
12. The RANC strongly values these principles and by becoming a member of the RAN, you will need to conform to these standards. These standards may be different to other workplaces you may have experienced in civilian life. In adhering to the principles of an equitable and diverse workforce, you become integral to the support and promotion of these concepts and help to provide a fair and inclusive workplace.
13. **Illicit Substances.** The Navy has a zero tolerance in regards to the use of nonprescribed, prohibited or illicit drugs by any serving member of the RAN. The use of such substances will result in administrative and disciplinary action in accordance with the Defence Force Discipline Act (DFDA). Random alcohol and drug testing is conducted on a regular basis in *Creswell*.
14. **Initial Training Period.** Your course is designated as the Initial Training Period (ITP). This is an intensive part of the course where you are expected to quickly adapt to military routines and behavioural standards of a naval officer. No alcohol is to be consumed during ITP. During this period you will have little personal time in which to contact your family and it is recommended that they are made aware of this. The ITP also simulates some of the constraints that exist in a seagoing environment. Ensure that your family is well aware of these constraints that will be imposed upon you. An indicative program is at Enclosure 3.

Training Progress Management Plan (TPMP)

OFFICIAL

OFFICIAL

4

15. Trainees are advised that the TA-ITLM Training Progress Management Plan (TPMP) is applied during UEOC and any training failures will be managed through the TPMP process. If you do not understand the TPMP, your Course Officer is your first point of contact.

16. **COVID-19.** Due to the current COVID-19 pandemic, trainees and staff will be isolated at HMAS *Creswell* for the duration of the ITP. Personal hygiene and physical distancing will remain critical in the control of COVID-19, and Defence personnel must comply with these principles. As COVID-19 remains active in the community, it is vital that personnel remain disciplined in maintaining these measures. Further information and advice will be provided on your arrival at UEOC. Prior to arrival at *Creswell*, you will be required to complete Enclosure 8 and on arrival hand to RANC-SEC Staff, informing staff **immediately** if you answer “yes” to any of the questions.

17. **Travel.** Local or regional travel arrangements must align with State and Territory restrictions on personal travel. Defence personnel continue to be subject to State and Territory quarantine requirements where applicable, despite Defence being considered an essential service.

18. **Leave.** You will not be permitted to leave *Creswell*, other than for training purposes, during this period or until ITP is complete.

Accommodation and Messing

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

20. You are permitted to bring a **limited amount of small personal effects** (e.g. tablet, iPod etc.). It is suggested that you bring the minimal amount with you, as you will have uniforms and effects to take home. A recommended list of clothing and personal items is at Enclosure 4. Personal items may be purchased from the Post Office if required.

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

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

Computer Facilities

23. You will receive access to the Defence Restricted Network (DRN) during the first week of course. USBs are not compatible with the DRN. Internet Wi-Fi is only available in the communal areas of the Messes (request password). You may wish to bring a personal dongle with you for internet access afterhours.

Security Clearances and Passports

OFFICIAL

OFFICIAL

5

24. All ADF personnel undergo security clearance vetting upon joining. Processing of security takes a considerable amount of time, DFRC will have organised your clearance to baseline level and initiated the further upgrading. **If you have not commenced your security pack prior to entry you must inform us on arrival here at Creswell.**

Physical Training Requirements

25. Successful completion of the RAN swim test and RAN Physical Fitness Test (RANPFT) is mandatory and trainees unable to complete either of these tests will not graduate from the course. Any member who does not pass their swim test and RANPFT on their first attempt are managed as per ANP 2103 Chapter 5 Paragraph 5.33. These tests and other components of the course are **physically demanding and any preparatory fitness training you undertake beforehand will be to your advantage.** A detailed explanation of the tests you will be required to undergo as part of your initial training is at Enclosure 5.

Note: physical fitness tests are different than those undertaken at DFRC.

General Administration

26. **Medical/Dental.** Non-urgent Medical/Dental appointments are not to be made by trainees during course. Appointments of an urgent nature will be made through the instructor.

27. **Prescription medications.** If you are currently taking prescription medication, you should ensure you have sufficient quantity for the course duration.

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

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

30. **Banking and Local Facilities** There are limited banking facilities in *Creswell*. The Post Office offers bank & post facilities allowing withdrawals, deposits and enquiries for most banks and building societies. EFTPOS is available at the Post Office and recharge vouchers for prepaid mobile phones. The opening hours for the Post Office are 0900-1400 Mon-Fri.

31. There is a canteen on base, where beverages and food can be purchased. Navy merchandise is also available for purchase. Hours of business are 0630-1400 Mon-Thu & 0630-1230 Fri.

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, burqa or long sleeved smock.

OFFICIAL

OFFICIAL

6

- a. 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.
 - b. Burqa's 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 week of training. The burqa should be either navy blue or black in colour. The cost of purchase can be reimbursed.
33. **Religious observance.** The RANC has a resident Chaplain. Services are held each Sunday morning in the *Creswell* Chapel at 1000h. Further details can be obtained through staff on arrival. When training permits you will be able to attend church services.
34. **Personal computers.** You may bring a personal computer (laptop) wireless internet services are recommended as there are no facilities available for fixed-line dial-up or broadband services in cabins. Check with your internet provider for coverage areas, *Creswell* is isolated and occasionally experiences difficulties with coverage.
35. **Private motor vehicles.** Private motor vehicles and motorcycles may be brought onboard *Creswell*. All vehicles are to be registered, and have third party property insurance as a minimum. This is not the same as the Compulsory Third Party (CTP) insurance, included in state vehicle registration.

Prohibited Items

36. **Do not** bring any of the following items to *Creswell*:
- a. Prohibited weapons or articles as listed in the *Prohibited Weapons Act 1996*
 - b. Knives (other than a pocket or camping knife as outlined in Annex E) or decorative swords, firearms (or their replicas), crossbows, spear guns and spears
 - c. Illegal drugs, including synthetics, and their associated implements
 - d. CB and amateur radios
 - e. Offensive or inappropriate material (such as pornographic magazines, posters, books, clothing, video/audio); and
 - f. Alcohol.
37. You will be under instruction from Monday – Sunday. In an emergency, messages can be left with RANC-SEC officer manager on the details below.
38. Your contact address while on course is: (Rank, name)
UEOC 01/21

OFFICIAL

OFFICIAL

7

C/- RANC-SEC
01 Armstrong Ave
HMAS Creswell
Jervis Bay Territory ACT 2540

39. If you have any queries prior to your arrival do not hesitate to contact the RANC-SEC during working hours Monday to Friday on 02 4429 7119 or ranc.specialistentrycell@defence.gov.au.

Welcome to the Navy

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

DE Hodgkinson

LCDR, RAN
A/CO RANC

HMAS *Creswell*
02 4429 7865
daniel.hodgkinson@defence.gov.au

Enclosures:

1. Joining Instruction Receipt and Movement Advice Slip
2. Dress and Grooming
3. Indicative RANC Daily Routine
4. Recommended list of Clothing and Personal items
5. Physical Training
6. Pay and Conditions
7. UEOC Pre-Joining Checklist
8. Trainee Well-Being Self-Assessment Checklist

OFFICIAL

OFFICIAL

ENCLOSURE 1 TO
UEOC 01/21 JI
01 DEC 20

JOINING INSTRUCTION RECEIPT AND MOVEMENT ADVICE SLIP

Return this form ASAP to: ranc.specialistentrycell@defence.gov.au

Your Full Name:

.....

Your Daytime contact telephone number:

Your Mobile telephone number:

Your email address:

Next of Kin (NOK) or Emergency Contact Details

.....

.....

DCAC Number (if known)

I understand that I need to be at Mascot Airport Sydney, Terminal Three (Hudson’s coffee shop) or as directed by DFRC by 1000, Tuesday 12 Jan 2021

YES NO

OR

I am being recruited through DFRC Wollongong and understand that the DFRC will arrange a central pickup point for transport to RANC.

YES NO

OR

I intend to drive my private motor vehicle (PMV) to HMAS Creswell and understand I need to arrive no later than 1400 Tuesday 12 Jan 2021.

YES NO

Vehicle details:Rego number:.....

Make/Model:.....CC’s or Engine Capacity:.....

I acknowledge the RANPFT and Swim test requirements and I am able to meet the minimum requirements

YES NO UNSURE

I have received my UEOC Joining Instructions and I acknowledge that I have read and understood my requirements.

.....
Signature

.....
Date

**OFFICIAL
OFFICIAL**

**ENCLOSURE 2 TO
UEOC 01/21 JI
01 DEC 20**

DRESS AND GROOMING

Grooming Standards–Male

1. Hair shall be neatly groomed so that it does not touch ears or collar nor extend below eyebrows when head dress is removed. The bulk of hair shall not exceed 5 cm.
2. Hairstyles must be conservative and generally must be adapted to permit the correct wearing of headdress. For example: the minimum cut is a No 2 comb.
3. 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.
4. Full beards are allowable and must be neat and tidy and bulk of hair shall not exceed 5 cm. Moustaches are not permitted.

Grooming Standards–Female

5. Hair styles and colouring must be conservative and complementary to the individual and military image. When in uniform, hair is not to extend below the lower edge of the buttoned shirt collar, hair any longer **must** be worn in a bun, roll or braid. The bulk of hair must not interfere with the correct wearing of the headdress.
6. Hair ornaments are not to be worn. Plain pins, combs or bun nets similar in colour to the hair and blue or black rubber bands. Unadorned tortoiseshell or clear hair slides may also be worn.
7. Female members who wish to wear facial make up and perfume may do so in moderation. Nail varnish is permitted providing it is pale in colour and not chipped.

Jewellery

8. **Males**, when in uniform, may wear:
 - a. One watch – not to be ornate or brightly coloured;
 - b. One wedding ring; and
 - c. One signet ring.* Earrings are not to be worn by male members at any time whilst on duty.
9. **Females**, when in uniform, may wear:
 - a. One watch;
 - b. Wedding, engagement and eternity rings;
 - c. One other ring on the right hand: and

OFFICIAL

- d. One pair of earrings of a plain gold or silver stud type, no wider than 4 mm in diameter or plain sleeper type of 1 cm diameter, in the lobe of each ear.

OFFICIAL

2

Body Piercing

10. Body piercing is discouraged throughout the RAN because of workplace health and safety requirements, however, non-visible body piercing is permissible only when not required for duty. You are considered on duty for the entirety of ITP and duty during all subsequent working hours.

Uniforms and Civilian Attire

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

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

Personal Toiletries

12. The Navy does not issue personal toiletries. A small number of irons and ironing boards are available within accommodation blocks.

13. The *Creswell* Post Office stocks a variety of items such as spray starch, washing powder and toiletries. Trainees are advised to ensure they have sufficient toiletries and personal necessities.

**OFFICIAL
OFFICIAL**

**ENCLOSURE 3 TO
UEOC 01/21 JI
01 DEC 20**

INDICATIVE RANC DAILY ROUTINE

Time	Routine	Remarks
0455	Call the Hands	Hands clean into required dress Mon, Wed, Fri: PT Uniform with T-shirt All other days as directed by DO
0510	Out Pipes	Hands fall in outside block
0515	Early Morning Activity (EMA)	Transit time (as required)
0525-0615	EMA	Mon, Wed, Fri: Physical training EMA
0615	EMA	Transit time (as required)
0625-0650	Ablutions	Hands clean into dress of the day O/C turn to for cleaning stations
0700-0730	Breakfast	Divisional timings to be promulgated O/C breakfast, turn to instruction as required
0740-0745	Both Watches	Meeting of all trainees
O/C	Hands 'out pipes'	Muster for Instruction
0800-1200	Instruction	IAW course program
1230-1300	Lunch	Divisional timings to be promulgated
1300-1630	Afternoon instruction	IAW course program
1630-1900	Clean up mess decks and flats for rounds	
1900-1930	Dinner	Divisional timings to be promulgated
1930-2000	Clean up mess decks and flats for rounds	
2000-2100	Rounds	Formal inspection
2100-2200	Evening instruction IAW program	As directed by divisional staff Task books Kit maintenance
2200	Pipe down	Lights out (Strictly adhered to)

**OFFICIAL
OFFICIAL**

**ENCLOSURE 4
UEOC 01/21 JI
01 DEC 20**

RECOMMENDED LIST OF CLOTHING AND PERSONAL ITEMS

- Suitable civilian (joining/departure attire)
- Suitable track pants & jacket (after evening rounds)
- Suitable sleeping attire (including dressing gown if required)
- Thongs (only for showering)
- \$100.00 for incidentals (including coins for vending machines)
- Black shoe polish (parade gloss recommended) and cleaning brushes
- Alarm clock/mobile phone alarm
- Personal toiletries
- 6-8 coat hangers – in combination with trouser/skirt hangers (for uniforms and personal clothing)
- Sufficient underwear for 4-5 days (min)
- Spray starch (optional), not to be used on DPNU's
- Washing powder
- Laundry marker **BLACK**
- Laundry marker **WHITE**
- Stain remover
- One set of personal exercise running shoes – must be clean, undamaged and conservative **neutral colour**
- Personal swim wear (females one piece) black or navy blue, conservative and no over ordinary advertisement.

**OFFICIAL
OFFICIAL**

**ENCLOSURE 5 TO
UEOC 01/21 JI
01 DEC 20 Physical Training Introduction**

1. Maintenance of both mental and physical health are an important component of Naval leadership, and one does not work effectively without the other. Physical training is an integral part of life in the RAN. **In the first week of training you will undertake the RANIST and RANPFT.** The RANIST is the bench mark for all waterborne training activities and must be passed to allow members to progress. The RANPFT is the means by which Navy determines if members have attained/maintained the prescribed minimum level of personal physical fitness. Members should **attempt both tests (in your own time) prior to attending course to understand what is required.**
2. **Recommended Physical Standards.** To ensure that you will not be left behind in any physical aspect, it is *expected* that you reach a sufficient level of fitness prior to your first day at the RANC. It is suggested that you should be able to competently perform the following fitness standards. Due to requirements of the course, a minimum medical standard of MEC201/J21 is required for course participants. Course participants are to be compliant in physical fitness and medical components of individual readiness for the duration of the course.

RAN Swim Test

3. The swim test is to be carried out in a pool or in a suitable area of the sea. Trainees are to be dressed in DPNU's or Combat Coveralls. The swim test includes the following:
 - Enter the water feet first from a height of no less than 2 metres (Safety Jump)
 - Conduct an underwater front scull swim of 10 metres (deep enough not to break the surface of the water)
 - Continuously back scull or side stroke for 50 metres. (no time limit)
 - Tread water for 15 minutes unassisted in deep water.

RAN Physical Fitness Test

4. The RAN Physical Fitness test must be completed on an annual basis to maintain currency. It is a requirement for all undergraduate trainees to undertake their PFT annually.

Component/Age	Male				Female			
	< 35	35-44	45 - 54	>55	< 35	35-44	45 - 54	>55
Flexed arm hang (seconds)	25	20	15	10	25	20	15	10
or								
Push-ups (number)	25	20	6	6	10	7	3	3
Situps (number)	25	20	15	10	25	20	15	10
2.4km Run (min/sec)	13'00"	15'00"	17'00"	19'00"	15'00"	17'00"	19'00"	21'00"
5km walk (min/sec)	42'00"	44'00"	46'00"	48'00"	43'00"	45'00"	47'00"	49'00"
500m swim (min/sec)	12'30"	13'30"	14'30"	15'30"	13'30"	14'30"	15'30"	16'30"
Beep Test	7.4	6.10.	6.4	5.9	6.9	6.2	5.4	5.0.

***NOTE! Timings do differ from DFR requirements**

OFFICIAL

Clothing PT Rig (shorts, bike shorts, t-shirt, white socks & runners) is to be worn to all PT lessons. It is mandatory to bring a drink bottle, towel and swimmers to all PT lessons.

OFFICIAL

OFFICIAL

**ENCLOSURE 6 TO
UEOC 01/21 JI
01 DEC 20
Pay**

1. 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 **establish** a personal bank account. Ensure you bring you banking details with you to *Creswell*. You will need:

- a. Financial institution Name and Address
- b. BSB number
- c. Account number
- d. Name account is held in (can be joint but your name must be on account).

2. The Defence salary system may take up to six weeks to activate your initial payment: your first pay day may not be until after **23 Feb 21**. It is recommended that you establish alternative financial arrangements during the period and retain sufficient personal funds through pre- arranged payments to provide coverage of loans, rent etc. While payments will normally commence earlier that six weeks, delays can be caused by failure to bring correct bank account information or establish a tax file number prior to arrival.

Australian Tax File Number

3. 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 being resolved. You will need to supply you TFN to administrative staff, so ensure you bring a copy.

OFFICIAL

OFFICIAL

2

Superannuation

The 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/>.

Australian Defence Force Superannuation (ADF Super). ADF Super was opened to new members from 1 July 2016 and is the default fund for new members.

Choice of Fund (CHOICE). From 1 July 2016 members are able to elect a choice of fund.

Note: Defence Members cannot elect the Public Sector Superannuation Accumulation Plan (PSSAP) as a Choice Fund for Superannuation contributions in accordance with (IAW) the Superannuation Act 2005 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.

Members can be advised that Commonwealth Superannuation Corporation (CSC) administers both the DFRDB and the MSBS. Mercer Administration Services administers ADF Super on behalf of CSC. Choice funds are administered by the individual funds.

From 1 July 2016, ADF Super is the new default fund, however, members can elect a Choice of Fund and MSBS is closed to new members.

Information on ADF Super:

ADF Super is a fully funded Superannuation accumulation plan, established from 1 July 2016.

Employer contributions to this fund are paid at a rate of 16.4% of ordinary time earnings

Member contributions to this fund are voluntary

More information on ADF Super can be found at <http://www.csc.gov.au>

Instead of joining ADF Super, ADF members can instead elect a Choice Fund. From 1 July 2016, an ADF member eligible to join ADF Super is able to elect a complying fund of their choice (Choice fund).

Employer contributions to these funds are paid at a rate of 16.4% of ordinary time earnings.

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/>

It is important that you compare superannuation funds prior to arriving in Creswell, 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

OFFICIAL
OFFICIAL

ENCLOSURE 7 TO
UEOC 01/21 JI
01 DEC 20

UEOC PRE-JOINING CHECKLIST

This checklist is to be completed prior to joining the College

REQUIREMENT	ITEMS TO BRING WITH YOU	COMPLETED
Passport	<ul style="list-style-type: none"> • Passport or • Obtain a 'NEW' passport application form from Australia Post or online from DFAT website and complete application and print • If you currently hold an official passport ensure you bring the passport number with you • Bring four passport photographs (must be under 6 months old) • If you are a sailor changeover you must obtain your service passport from the ships office of losing unit and bring it with you • Documentation required (originals, not certified true copies) for the passport form, include: • Full Birth Certificate or Australian Citizenship papers or Australian passport, where applicable • Naturalisation or citizenship certificates for all nationalities you hold or have held • Marriage certificate, if applicable • Change of name certificates, where there has been a change of name other than as a result of marriage, documentary evidence of such change of name is required • Divorce, decree nisi or absolute documents, if applicable • Born after 1988, you must bring original birth Certificate or Citizenship of parent 	
Letter of Offer	<p><input type="checkbox"/> The Navy People Career Management Agency (NPCMA) will inform you of your conditions of employment through a letter of offer (LOO) <input type="checkbox"/></p> <p><i>Ensure you bring this letter with you</i></p>	
Bank Account	<p>Bring the following banking details:</p> <ul style="list-style-type: none"> • Bank name • Bank address • Account number • BSB number • Account name 	

Travel Details	<ul style="list-style-type: none"> • Complete movement advice slip and email to ranc.specialistentrycell@defence.gov.au • Bring signed – TRAINEE WELL-BEING SelfAssessment (Enclosure 8) 	
Medical and Dental Documentation	<ul style="list-style-type: none"> • Bring all medical and dental records, if held • Bring evidence of blood group, if held • Bring your vaccination certificate, if held 	

OFFICIAL

OFFICIAL

**ENCLOSURE 8 TO
UEOC 01/21 JI
01 DEC 20**

TRAINEE WELL-BEING SELF-ASSESSMENT

Part A — Trainee to Complete

Family Name	Given Name (s)	Rank	Employee ID
Unit/Section		Mobile Phone	
Defence Email Address		Alternate Email Address	
In assessing your well-being using this form, you should consider your well-being in the past two weeks. 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		
	Flu-like aches and pains		

If you reply 'yes' to any of the above, you will be referred to the local health facility for further assessment to ensure your well-being to continue course is appropriately investigated. Your wellbeing at this time is the priority.

If you reply 'no' to all of the above, you will be well-being cleared to move to the next component of your training.

Trainee to sign below. The school's representative is to witness your signature on this document.

Signature		Rank
Printed Name	Date	Employee ID

Part B-School Representative Witness to signature

Signature	Appointment	Rank
Printed Name	Date	Employee ID

OFFICIAL