ROYAL AUSTRALIAN NAVY RECRUIT SCHOOL

JOINING INSTRUCTIONS

Honour Honesty Courage Integrity Loyalty

Last Updated 7 July 2015
Introduction

1. Congratulations on being selected as a member of the Royal Australian Navy (RAN)! This is your first step to a career in the Australian Defence Force. Your initial training at RAN Recruit School (Recruit School) will prepare you to be a professional sailor in the RAN. You will then progress to a Category School, where you will gain your specialist skills in your chosen fields of endeavour, before joining the wider Navy community on ships and establishments around Australia. You can look forward to an interesting and challenging career that will offer significant opportunities for promotion and self development.

2. The purpose of this Joining Instruction is to provide you with information concerning life as a Recruit (RCT) at the Recruit School. You should read this Joining Instruction carefully because this will allow you to prepare fully for the first phase of your career as a sailor in the RAN. Should you require further information you should contact your Defence Force Recruiting Centre (DFRC).

Location and Travel

3. The Recruit School, in HMAS Cerberus, is situated on Western Port Bay, Victoria about 70 kilometres south east of Melbourne. Annex H contains maps that show the location as well as a useful map of Cerberus. For more information about Cerberus and its history go to www.navy.gov.au/establishments/hmas-cerberus

4. All aspects of your travel to Cerberus will be arranged by the DFRC. RCTs joining from outside Victoria will be met by members of Recruit School staff at Tullamarine Airport. RCTs joining through the Victorian DFRC will be met at the centre by Recruit School staff. All RCTs will be taken by bus to Cerberus on their intake day (normally a Monday).

Outline

5. The Recruit School is where all sailors begin their naval careers. The mission of Recruit School is to induct men and women into the RAN, to enable them to think for themselves, work with each other, and have the knowledge and skills necessary to conduct basic duties within the Fleet and progress to a specialised career in the RAN.

6. The 11 week General Service Duties RCT (GSDR) course includes physical, practical and classroom activities, with most of the subjects being individually assessed. Assessments are set to ensure RCTs are sufficiently prepared to undertake further specialist training at Category Schools. Private study areas are available in the school and a Duty Instructor and Duty Officer are available for assistance during non-instructional hours and on weekends.

7. The GSDR course is physically and mentally demanding. The training is intense, with limited time for personal administration. Some RCTs find the change to a military lifestyle difficult, but most successfully make the transition and go on to complete their training. You will gain a sense of achievement, purpose and confidence during your time at Recruit School and on graduation day you will feel proud of what you have achieved.

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**Arrival At Recruit School**

8. On arrival you will become part of the Division responsible for the conduct of the training for your intake. You will receive a welcome address by the members of Recruit School Divisional staff, be allocated your accommodation and be informed of the expected standard of behaviour while you are at Recruit School. There will also be a lot of information given to you in a short period of time. You will also need to complete a number of forms and provide some basic personal information, *so bring a note book and a pen on the day.*

9. Your first few days at Recruit School will be taken up with administration, medical and dental checks, kit issue, haircuts, initial parade training, the RAN Swim Test and the RAN Physical Fitness Test (RANPFT) (Annex F).

**What You Will Need**

10. You will be required to bring numerous forms of official and personal documentation with you on enlistment day:

   a. personal information (Annex A);

   b. documentation details required (Annex B & C);

   c. financial details (Annex C);

   d. security clearance information required (Annex D & E); and,

   e. personal clothing, foot wear and toiletries (Annex G).

**Documents And Information**

11. Your DFRC will have already asked to see some of the documentation listed in the above Annexes, however *YOU MUST STILL BRING* them to Recruit School, as the RAN and the Australian Government Security Vetting Agency have specific requirements for the documents, which are separate to those of the DFRC.

12. **Security Clearances and Passports.** The RAN requires all personnel to gain a security clearance and to hold an Australian Government Official passport (green cover). All RCTs are to read the Document Check List (Annex B), Personal Information Requirements (Annex A), and Security Clearance & Flow Chart (Annex D & E) to ensure the appropriate documentation is brought to Recruit School. The application process is very thorough and can sometimes be a lengthy process. To ensure the speedy processing of your application it is very important that that you bring all the documentary evidence required. Failure to submit all paperwork in a timely manner whilst at Recruit School may result in administrative action or back-classing to another Division, with a commensurate delay in graduation date.

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13. **Interdependent Relationships (Defacto).** If you are seeking recognition of your interdependent relationship by the RAN then this must be approved by the Senior Military Recruiting Officer at your DFRC BEFORE your enlistment. You should ensure that the Enlistment Co-ordinator at your DFRC is provided with all the required documentation to ensure that it is processed well in advance of your proposed enlistment date. Applications for recognition of an Interdependent Relationship will be processed while you are at Recruit School.

**Pay**

14. The first pay-day for new entry RCTs falls within the first 21 days after joining *Cerberus*. In order for you to be paid it is essential that you bring the details as listed (Annex C), failure to do so will delay the commencement of your pay. 

15. All RCTs are required to pay for meals and utilities while at Recruit School, but do not pay for accommodation. These payments will be automatically deducted from your pay. RCTs that are married, have dependants or are in an interdependent relationship (recognised by the RAN) may submit an application to be categorised as Member with Dependents Unaccompanied (MWDU), and, if successful, will not be required to pay for meals or utilities.

**Accommodation**

16. During RCT training you will be accommodated in six berth cabins within an accommodation block. Whilst males and females share an accommodation block, they are located on different floors. Each floor has a communal laundry, shower and toilet facilities. You will be required to keep your cabin and communal living areas clean and tidy.

**Hair Styles**

17. **Extremes in hair colour and style will not be permitted.** Male and female hair colour must be as close to your natural hair colour as possible before your enlistment date. A fulltime hairdresser is available by appointment at *Cerberus*. Shaved or partially shaved heads are not permitted.

18. Females may have their hair cut in the first week of training at your own expense. Hair below collar length is required to be worn in a bun. Hair pins the same colour as the hair may be worn. ‘Scrunchies’ are not permitted and hair is to be a uniform natural colour.

19. Males will be required to get a number two (2) crew cut in the first week of training at own expense. Facial hair is not permitted whilst at Recruit School and hair is to be a uniform natural colour.

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Physical Training Standards

20. Before graduation, RCTs are required to attain a high standard of physical fitness and must pass the RAN Physical Fitness Test. In addition, all RCTs are required to pass the RAN Swimming Test while wearing overalls. These tests are detailed in Annex F.

21. You will find it much easier to pass your swimming test if you complete some swimming training before you join. Personnel who have difficulties passing the test will attend remedial swimming instruction in their own time. RCTs that do not pass the Swim Test by week 4 of their training will be removed from training and placed on an intensive remedial swimming program. It is highly recommended that weak swimmers conduct swimming training prior to joining the RAN.

Recreational Facilities and Activities

22. The RCT recreational area (the Sobraon Club) has a pool table, table tennis table, television/cinema room with DVD facilities and video games, as well as a juke box. RCTs also have access to a small canteen for purchasing snacks, drinks and other basic essentials (for example toiletries and kit maintenance items).

Transfer Of Category (TOC)

23. RCTs are reminded that as part of their enlistment process they have acknowledged that they have no right to a Transfer Of Category (TOC) while at Recruit School.

Mail Service And Addresses

24. RCTs are able to both send and receive mail while at Recruit School. To receive mail, it should be addressed as follows:

    RCT (surname & initials) Personal No.
    Division Intake No
    RAN Recruit School
    HMAS CERBERUS VIC 3920

    Example:

    RCT Jack Tar 8199298
    Taylor Division GE 330
    RAN Recruit School
    HMAS CERBERUS VIC 3920

25. Recruit School staff will advise you of your personal number and intake number either on the first or second day of your enlistment.
Entitlements and Commitments

26. **Uniforms.** You will be issued with summer and winter Navy uniforms (kit) for working (everyday wear), ceremonial occasions and physical training. This kit will include a tracksuit, basic running shoes, boots and headwear. You will also be issued towels and bedding. You will be responsible for the cleanliness and presentation of all of your kit items and will be required to replace them if they are damaged or lost. You will be required to wash and dry your own uniforms in the facilities provided in your accommodation block. Some uniform items, such as ceremonial uniforms, will require dry cleaning at your expense. All RAN members receive a Uniform Maintenance Allowance of approximately $400 per annum to cover the maintenance of their uniforms.

27. **Meals.** You will be entitled to three meals a day at the Junior Sailors Mess at Cerberus. This is a cafeteria style dining area and meals are at set times and duration.

28. **Leave and Visitors.** Taking leave and having visitors onboard during RCT training is a privilege and not a right. You will be allowed to apply to have visitors onboard on weekends from week three of your training, on submission of a written request to Divisional Staff, provided that you are not required for duty, instruction or other service requirement. If you have family or friends that intend visiting you from interstate, it is very strongly advised that they have travel insurance and/or flexible flights.

29. If you are granted leave, your travel out of Cerberus will be limited to a distance of two hours driving time. Interstate travel will not be permitted during your RCT training, unless it is for compelling or compassionate reasons. RCTs may request approval for interstate travel through their Divisional Staff.

30. When proceeding on leave, you will need a set of neat and clean civilian attire to wear ashore. Cold weather can be expected at Cerberus from April to October. RCTs joining during this period are advised to bring warm clothing.

31. **Under 18.** RCTs under 18 require written approval from a parent or guardian before they can take overnight leave. Letters of approval (a facsimile will not be accepted) must contain the name and address of an approved sponsor with whom the RCT will be staying with. A letter from the sponsor confirming acceptance of the arrangement is also required. The relevant documentation will be provided to the nominated Next of Kin by Divisional Staff in week one of your training. RCTs Under 18 who do not have approval for overnight leave are required to return to Recruit School by 2030 on Fridays, Saturdays and Sundays.

32. **Duties.** In addition to the normal working week RCTs are required to keep duties. The duty routine (one in four) means that, regardless of weekends and public holidays, RCTs are required to work outside normal working hours one day in every four days. Leave is not permitted and visitors are not allowed when personnel are on duty.
33. **Home Comforts.** You may bring personal portable music players, laptops, tablets and/or e-readers with you to Recruit School. However, do not bring large items (such as guitars and surfboards) as they will not fit in your locker and appropriate storage is not available for them.

34. **Telephones.** Personal mobile phones are permitted to be used at limited times while at Recruit School. RCTs mobile phones must be secured in their personal baggage outside of the restricted use times. Failure to comply with these restrictions may result in disciplinary action. Pay telephones are available and personal emergency calls can be made to Divisional Staff who will relay messages to RCTs and provide support if any problems at home arise.

35. **Do Not Under Any Circumstances Bring the Following Items to Recruit School:**
   
a. knives, firearms (or their replicas) or other weapons such as crossbows, spear guns and spears;

b. illegal drugs and their associated implements (prescription drugs must be declared to Recruit School staff on arrival);

c. CB and amateur radios;

d. offensive or inappropriate material (such as pornographic magazines, posters, books, clothing, videos and DVD’s);

e. skateboards, roller-blades or scooters; and,

f. electrical extension leads, power boards or double adaptors.

36. **Private Motor Vehicles.** RCTs are not permitted to have a private motor vehicle, motorcycle or scooter onboard Cerberus until they have received formal approval to do so. This approval will not be given during the initial stages of RCT training.

**Expenses**

37. You will need some money for incidental expenses before you receive your first pay. **$200** is the recommended minimum amount to cover such items as:

   a. dry cleaning of uniforms;

   b. purchasing of toiletries and other personal hygiene items;

   c. telephone calls;

   d. washing powder, boot polish and cloths;

   e. haircuts (all haircuts are at own expense); and

   f. any other items that you may require (Annex G).

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Graduation

38. RCTs who successfully complete the GSDR course participate in a Graduation Parade which is normally held on Friday of the last week of training (week 11). RCTs will have the opportunity to invite a limited number of family or friends to view the parade which usually commences at 1000. Further details of the Graduation Parade will be sent out to RCTs nominated Next of Kin during week six of their training.

39. **Good Luck.** We look forward to welcoming you to Recruit School and guiding you through the transition from civilian to sailor.

*Original Signed By*

**DWC Clelland**
Commander, RAN
Commanding Officer
RAN Recruit School

07 Jul 15

**Annexes:**
A. Personal Information Requirements  
B. Document Check List  
C. Other Important Information to Bring  
D. Security Clearance Information Sheet  
E. Security Clearance Flow Chart  
F. RAN Fitness Test Standards and RAN Swim Test  
G. What to Bring  
H. Map of HMAS *Cerberus*

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PRE-RECRUIT SCHOOL PERSONAL INFORMATION REQUIREMENTS

Recently changes have been made in regard to the information required for the issuing of security clearances within Defence. It is understood that collating these documents may take some time, however it is essential for the issuing of a security clearance, without which, you will not be able to undertake specialist training after Recruit School.

The Australian Government Security Vetting Agency advises that even if you were born in Australia after 20 August 1986 and both your parents were born in Australia, you must still provide proof of citizenship.

RCTs will require the following personal information in order to complete the security pack;

**Parents** (‘step-parents’ are as per natural parents).
- Full Name.
- Date of Birth (DOB).
- Place of birth (should be on full birth certificate).
- Current address and dates of residence.
- Nationality and date of arrival in Australia (if applicable).

**Partner / Spouse / De Facto or Fiancée**
- Full Name.
- Birth date.
- Place of birth.

**Nationality** and date of arrival in Australia (if applicable).

**Naturalisation.** Date and place of naturalisation of subject and partner if applicable.

**Employment / Study.** Details of last ten (10) years of employment (school, university, unemployment, or travelling) including employers’ name, address, type of work done and dates of employment (eg. Oct/99-Apr/00, John’s Mega Store, Sales person, 7 Old Trafford Street, Chester, Vic). Complete the work sheet providing two referee and one previous supervisors contact details including phone number.

**Addresses.** Details of last ten (10) years addresses including dates of residence.

**Clubs / Association.** Details of any clubs or associations subject has ever been a member of, including Name of club, office held, dates of membership and reason for leaving if applicable.

**Overseas Travel.** Details of travel are to reflect passport, including stopovers (passports are not always a complete reflection of all travel undertaken). Parent’s passport to be provided if subject’s travel documented on same. You will also be required to provide details of any family members residing overseas, including address and month/year that members commenced living overseas.

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DOCUMENT CHECK LIST

Bring the following **original** documents with you to Recruit School to enable you to get a security clearance:

**Full Birth Certificates:** Extracts or deed poll certificates (if name changed) will not be accepted. Birth Certificates in any language other than English require a full official translation by a National Accreditation Authority for Translators and Interpreters (NAATI). A list of NAATI representatives can be found at [www.NAATI.com.au](http://www.NAATI.com.au)

**All Passports:** All passports ever issued or held (current or cancelled) whether issued in Australia or another country. Details of all passports issued but not in your possession should also be provided.

**Evidence of Employment:** Details of your last 10 years of employment (e.g.: pay slips, group certificate or references with official letterhead).

**Educational Certificates and/or Transcripts:** Final year certificates or most recent academic qualification.

**Marriage Certificate(s):** For all marriages if applicable or evidence of an approved Interdependent Relationship by the Senior Military Recruiting Officer of your DFRC.

**Divorce Documents for all Divorces:** Decree Nisi or Decree Absolute.

**Change of Name Certificate:** If applicable.

**Certificate of Service or Discharge:** Pertaining to service in a Defence Force of any country.

**Naturalisation Certificate:** For all nationalities held.

**Proof of Receipt of Unemployment Benefits**

**Letters of References:** Provide copies of any written references provided by previous employers, personal referees, school teachers and coaches.

**Drivers Licence**

**4 X Current Passport Style Photographs:** Standard size passport photos – The photos **must be cut** to the required size, as per the passport application. Two (2) cut photos **must be endorsed** by your guarantor before coming to Recruit School, and two (2) cut photos must be left blank. Photos must be taken within three (3) months of your enlistment date. Males are to be **clean shaven** and have a **short hairstyle.** Females are to have their hair **tied back** and both sexes are to have their hair as close to **their natural colour** as possible when the photos are taken. For those submitting paper applications, you will require your guarantor page (and photos) to be completed prior to joining. All other areas can be left blank and the required information will be provided upon joining Recruit School to enable completion of the application. Those with a current valid Australian Passport will still require the two (2) blank photos to enable you to complete and online renewal at Recruit School.

**Tax File Number (TFN).** You are required to bring your TFN with you for pay purposes. If you do not have a TFN, you need to apply for one as soon as possible.

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OTHER IMPORTANT INFORMATION YOU NEED TO BRING

Pay and Banking Details. Bank account number, branch name and BSB number (check these details with your bank before you leave). This is absolutely vital. You will be paid by an electronic transfer of funds to your nominated bank account. Therefore you will need to have your bank account details and your TFN information on your person when you arrive at Recruit School.

Full Birth Certificates for all Dependants. This includes all children under your care. Extracts will not be accepted, nor will deed poll certificates if their names have been changed. Birth Certificates in any language other than English require a full official translation.

Vaccination Records. Shortly after arrival at Recruit School and during the period of the GSDR Course, RCTs will be tested for Tuberculosis and will be vaccinated against the following diseases: Meningococcal, Meningitis C, Typhoid Fever, Hepatitis A and B, Chicken Pox (Varicella Zoster), Tetanus Poliomyelitis, Measles, Mumps, Rubella (MMR). To avoid possible complications from repeating the full dose of some vaccines, please bring with you to Recruit School any vaccination certificates or verifiable proof (such as a doctors certificate) indicating the type of vaccines that you have received and the date that you were vaccinated.

Interdependent Relationships. RCTs in an interdependent relationship (ie; a de facto relationship) who wish to have the relationship recognised by the RAN must have this approved by the Senior Military Recruiting Officer of your DFRC BEFORE your enlistment.

Education and Trade Certificates. The RAN will consider recognising any educational qualifications and trade apprenticeships and indentures you have gained prior to entry. Recognition of your qualifications could benefit your promotion prospects, so it is in your interest to bring all relevant original certificates with you. If you are in doubt as to whether or not you might qualify bring your certificates with you.

Admissible Service of Commonwealth Employees Furlough Act. Periods of continuous employment or service with Commonwealth or State authorities and British Commonwealth Armed Forces may be counted for long service leave entitlements. Evidence of such employment should be brought with you so that applications to have previous service recognised may be made whilst you are in Recruit School.
SECURITY CLEARANCE INFORMATION SHEET

Your DFRC will issue the correct security pack for your applicable trade that you will be required to complete before joining Recruit School. Candidates are to submit their Security Pack in accordance with procedures advised by your DFRC.

If you have not received or completed your Security Pack prior to enlistment day, you must bring all documentation with you to Recruit School. You should note that failure to submit all paperwork in a timely manner whilst at Recruit School may result in the withdrawal of weekend leave privileges and/or back-classing to another Division.

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SECURITY CLEARANCE FLOW CHART

These documents **MUST** be provided.

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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

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ANNEX F TO

RAN SWIM TEST REQUIREMENTS (to be conducted while wearing overalls)
- feet first entry from a suitable place more than 3 metres above the surface of the water;
- submerge and swim for 10 metres under water (without breaking the surface) facing bottom of pool;
- swim 50 metres using energy conserving ‘survival’ strokes (i.e.: breast/side stroke) within two (2) minutes; and,
- tread water for 15 minutes without your head going below the surface of the water.

RAN FITNESS TEST STANDARDS

<table>
<thead>
<tr>
<th></th>
<th>Age less than 35 yrs</th>
<th>Age 35 to 44 yrs</th>
<th>Age 45 yrs and over</th>
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<tbody>
<tr>
<td><strong>Male</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Push ups</td>
<td>25</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>Sit ups</td>
<td>25</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>2.5 km Run</td>
<td>13 min</td>
<td>15 min</td>
<td>17 min</td>
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<tr>
<td><strong>Female</strong></td>
<td></td>
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<tr>
<td>Push ups or</td>
<td>10</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Sit ups</td>
<td>25</td>
<td>20</td>
<td>15</td>
</tr>
<tr>
<td>2.5 km Run</td>
<td>15 min</td>
<td>17 min</td>
<td>19 min</td>
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<tr>
<td>Male/Female© Only from Wk 10 if failed prior PFT’s</td>
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<tr>
<td>Flexed Arm Hang</td>
<td>25 sec</td>
<td>20 sec</td>
<td>15 sec</td>
</tr>
</tbody>
</table>

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You will be issued with a Navy tracksuit which you will wear until you receive the rest of your uniform. The following is a list of suggested clothing, toiletries and other items that you will need to bring.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
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<tbody>
<tr>
<td>Suitcase or Bag</td>
<td>Suitcase / soft sided bag. <strong>MUST BE LOCKABLE</strong> to store civilian clothing. The RAN takes no responsibility for lost items.</td>
</tr>
<tr>
<td>Nightwear</td>
<td>2 piece pyjamas/nightwear/boxers &amp; T-shirt, conservative styles.</td>
</tr>
<tr>
<td>Bathrobe*</td>
<td>Lightweight/conservative style.</td>
</tr>
<tr>
<td>Rubber thongs</td>
<td>Shower footwear - Crocs/non-slip styles are suitable.</td>
</tr>
<tr>
<td>Underwear</td>
<td>A minimum of two pairs must be white or flesh-coloured cotton.</td>
</tr>
<tr>
<td>Sports Brassiere</td>
<td>Minimum of 2 - white or flesh coloured (females only)</td>
</tr>
<tr>
<td>Running Shoes</td>
<td>Appropriate sporting shoes. Skate/street/casual shoes <strong>will not suffice</strong> for PT activities.</td>
</tr>
<tr>
<td>Shoe brush*</td>
<td>For polishing shoes and boots.</td>
</tr>
<tr>
<td>Hair care</td>
<td>Hair combs / bobby pins / hair nets of your natural hair colour (females only – as required).</td>
</tr>
<tr>
<td>Sunglasses (recommended)</td>
<td>Plain black or brown frames / no adornments or obvious brand names.</td>
</tr>
<tr>
<td>Toiletries</td>
<td>As required. Allow for one month of usage.</td>
</tr>
<tr>
<td>Washing powder*</td>
<td>1 kg of washing powder is recommended.</td>
</tr>
<tr>
<td>Steam iron*</td>
<td></td>
</tr>
<tr>
<td>Ironing board*</td>
<td></td>
</tr>
<tr>
<td>Shoe polish*</td>
<td>One tin of Parade Gloss boot polish is recommended.</td>
</tr>
</tbody>
</table>

* Denotes items that might be purchased at the Recruit School Sobraon Club Canteen, however, prior purchase is recommended.

A bag containing the following items will be available for purchase for approximately $30 and will ensure you have all the necessary requirements to maintain your uniform for the initial phases of training: shoe brush, Parade Gloss boot polish, yellow polish cloth, elastic to blouse your trousers, white/black markers and coat hangers.

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