



# ROYAL AUSTRALIAN NAVY

HMAS *Creswell*

College Road, Jervis Bay ACT 2540

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E6563799

## NEW ENTRY OFFICERS' COURSE 54—JOINING INSTRUCTIONS

### Welcome

1. Congratulations on your selection to attend the Royal Australian Navy's New Entry Officers' Course (NEOC) conducted at the Royal Australian Naval College (RANC), HMAS *Creswell*. Having prepared yourself both physically and mentally for the dedication and resilience required as an officer in the modern Navy, you will be undertaking both the RAN fitness test and swim test in the first two weeks of the course. These joining instructions are provided to assist your preparations for your initial training at *Creswell*. Please take the time to read them carefully and complete all documentation as required.

2. The aim of NEOC is to impart non-specialist skills and the general military knowledge necessary for you to serve as an Officer in the Royal Australian Navy. A number of key topics covered include Leadership, Teamwork, Drill and Ceremonial, and Naval History. There is no specialist training conducted during this course. Primary Qualification training is covered in your specialist application courses after you graduate. At *Creswell*, 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.

3. *Creswell* is situated 35 km south-east of Nowra, on the NSW South Coast. It is within the Jervis Bay Territory, which is administered, on behalf of the Commonwealth, by the department of Regional Australia.

4. NEOC 54 is programmed to commence on Tuesday, 02 February 2016 and will complete on Friday, 17 June 2016. A travel day for arrival is scheduled for Monday, 01 February 2016.

### Travel

5. **Initial entry and meeting point.** If you have just been recruited to the service, Defence Force Recruiting Centres will arrange transport from your joining locality. Liaise with recruiting staff for the details that will apply to you. For those flying into Sydney, a Navy staff member will greet you in Domestic Terminal 3, carousel 1 (near Hudson's coffee shop). You will then be escorted to a service bus situated outside in the coach parking for the trip to *Creswell*.

6. **In-service members only** (paragraphs 6-8). If you are commissioning from the enlisted ranks or transferring from another service it is your responsibility to arrange your travel to coincide with Service bus departure times from Sydney airport; the meeting point will be at Domestic Terminal 3, carousel 1 (near Hudson's coffee shop). The service bus will be parked outside in the coach parking. Contact Integrated Travel Solutions on 1800 333362

(in the first instance), or alternatively the College Regulator or Course Implementation Officer (CIO) to confirm bus timings. An In-Service Course Panelling signal will be released by the CIO prior to NEOC 54 starting. This will be used to book travel coupled with a completed AE505 for posting travel.

7. If travelling to *Creswell* by car, a Minute is to be submitted to the CIO prior to the start of course requesting permission, including the registration number of the car. You are also to advise the College Regulator of your chosen means of travel to *Creswell* by telephone or email to [OITF.Creswell@defence.gov.au](mailto:OITF.Creswell@defence.gov.au). Please be advised that there will be no access to your car for the first four weeks. Parking is behind the Senior Sailors Mess along Lane Poole Road for trainees. On arrival, there is a car park behind the accommodation block which can be utilised for unloading kit.

8. You are required to join *Creswell* between 1200-1700h Monday, 01 February 2016. On arrival, officers travelling by private vehicle are to report to the main gate security guard for directions to Farncomb House. Staff will be there to direct you to your cabin.

### Arrival

9. **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. You are not to wear uniform. Further instructions on dress and grooming standards are included in Annex A.

10. **Divisions.** On arrival you will be allocated to a division. Divisions are named after historical Royal Australian Navy Officers—Clarkson, Getting, Moran, Rankin and Waller. A Divisional Officer (DO) is allocated to each group to inspire and challenge each of you. He or she is your supervisor and point of contact for matters of both a personal and professional nature throughout your training. There will be additional Initial Training Support staff during the first four weeks.

11. **College Life.** During your first week, the Head of Initial Training Leadership and Management for Navy, and Commanding Officer of *Creswell*, Captain Stephen Hussey will elaborate on what lies ahead; but in essence, your training will help you develop the qualities of leadership, loyalty, integrity, responsibility and initiative.

12. The most important factor in your overall success as a Naval Officer will be your attitude. Be conscious of the fact that you are being trained to be one of Navy's future leaders. Think about the consequences of your actions and strive to set an example for others. Leadership is based on professional knowledge and personal character. While professional knowledge is something that is taught, personal character will be developed with guidance from staff.

### Initial Training Period

13. 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.

14. **Leave.** You will not be permitted to leave *Creswell*, other than for training purposes,

during this period. Weekend leave for personnel, not required for duty, may be granted for the first time on Friday, 26 February 2016. There are no extended leave periods (other than weekends and public holidays) programmed. Leave is considered a privilege and only granted when operational and duty commitments allow. The leave system will be explained to you in more detail through the course.

15. **Contact with family.** Due to the intensive nature of this period there is little personal time, and as such 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.

16. **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.

17. **Mobile phones.** Mobile phone restrictions will apply during the first four weeks and as directed by instructional staff at other times. Your personal mobile phone will be secured during this time. Use of phones may be approved at your DO's discretion. You are to ensure that family and friends are well aware of these constraints.

18. **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**

19. This is a residential course and you are required to live onboard *Creswell*. You will have a small single cabin with a king single bed, desk, bookshelves and wardrobes. Each Division has separate male and female toilets and showers, and front loading washing machines and dryers. There is also a secure room for storage of luggage and personal effects and a small locker in each cabin.

20. You will eat all meals in the college dining room. If you have special dietary requirements, allergies or religious restrictions, please advise staff by completing the form at Annex B. 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.

### **Drugs and Alcohol**

21. The Navy has a zero tolerance policy regarding the use of non-prescribed or prohibited drugs by serving members. Use will result in disciplinary or administrative action, including probable termination of employment. Additionally, 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.

### **Management and Supervision of Minors**

22. 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. 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. Additionally, 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, Divisional Officers will contact parents or guardians of personnel under the age of 18 by either phone or email.

### Remuneration

23. **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.

24. **Tax file number.** If you do not currently have a Tax File Number, 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. The Defence salary system may take up to four weeks to activate your initial payment. It is recommended that you establish alternative financial arrangements during this period.

25. **Services.** 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. **Australian Defence Credit Union (ADCU).**
- c. **The Hub Salon.** Men's and ladies hairdressing salon run by Clint, open for hair cuts, colour services and beard trims. Telephone: 0437 267776.
- d. **Navy Canteens.** Runs a coffee and snack café.

26. **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, but 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.

27. **Recognition of Interdependent Partnerships—prior approval.** If you are in a relationship and would like to have it recognised by Defence, you will need to contact either your Recruiting Centre or the Personnel Office in your current posting locality. Defence calls this recognition an 'Interdependent Partnership' and it must be approved prior to arriving at *Creswell* and a copy of this approval must to be supplied on arrival as this may impact your pay.

### Security Clearance

28. You will undergo security clearance vetting upon joining. Processing of security clearances can take a considerable amount of time. 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 commenced your security pack at your Recruiting Centre, you are to ensure you have your complete password to access the security pack online. If you are having difficulty completing your security pack prior to joining, please seek advice from Mr Gareth Bexton on 02 4429 7937 or email [gareth.bexton1@defence.gov.au](mailto:gareth.bexton1@defence.gov.au)

### Official Passports

29. **Application.** You must complete an 'Application for an Australian Passport' prior to joining. Forms can be obtained from any Australia Post Office, or online at [www.passport.gov.au](http://www.passport.gov.au). You must bring the original documents required and the form with you. Documents can be certified on arrival and application forms must be completed in black pen only. A pre-joining checklist is at Annex D.

30. **Child passport.** Trainees under the age of 18 years of age will require a child passport application form, which you will need to have 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 arriving in *Creswell*.

### Removals, storage and housing

31. **New appointments.** Newly commissioned members may have an entitlement for their storage costs to be reimbursed in accordance with PACMAN 6.6.47 available on the internet at <http://www.defence.gov.au/dpe/pac/>. For more information, please contact Toll Transitions, Nowra on 02 4428 4400.

32. **In-service appointments.** If you are categorised as a Member Without Dependents, be aware that you are not entitled to retain a Rental Assistance property in your losing locality. Toll Transitions can however arrange for your furniture/effects to be placed in storage for the duration of NEOC. You will be expected to take delivery of these items at the time of your first posting of greater than six months.

33. If you are categorised as a Member With Dependents (Unaccompanied), whilst on course in *Creswell*, you may be entitled to some form of subsidised housing for your family. Contact Defence Housing Australia (DHA) in your area for further information.

34. Contact Toll Transitions regarding uplift and storage of personal items, and DHA for cessation of housing and accommodation, ASAP on receipt of posting notification from NPCMA. For more information, please contact Toll Transitions, Nowra, on 02 4428 4400 or 1800 819 167, your ship's registry or Customer Service Centre (CSC) in your local area.

### Physical Training and Recreation

35. **Physical fitness.** Fitness plays a large part in your success in training. You will be expected to be at the minimum standard outlined by the RAN Fitness Test and RAN swim test, listed at Annex E, because it is to these standards that we train from the first week. Therefore it is expected New Entry Officers conduct some form of personal preparation in this area prior to course as the Fitness Test will be conducted in the first week.

36. **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 contained in

Annex E. It is important you develop some competence in this area to avoid remedial training.

37. **Physical Fitness Test.** Successful completion of the Physical Fitness Test is mandatory and failure to complete within the designated time will result in removal from course and termination of employment. Your first attempt will be during week one during the Initial Training Period. Review the requirements detailed at Annex E.

38. **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.

### General Information

39. **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 recommended list of clothing and personal items is at Annex C.

40. **Religious observance.** *Creswell* 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.

41. **Computer facilities.** Once your baseline security clearance is granted, you will be able to access computer facilities and the Defence Restricted Network (DRN). 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 following computer systems prior to entry:

- a. Windows XP Environment and Microsoft Office products including Word, Excel, PowerPoint and Outlook (email)
- b. internet (Internet Explorer).

42. **Personal computers.** You may bring a personal computer. Desktops 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.

43. **USB storage devices.** For security purposes the DRN does not accept personal thumb-drive or USB mass storage devices. The insertion of an external device into a Defence computer triggers an alert which results in the use of your account being investigated and/or possibly disabled.

44. **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. You will be advised on your responsibilities as a Naval Officer regarding making comments or posting images to personal social media sites.

45. **Private motor vehicles.** Private motor vehicles and motorcycles may be brought onboard *Creswell* only once leave is granted after the Initial Training Period. This will be requested at the time through your Divisional Officer in Minute format. All 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. Motor vehicles are *not* to be parked in the car park to the rear of Farncomb House, with the exception of unloading. Cars are to be parked to the rear of the Senior Sailor's Mess along Lane Poole Road.

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

### **In-service appointees**

47. **Individual readiness.** You are to ensure that you are individually ready in all aspects prior to arrival. This includes fitness as you will be participating in the RANPFT and swim test in the first week.

48. **Medical and dental documents.** You are to ensure that you collect medical and dental documents from your previous unit's medical centre and hand them to staff on arrival. This includes your immunisation record card.

49. **Uniform.** If you have received either a full or partial Officers' uniform issue, you must bring all items and any non-availability forms (SQ45). A copy of your 'intention to appoint signal' is required by the HMAS *Albatross* clothing store to issue outstanding items. DPNUs will not be exchanged for new ones unless they are faulty, in which case this should be done prior to arriving at *Creswell*.

50. **Defence Protected Network on posting.** You must ensure your DRN account is transferred to *Creswell* via the 'Are You Being Posted' icon. Failure to do so will result in delays in establishing your account.

### **Foreign Trainees**

51. **Uniform.** You are to bring your National Ceremonial uniform for wearing during the Graduation parade.

### **Contacts**

52. Your mailing address whilst on course is:

(Your Rank and Name)  
 (Your Division Name)—NEOC 54  
 Royal Australian Naval College  
 HMAS *Creswell*, JERVIS BAY ACT 2540

53. Although you will not be permitted to carry a mobile phone, emergency messages can be relayed by staff. *Creswell* telephone numbers are 02 4429 followed by the four-digit extension number. The telephone number of your accommodation block will be advised on arrival.

### **Useful Numbers**

Defence Switchboard	1300 333 362
Head—Officer Initial Training Faculty	(02) 4429 7865
CIO—Officer Initial Training Faculty	(02) 4429 7893
Regulator—Officer Initial Training Faculty	(02) 4429 7502

Gangway (Front gate)  
Officer of the Day (OOD)

(02) 4429 7986  
0400 468 697

54. **Royal Australian Naval College (RANC).** RANC is the organisation that is responsible for the development of Junior Officers and is under the command of Captain Stephen Hussey, RAN. All staff posted to *Creswell*, both military and civilian, are committed to building and maintaining pride in our well established reputation. RANC, and the Officers Initial Training Faculty in particular, are synonymous for dedication, leading, learning and supporting our staff and trainees. We are professional, fair and conscientious; respecting our past while shaping your future through providing exemplary service.

55. For more information about the RANC, OITF and the NEOC program visit [www.navy.gov.au/ranc](http://www.navy.gov.au/ranc). This site includes information that 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](http://www.defencejobs.gov.au) For information about the local area, the Shoalhaven City Council has a web site at [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au).

56. Any further enquires about joining requirements for NEOC trainees should be directed to the OITF CIO or Regulator.



**SH Delo, MBE**  
Lieutenant Commander, RAN  
Head—Officer Initial Training Faculty

Royal Australian Naval College  
HMAS *Creswell*

Oct 2015

**Annexes:**

- A. Dress and grooming
- B. Meal and dietary requirements
- C. Recommended list of clothing and personal items
- D. NEOC pre-joining document checklist
- E. Physical training fitness standards
- F. Personal Information

**DRESS AND GROOMING****1. Grooming standards—Male**

- a. 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. A standard ‘short back and sides’ is recommended. Hairstyles must be conservative, but must not be shorter than a No 2 comb.
- b. 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.
- c. All males must be clean-shaven, as beards are not permitted during initial training.

**2. Grooming standards—Female**

- a. Hairstyles and colouring must be conservative. 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. Hair must not interfere with the correct wearing of a service hat.
- b. 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.
- c. Make up and perfume may be worn in moderation. Colourless, chip-free nail varnish is permitted.

**3. Jewellery**

- a. Males may wear the following items with uniform:
  - a. one watch—not to be ornate or brightly coloured
  - b. one wedding ring
  - c. one signet ring.
- b. Females may wear the following items with uniform:
  - a. one watch—not to be ornate or brightly coloured
  - b. wedding, engagement and eternity rings
  - c. one other ring on the right hand
  - d. one earring of a plain gold or silver stud type, no wider than 4mm in diameter or plain sleeper type of 1 cm diameter, in the lobe of each ear.
- c. Body piercing is discouraged and is prohibited during initial training. You are to remove any piercings prior to joining.

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4. **Uniforms and Civilian Attire**

- a. Uniforms will be issued to you during the first few days. You are to wear neat civilian attire as specified below until that point. Officers joining from the sailor ranks and undergraduates **will not be issued with a complete new kit**. Your local clothing store should be able to provide advice on what items of kit is required to be maintained. Only the highest standard of uniform is acceptable, and you are advised to renew worn or marked uniforms.
- b. The following minimum standard of civilian attire is required:
  - (1) **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.
  - (2) **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.

5. **Leave Dress**

- a. The minimum standard for leaving *Creswell* at any time other than for 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 also acceptable.
- b. You are required to be modestly attired in public areas or when leaving the establishment (i.e. no bare midriffs or visible underwear). Shoes are to be clean and in good repair. All footwear to leave the establishment is to be enclosed, and runners are not acceptable. All clothing is to be clean, ironed and not torn.

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**MEAL AND DIETARY INFORMATION**

1. Monday, 01 February 2016 is the designated travelling day. Lunch will not be provided at *Creswell*. The first meal available will be dinner (1800–1900h), however sandwich packs will be available as required. Ensure your travel arrangements made by your Recruiting Centre reflect lunch entitlements and dinner if you are arriving outside this period

**Dietary requirements:**

Rank: \_\_\_\_\_ Name: \_\_\_\_\_

2. Detail any special dietary requirements in the space provided below:

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3. Detail any food allergies below (i.e. nuts or gluten):

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4. Detail any religious food requirements in the space below (i.e. pork produce or fish):

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**Dietary information is to be emailed to: [OITF.Creswell@defence.gov.au](mailto:OITF.Creswell@defence.gov.au)**

**RECOMMENDED LIST OF CLOTHING AND PERSONAL ITEMS**

1. The below items 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, as this will be provided.
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. **List:**
  - a. suitable civilian evening wear (as described in Annex A)
  - b. suitable leave dress, two sets (as described in Annex A)
  - c. thongs (for showering)
  - d. two pairs of runners for PT sessions (for use outside), conservative colour and clean
  - e. black shoe polish with brush and polishing cloth
  - f. stationary with pencil case (pens, notepads, etc.)
  - g. alarm clock for post ITP
  - h. personal toiletries (to last at least four weeks)
  - i. pyjamas
  - j. it is recommended to bring a dressing gown if you have one for communal living
  - k. limited cash (\$200 maximum is recommended for security reasons)
  - l. matching coat hangers x 10
  - m. clothes brush
  - n. wrist watch
  - o. sufficient underwear for 4–5 days (min). Females should include sports bras. White underwear is required to be worn with white summer uniforms
  - p. washing powder (for front loading washing machines)
  - q. stain remover
  - r. good quality steam iron
  - s. laundry markers (black and white)
  - t. elastic garters for long white socks
  - u. for females with long hair—hair/bun nets, bobby pins, hair elastics (clear, brown or black depending on hair colour)
  - v. head torch with red light for use on field exercises
  - w. swimming goggles
  - x. thermals or equivalent can be brought for use in field exercises (not visible under a tee-shirt) if you consider that you may be cold; there is no equipment issue of thermals
  - y. hiking socks for use on field exercises with boots, black or dark blue with thin cotton socks as liners could be useful

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- z. black high ankle boots – are not mandatory to bring, but if you have an existing pair these can be used for outdoor leadership exercise use only
- aa. plastic studded boots or equivalent for sport activities if you already have them

**DOCUMENT CHECKLIST**

1. All documentation for **passports** should be the original.

REQUIREMENT	BRING WITH YOU IF HELD	COMPLETED
<b>Passport</b>	<ul style="list-style-type: none"> <li>Completed Passport application (<b>can be downloaded from <a href="http://www.passport.gov.au">www.passport.gov.au</a></b>)</li> <li>All previously issued civilian passports (<i>including foreign issued passports</i>)</li> <li>Service Passport (<i>if in-service transfer</i>)</li> <li>At least four passport photos of yourself (<i>endorsed as instructed on passport application and witnessed by the same person witnessing the passport application</i>)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Bank Account Setup</b>	<ul style="list-style-type: none"> <li>Bank name and branch address</li> <li>Account name</li> <li>BSB number</li> <li>Account number</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Tax</b>	<ul style="list-style-type: none"> <li>Tax File Number</li> </ul>	<input type="checkbox"/>
<b>Medical and Dental Documentation</b>	<ul style="list-style-type: none"> <li>Vaccination Certificate</li> <li>International Health Certificate</li> <li>Service Medical and Dental files</li> <li>Documentation relating to illnesses/injuries since undertaking entry medical assessment</li> <li>For females: records of pap smears and other gynaecological tests/procedures</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Drivers Licence</b>	<ul style="list-style-type: none"> <li>Drivers licence, proof of age card or government-issue photo identification card</li> </ul>	<input type="checkbox"/>

REQUIREMENT	BRING WITH YOU IF HELD	COMPLETED
	<ul style="list-style-type: none"> <li>Full Birth Certificate + 3 certified copies (<i>no extracts</i>)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Birth Certificate(s) of any children</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Marriage Certificate(s)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Divorce documents/Decrees</li> </ul>	<input type="checkbox"/>

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<b>Information Required for Security Clearance &amp; Personnel System (as applicable)</b>	• Change of Name Certificates	<input type="checkbox"/>
	• Naturalisation or Australian Citizenship Certificate	<input type="checkbox"/>
	• Proof of Australian Citizenship ( <i>if born on or after 20 Aug 86</i> )	<input type="checkbox"/>
	• One parent's 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"/>
	• 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"/>
	• Proof of relationship to Emergency Contact ( <i>e.g. marriage or birth certificate</i> )	<input type="checkbox"/>
• Hard copy of security pack plus access password (if already commenced)	<input type="checkbox"/>	

## 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 (e.g Survival at Sea) or the physical fitness test 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 initially within the first week of the course. The test need only be passed once in your naval career; however, the test **must** be completed to successfully graduate. 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 fitness training commencing in week two. Remedial training will be conducted from 0530-0630 Tuesday and Thursday and 1900-2000 on Wednesdays. It includes:
  - 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:
    - a. floating
    - b. slow swimming using a variety of strokes
    - c. treading water in either the horizontal or vertical position

**RAN (ANNUAL) PHYSICAL FITNESS TEST (PFT)**

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
<b>Flexed Arm Hang</b> (seconds)	25	20	15	10	25	20	15	10
<b>OR</b>								
<b>Push-ups</b> (number)	25	20	6	6	10	7	3	3
<b>Sit-ups</b> (number)	25	20	15	10	25	20	15	10
<b>2.4 km Run/Walk</b> (min/seconds)	13'00"	15'00"	17'00"	19'00"	15'00"	17'00"	19'00"	21'00"
<b>OR</b>								
<b>5km Walk</b> (min/seconds)	42'00"	44'00"	46'00"	48'00"	43'00"	45'00"	47'00"	49'00"
<b>OR</b>								
<b>500m Swim</b> (min/seconds)	12'30"	13'30"	14'30"	15'30"	13'30"	14'30"	15'30"	16'30"
<b>OR</b>								
<b>Beep Test</b> (level)	7.4	6.9	6.4	5.9	6.9	6.2	5.4	5

6. The PFT must be successfully passed to graduate. It must be passed every 12 months thereafter during your career. During your first week you will undertake the RANPFT, 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. A 'maximal' strength and cardiovascular test will be conducted during the following weeks so that staff can make a judgement of your overall level of fitness. All other tests will be conducted at the 'sub-maximal' level.

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).