

REOC Joining Instructions 02/082005/1117960/2
NRIETT/OUT/2015/10

RESERVE ENTRY OFFICERS' COURSE (REOC) – PHASE 3 01/15 – JOINING INSTRUCTIONS

Welcome

1. Welcome to the Royal Australian Navy's Reserve Entry Officers Course (REOC) – Phase 3 – Sea Pre-requisite Training, to be held at the Royal Australian Naval College, HMAS *Creswell*, Jervis Bay ACT. These joining instructions will assist you to prepare for training. **Please take the time to read them carefully.**

Aim

2. The aim of the course is to impart the skills and knowledge that meet the necessary criteria for you to render effective service as an officer, at sea, in the Royal Australian Navy Reserve (RANR). Whilst at *Creswell* you will be expected to exhibit exemplary standards of behaviour.

Travel and Arrival

3. *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, which is off the Princess Highway 14 kms south of Nowra.

4. You are to join *Creswell* by 1700 Sunday 31 May 2015. Officers travelling by private transport are to report to the Security Staff at the main gate to pick up accommodation keys. The Navy Reserve Initial Entry Team (NRIETT) will facilitate all your travel arrangements. Your course, Hunter Division – REOC PH3-01/15, is programmed to commence at 0730 Monday 1 June 2015 and complete at 1400 on Friday 12 June 2015.

Introductory Brief

5. On arrival, all trainees are to report to H-NRIETT, LCDR Helen Walker, RANR in the Wardroom Reading Room by NLT 1730. LCDR Walker will conduct a welcome address and introductory brief.

Pre Course Material

6. First Aid Pre Course Material will be distributed on arrival. Please complete prior to Monday 8 June 2015.

Course Program

7. Standard Combat Survivability will be conducted period 1-5 Jun, Survival at Sea (S@S) 8-10 Jun and First Aid Training will be conducted 10-12 Jun. Separate Joining Instructions for S@S and CS Training are attached in enclosures 1 and 2. Mandatory Annual Awareness Training (MATT) will be conducted via Campus on Wednesday evening 10 Jun and Course QC evening of Thursday 11 Jun.

Accommodation and Messing

8. Trainees will be accommodated onboard *Creswell* for the duration of the course in Collins House. Accommodation keys will be available from the Security staff at the gate on your arrival. Officers will be responsible for the cleanliness and appearance of their accommodation area whilst attending the course.

9. ALL REOC Trainees will take their meals in the Wardroom. Uniform is not required for evening meals, but appropriate civilian attire is mandatory. All purchases from the Wardroom bar and *Creswell* canteen are on a 'cash only' basis. Transit fees of \$5 per day to a maximum of \$25 are payable to the Wardroom Mess Manager. Payment receipt should be retained and presented to NRIETT for re-imburement of mess fees.

10. Meal times in the Wardroom are as follows:

	Weekdays	Weekends
Breakfast	0630-0730	0700-0900
Lunch	1200-1300 1300-1400 Friday	1100-1300
Dinner	1900-2000	1900-2000

Any special dietary requirements should be advised before joining.

Uniform Requirements

11. The following uniforms will be required:

- a. 1 set W7 – Winter non ceremonial;
- b. 1 set S6 – Informal evening dress (includes cummerbund); optional – if you wish to wear uniform to dinner;
- c. DPNU's – working dress;
- d. Raincoat
- e. Service Cap/Tricorne;
- f. Ball Cap; and
- g. Navy tracksuits, sports wear and bathers (no bikinis)

Note! Course members should ensure they bring all associated name badges, medal ribbons, rank insignia, belts etc. Navy issue backpacks should also be brought with you.

Civilian Attire

12. On occasions when uniform is not worn, the following Mess rules will apply:

Male

- Tailored trousers, tailored shirt with tie (polo shirts are not acceptable), jacket or jumper

Female

- 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, enclosed shoes, to be worn as appropriate. Thong-style shoes without back straps are not acceptable.

13. The minimum standard dress for leaving the base at any time other than for sport is: jeans, tailored pants or shorts, for females a dress or skirt (no shorter than 7cm above the

knee). Shirts or blouses are to be conservative, and to have a collar and/or sleeves. Polo shirts are acceptable provided they bear no offensive slogans and are in good condition.

14. All Naval members are required to be modestly attired in public areas (ie. No bare midriffs or visible underwear). Shoes are to be clean and in good repair. All clothing is to be clean, ironed and not torn in any way.

Regulations prohibit the wearing of DPNUs on civilian aircraft.

Toiletries

15. The Navy does not issue personal toiletries. The *Creswell* canteen stocks a variety of items such as spray starch, washing powder and toiletries; however, the availability of such items is limited. Trainees are advised to ensure they have sufficient toiletries and personal necessities for the duration of the two-week course.

Leave

16. Overnight leave is permitted when not required for instruction.

Pay

17. Upon completion of Phase 3, you will be required to complete a Reserve Attendance Diary (Form AE 126-1). Your pay will be deposited directly into your nominated bank account for pay day 02 Jul 15.

Banking and Local Facilities

18. There are limited banking facilities at *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 pre paid mobile phones. Opening hours for the Post Office are 0800-1400 Monday - Friday.

19. The Australian defence Credit Union (ADCU) has a branch at *Creswell*. Opening times are 0900-1400 Monday – Friday.

20. Nowra is a large regional centre and has a wide range of shopping, business and municipal facilities. The centres of Huskisson, Vincentia and St Georges Basin also service the area but have limited facilities. Jervis Bay Village, located outside *Creswell's* gates, has a general store/take away. **There is no public transport and taxis are very limited in the area**, private transport is the most favoured form of transport.

Recreation

21. A wide range of sports and outdoors recreational activities including sailing, surfing, fishing, swimming, tennis, kayaking, rafting, sea kayaking, golf and hiking are catered for at *Creswell*. A limited quantity and variety of equipment is available on loan. A modern, well-equipped gymnasium and indoor pool are available to all trainees.

Private Motor Vehicles

22. Cars and motor cycles may be brought into *Creswell*. Motor cars or motor cycles are to be registered, and have third party property insurance. Parking facilities are available for trainees.

23. *Creswell* has restricted speed limits (maximum 40 km/h) because large numbers of pedestrians use the roads. *Creswell* has also large numbers of wildlife which drivers need to be aware of, when driving. Many roads are too narrow to allow safe parking and are to be kept clear. "NO PARKING" areas are identified by red gutters. Officers should acquaint themselves with the regulations as soon as possible, as traffic rules are strictly enforced. Cars and Motor Cycles may be banned from *Creswell* for offences.

General Administration

24. NRIETT Office has a facsimile available, 02 44297184, for official material or matters of an urgent compassionate nature. A private facsimile service is available at the post Office.

25. Your contact address while on course is:

(Rank, Name and PMKEYS number)

REOC PH3 01/15

RANC

HMAS *Creswell*

JERVIS BAY ACT 2540

Useful Contact Numbers

26. Useful contact numbers are:

- a. HMAS *Creswell* Switch: (02) 4429 7900
- b. NRIETT; (02) 4429 7119/1800 600 206
- c. Main Gate Security: (02) 4429 7986
- d. Officer of the Day (OOD): 0400 468 697
- e. Medical Centre: (02) 4429 7843

27. If you have any queries prior to your arrival please do not hesitate to contact the NRIETT Office.

OSB

H Walker

Lieutenant Commander, RANR

Head—Naval Reserve Initial Entry Training Team

HMAS *Creswell*

03 March 2015

Enclosures:

- 1. Combat Survivability Training Joining Instructions
- 2. Survival at Sea Joining Instructions

**ENCLOSURE ONE TO
REOC PHASE 3 JI
03 MAR 15**



RAN School of Survivability & Ship Safety

TRAINING FACILITY EAST—JOINING INFORMATION

INTRODUCTION

1. Training Facility East (TF-East) is located approximately three hours south of Sydney within the bounds of Booderee National Park. Access to TF-East is via Wreck Bay Road at the eastern end of the Jervis Bay Airfield (JBAF).

2. The facility consists of four classrooms, plotting training room, three undercover training areas, trainee galley, dining hall and ablutions. The facility is equipped with the following simulation units:
 - a. Standard Fire Fighting Unit (SFFU); gas fires.
 - b. Advanced Fire Fighting Unit (AFFU); gas and diesel fires.
 - c. Helicopter Fire Fighting Unit (HFFU); gas fires.
 - d. Fire Extinguisher Training Pit (FETP); gas fire .
 - e. Static Leak Stopping and Repair Training Unit (SLSRTU), sited on a permanent seven-degree list.
 - f. Dynamic Leak Stop and Repair Training Unit (DLSRTU) hydraulically controlled to a ten-degree roll.
 - g. Command and Control Facilities; 2x Damage Control Central (DCC) and 2x Repair Base, used in conjunction with simulation units.
 - h. Simulator Control Room (SCR), control and monitoring of SFFU, AFFU, DLSRTU, FETP and monitoring of HFFU.
 - i. Mask Test Facility (MTF), live agent training (Tear Gas).
 - j. Cleansing Station, attached to MTF.

3. All administrative support, accommodation, and messing for trainees attending Combat Survivability courses at TF-East are provided by HMAS *Creswell*.

ROUTINE

4. TF-East follows the HMAS *Creswell* work routine of 0730 – 1600 daily with a 1300 secure on Friday. There may be a requirement for trainees to work after hours on some days, to conduct training and prepare for examinations.

TRANSPORT

5. **Transport Routine.** Trainees are required to use the routine daily transport service to travel to TF-East. Under **NO** circumstances are trainees permitted to bring private transport to TF-East; Parking is limited to Staff and Contractors. A bus will embark personnel from the SS/JS Mess and the Wardroom at the following times:

Mon - Thurs 0730 (return to Mess at 1600)

Friday Routine 0730 (return to Mess at 1300)

MEALS

6. Lunch is provided every day except Friday at TF-East. Personnel with special food requirements, please advise the Training Facility Manager prior to arrival. All other meals will be provided at respective messes.

UNIFORMS

7. Dress of the day is to be worn at all times (DPNUs) while not conducting practical training. All protective clothing will be provided as and when required. Trainees are to wear provided PPE (coveralls etc) and are to remove rank during all practical training.

PERSONAL CLOTHING

8. Serious injuries can result when certain synthetic materials are worn next to the skin and a trainee is exposed to excessive heat, either directly or indirectly, during practical training. To minimise the risk of serious injury to trainees at RANSSSS facilities a training policy is in place, which directs all personnel conducting CS practical training to wear cotton undergarments to act as the first protective layer of clothing. Minimum requirements for undergarments are cotton underpants/boxer shorts, singlets/t-shirts or cotton sport bra (without underwire) that are free of logos or motifs. Personnel will require their Safety Boots for the practical training in the Mask Testing Facility.

9. Due to the practical nature of training at RANSSSS Facilities personnel will require the following personal items each day:

- a. Dhobi gear (soap, Shampoo, Brush etc),
- b. Towel,
- c. Extra pairs of thick socks,
- d. Change of undergarments, and
- e. Shower thongs/shoes.

10. There will be considerable time spent in the open so suitable sun protection (provided) and headwear should be worn. Ship's baseball caps may be worn during practical training.

STATIONARY

11. Stationary is not provided, as a minimum, you will require note pad, pens, pencils, highlighter, eraser and ruler.

MEDICAL/DENTAL

12. Appointments are to be urgent nature only and are to be made through the instructor. Medical Centre hours are 0730 – 1600. The Medical Centre is manned by a Nursing Officer and Medical Staff and is located at HMAS *Creswell*; a Doctor is normally in attendance during the forenoon. Minor problems can be attended to at the morning sick parade at 0730 and the afternoon sick parade at 1300. Dental Facilities, if personnel require urgent treatment they are to contact the Medical Centre for an appointment, which means they would have to travel to HMAS *Albatross* for their appointment. The HMAS *Creswell* general inquiries ext is 97843.

MEDICAL CONDITIONS

13. Advise RANSSSS of any condition that may or will inhibit full course participation before course commencement date.

14. Those personnel with contact lenses are to bring appropriate storage containers, in case the need arises for the lenses to be removed while undertaking practical aspects of the course.

CONSUMPTION OF ALCOHOL

15. Any trainee found to be intoxicated, will result in removal from training. (Alcohol test limit is 0.00). Random Breath Tests are conducted on a regular basis at TF-East due to it been classed as a Safety Critical Area. **Alcohol is not permitted in accommodation areas, IAW HMAS *Creswell* SSO's.**

CONTACTS

16. RANSSSS Management Cell

- Course Implementation Officer 02 4429 7941
- Training Development 02 4429 7942
- Admin Support (Course Booking Enquiries) 02 9337 0377
- Fax 02 4429 7992

Training Facility East

- Training Facility Manager 02 4429 7771
- Senior Instructor (SI) 02 4429 7772
- CPO Regulator 02 4429 7744
- Fax 02 4429 7789

MOBILE PHONES:

17. Students may have mobile phones with them whilst on course. However, when under instruction in the classroom environment they are to be switched to silent or turned off. Mobile phones are not to be taken onto the fire ground or into the leak stop units at any time. Urgent messages may be left with the senior instructors at the facility.

SI TF-E: 02 4429 7772

**ENCLOSURE TWO TO
REOC PHASE 3 JI
03 MAR 15**

SURVIVAL AT SEA (S@S) – JOINING INSTRUCTIONS

Introduction

1. An initial Survival at Sea (S@S) Course (EDP 100048) will be conducted by Sea Training Platform (STP) staff at HMAS *Creswell* for personnel from REOC Phase 3 01/15 and members of Mid Career Entry Course 01/15 on 8-10 June 2015. The S@S building is located at the waterfront, past the Port Services Office.

Aim

2. The aim of the Survival at Sea Course is to instruct trainees in the practical and theoretical requirements to survive at sea in extreme circumstances in accordance with ABR 1977. This instruction will detail the timing and logistical requirements of the training.

Movements

3. Trainees will march to and from instruction: as a squad.
4. The Duty Class Leader is to report to the Survival at Sea Instructor, at the S@S Classroom by 0730 on the first day of the course.

Programme

5. The course is two days in duration, and consists of: one day of theory and one day of wet practicals, in Jervis Bay. A course program outlining specific lectures and timings will be provided to trainees on the first day of the course.

Dress

6. Dress for the course is Combat Coveralls (supplied) and sandshoes, however, DPNU's will be worn when proceeding to and from the training facility. Personnel are reminded to wear the appropriate headdress and display the correct marks of respect whilst moving around the base.
7. All personnel are to bring the following items for the wet phase of the course:
 - a. One pair of runners and socks to wear in the water;
 - b. Swimmers (no bikinis);
 - c. Towel;
 - d. PT Rig including tracksuits; and
 - e. T-Shirt

Course Outline

8. The Course is designed to take personnel out of their **CONFORT ZONE**, combining: classroom lectures, presentations, a practical phase and assessment sessions.
9. All trainees will be required to successfully complete the theory exam and all practical components of the course in varying conditions.

Course/Medical Pre requisites

10. All personnel participating in Survival at Sea are to have successfully completed the RAN Swim Test.

11. Trainees with outstanding medical conditions are to bring this to the attention of the S@S Instructor on the first day and prior to commencing instruction. Any trainee who for any other reason is unable to complete any component of the course, H-NRIETT is to be informed prior to arrival at HMAS *Creswell*. Trainees will be required to successfully ***complete all*** assessment criteria prior to be assessed as competent.

Course Co-ordinator

12. The Co-ordinator for Survival at Sea is POB Jenkins (2 I/C STP). The Survival at Sea Instructor is LSBM Anita Haywood.