



# ROYAL AUSTRALIAN NAVY

HMAS CRESWELL

College Road Jervis Bay, JBT 2540

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CRESWELL/OUT/2011/

## UNDERGRADUATE ENTRY OFFICERS' COURSE—JOINING INSTRUCTIONS

1. Congratulations on your selection to attend the Royal Australian Navy Undergraduate Entry Officers Course (UEOC) conducted at the Royal Australian Naval College (RANC), HMAS CRESWELL. These joining instructions will assist you to prepare for your initial training at CRESWELL. Please take the time to read them carefully.
2. UEOC is an introductory course to naval life delivered by the Officers' Initial Training Faculty (OITF). The aim of the course is to provide the foundational knowledge, skills and attitudes to enable you to have an appreciation of naval life and conduct yourself as a naval officer while completing your university studies.

### Arrival

3. Your UEOC course is programmed to commence at HMAS CRESWELL, situated on the NSW South Coast, 35 km southeast of Nowra on the shores of Jervis Bay.
4. Trainees are not permitted to drive to CRESWELL. The Undergraduate Liaison Officer (ULO) will arrange transport to Sydney Airport where you are to arrive at Terminal Three, QANTAS Domestic Terminal no later than 1545, on the Sunday prior to course commencement. A Navy Representative will meet you at baggage collection carousal one and accompany you on the bus trip to CRESWELL. The bus will depart the terminal at 1600. Should your flight be delayed, you should call the Point Of Contact on 0429 066706 to inform them. Dinner will be served at the Wardroom on arrival at CRESWELL at 1900.
5. Trainees are reminded that baggage limits apply on flights and they should check with the carrier on the applicable limit. A movement advice slip is at Annex A and should be completed and faxed to the N-RIETT by the Wednesday prior to course commencement. ULOs are to book return travel for trainees with the departure from Sydney airport not before 1830, on the day of departure.
6. **Introductory Brief.** On the evening of your arrival a welcome and introductory briefing will be conducted by your course officer.
7. **Initial Training Period.** The introductory training is designated as an Initial Training Period (ITP). This training is where new officers are expected to quickly adapt to Navy routines, values and signature behaviours expected of an officer in the Royal Australian Navy. Trainees are not permitted to leave CRESWELL other than for training purposes. An indicative program is at annex B.

**MOVEMENT ADVICE SLIP—UEOC**

Return to:

H-NRIETT  
HMAS CRESWELL  
JERVIS BAY ACT 2540

Facsimile: (02) 4429 7184

**Your full name:** \_\_\_\_\_

**Your daytime contact telephone number:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Your mobile phone no** \_\_\_\_\_

**I understand that I need to be at the Baggage Collection Area Carousel One, Terminal Three, QANTAS Domestic Terminal, Sydney Airport no later than 3.45pm (1545) on the Sunday prior to the course commencing.**

**YES**

**NO**

**Flight Details:**

**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**

**OTHER** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To be submitted no later than the Wednesday prior to the course commencing.**

**Accommodation, Leave and Messing**

8. UEOC is a residential course as such all trainees are required to live onboard CRESWELL. Overnight leave will not be granted until course completion 24 Jan 14. Accommodation is a mixed gender arrangement. Men and women will live in adjacent cabins and have access to separate toilet and shower facilities. Laundry facilities are available, including washing machines and dryers. A secure box room for stowage of personal effects is also available.

9. Trainees will have a small single room (cabin) with a fitted single bed, desk, bookshelves and wardrobe. Luxury personal items such as micro-stereos and laptop computers are not permitted. A small alarm clock is allowable, and advised. Trainees will be responsible for the cleanliness and appearance of the accommodation area, and maintaining the state of their cabin and communal areas to a naval standard throughout the course.

10. All UEOC trainees will have their meals in the Wardroom. Gunroom access will not be granted.

11. Meal Times in the Wardroom room are as follows:

	Weekdays
Breakfast	0630-0730
Lunch	1200-1300 1300-1400 Friday
Dinner	1900-2000

12. Special dietary requirements are to be advised to CIO OITF before joining.

**Uniforms, Civilian Attire and Personal Grooming**

13. The personal and professional standards required of you as a Naval Officer are high and must be maintained if you are to fulfil your role as a leader. Leadership is based on professional knowledge and personal character. Professional knowledge is something that will be taught at the RANC, whilst personal character must be developed with guidance from RANC staff.

14. All trainees are reminded that they are now representatives of the Navy and the Australian Defence Force and are to travel and arrive at CRESWELL in attire reflecting their position as a Naval Officer. Male Officers are required to have short hairstyles on arrival at CRESWELL. Female Officers are required to have neat hairstyles that do not interfere with the wearing of caps. Hair is to be worn above the collar, which may require a bun (with bun net). Hair accessories may include hairpins, clear, brown or black combs (depending on hair colour) to ensure hair remains tidy. Makeup is to be discrete, and nails a practical length. Nail varnish is permitted providing the same shade is used for each fingernail. Chipped nail polish is not to be worn. Colourless, neutral and shades of pink in clear, frosted, opaque or pearl lacquer are permitted. Red, grey, silver, blues, greens and other hues are not to be worn.

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Note: No outlandish hairstyles are permitted; this includes colouring or tinting of hair in extreme styles or shaven heads.

15. Jewellery for both males and females may include any of the following: a watch, wedding or signet ring and for females only, engagement rings, small plain gold or silver sleepers or studs (one set in ears only) may be worn. Body piercing is discouraged throughout the RAN however, non-visible body piercing are permissible only when not required for duty.

16. Uniforms will be issued to trainees during the first day of the course. Until then, trainees are to wear neat civilian attire as specified below. Any UEOC member who has previously received an initial kit up is required to bring **ALL** relevant summer uniforms. **Additionally, SQ45 chits for deficient items of uniform are also required to be brought.** Your local clothing store should be able to advise on what items of kit need to be maintained. Only the highest standard of uniform is acceptable, and you are advised to renew worn or marked uniforms.

17. On occasions when uniform is not worn all Undergraduate Entry Officers will require the following minimum standard of civilian attire:

- a. Men. 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.
- b. Women. Summer and Winter: 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 between 20-50mm high), or enclosed shoes are to be worn as appropriate. Thong style shoes or shoes without back straps are not acceptable.

18. 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. Casual sporting outfits for wearing in the gym or to sports events are also recommended.

19. The Navy does not issue personal toiletries or underwear. It is also advisable to bring your own iron and coat hangers. A small number of ironing boards are available within accommodation blocks and ironing boards can also be purchased locally if required. A small canteen at the CRESWELL Post Office stocks a variety of items such as spray starch, washing powder and toiletries.

### **Etiquette**

20. The practices and social conventions required of a Naval Officer are those of current well-mannered society. Some customs are more formal and some are purely naval in their application. As an officer, attention to these important aspects is necessary and junior officers 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.

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## **Pay**

21. Your salary is deposited directly to your nominated bank account each fortnight. You will need to bring some money to cover incidental expenses (eg. dry cleaning, toiletries, telephone calls) before you receive your first pay. Ensure that you have full details of your financial institution {bank, BSB number (six digits) and account number (up to nine digits)} and Tax file Number (TFN) when you join. If you do not have a bank account, you will need to open one prior to arrival at CRESWELL.

22. For those personnel without a TFN, such as school leavers, you are to apply to the Australian Taxation Office for a TFN as soon as possible. Without a TFN, an administrative delay in processing your pay may occur. This number should be brought with you to CRESWELL. Your first full pay may not occur for up to four weeks from commencement of the course or your engagement; therefore personal financial arrangements must be made prior to joining RANC.

## **Banking and Local Facilities**

23. 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 allowing for bill payments and recharge vouchers for prepaid mobile phones. The opening hours for the post office are 0800-1400 Mon, Tue, Wed, Fri and 0800-1600 Thu. There is also an Australian Defence Credit Union Office located next to the Post Office.

## **Physical Training**

24. UEOCs will be required to participate in College sport and Early Morning Activity (EMA). UEOC will also undertake a RAN physical fitness test and swimming test whilst on course.

## **Drugs and Alcohol**

25. The use of non-prescribed or prohibited drugs by any serving member of the RAN is forbidden and considered a serious service offence that will result in disciplinary action. Documentation indicating any illness or drugs prescribed should be brought with you on joining and forwarded to medical staff.

## **Visitors**

26. You should note that during UEOC 01/14, there will be no time in which to have visitors.

**General Administration**

27. A facsimile machine in RANC (Gelong House), (02) 4429 7184, is available for official material or matters of an urgent compassionate nature. A private facsimile service is currently available at the Post Office.

28. Trainees must utilise their own mobile phone for personal phone calls. As trainees are often undergoing instruction from Monday–Friday, incoming calls should be limited to between 1700–2200. Trainees are to note that use of mobile phones is at the discretion of the course officer and may not be granted. In an emergency, messages can be relayed to trainees.

**29. Useful contact numbers:**

JB Area Defence Switch: (02) 4424 1211  
HMAS CRESWELL Switch: (02) 4429 7900  
OITF Regulating Office: (02) 4429 7502  
Main Gate: (02) 4429 7986

30. If you have any queries prior to your arrival do not hesitate to contact the CIO OITF, on (02) 4429 7893, during working hours.

**S. DELO**

Lieutenant Commander, RAN  
Head—Officer Initial Training Faculty  
HMAS CRESWELL

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**Annexes:**

- A. Movement advice slip.
- B. Indicative RANC ITP routines.
- C. Recommended clothing and personal items.

**INDICATIVE RANC ITP ROUTINES—UEOC**

This or a similar routine will be in place during UEOC.

**ITP Daily Routine — Monday to Friday**

0545	Call the Hands (Wakey Wakey)
0600 – 0645	Early Morning Activity (PT Staff)
0645 – 0730	Breakfast, Sick Parade
0750	Fall-in Both Watches – roadway adjacent to Ships Bell
0800	Colours
0805 – 0955	Instruction
0955 – 1005	Stand Easy
1005 – 1155	Instruction
1200 – 1240	Lunch
1245	Fall-in Both Watches – roadway adjacent to Ship’s Bell
1300 – 1555	Instruction
1615 – 1730	Dog Watch Activity
1800 – 1845	Dinner
1900	Evening Rounds
1930 – 2200	Divisional Activity
2230	Pipe Down

**RECOMMENDED CIVILIAN CLOTHING AND PERSONAL ITEMS**

- Suitable civilian evening wear (as described previously).
- Suitable leave clothing (as described previously).
- Thongs (footwear for showering) and towel.
- \$70.00 for incidentals.
- Black shoe polish (Kiwi Parade Gloss & Nugget) and white shoe polish.
- Alarm clock.
- Personal toiletries.
- Wristwatch.
- Sufficient underwear for 5 days.
- Washing powder.
- Iron (optional).
- Laundry marker (black and white).
- PT Rig (shorts, socks and plain T-Shirt).
- Swimming costume (male – speedos; female - one piece).
- Elastic garters for long socks.
- Sports water bottle (plain).
- For females with long hair - hairnets, bobby pins, hair elastics (clear, brown or black depending on hair colour).
- Stationery.
- Own running shoes - must be clean and undamaged.