2011/1188130

WARRANT OFFICER AND SENIOR SAILOR ENTRY OFFICERS COURSE 01/14

Welcome

1. Congratulations on your selection to attend the Royal Australian Navy’s Warrant Officer and Senior Sailor Entry Officers’ Course (WOSSEOC), conducted at the Royal Australian Naval College (RANC), HMAS Creswell. Please take the time to read the joining instructions carefully.

2. The aim of the course is to impart the non-specialist skills and knowledge necessary for you to render effective service as an officer in the RAN. At Creswell you will be expected to develop these skills and exhibit exemplary standards of behaviour and dress at all times.

Ethos

3. This course marks the commencement of your transition into service as a commissioned officer in the RAN. You will be provided with the opportunity through presentations and discussions to understand the challenges with respect to your future roles and responsibilities. Key topics of discussion include ethics, leadership, command and the divisional system—a mess dinner also introduces you to the social aspects and ethos of Wardroom life. All aspects of mess dinner planning will be undertaken by course participants with assistance from your Course Officer and Mess President. Rig for the mess dinner will be Red Sea Rig.

Arrival

4. Your course, WOSSEOC 01/14, is programmed to commence on Mon, 26 May 14 and complete on Fri, 06 Jun 14.

5. Creswell is situated on the NSW South Coast, 35 km south-east of Nowra on the shores of Jervis Bay. Access is via Jervis Bay Road located approximately 14 km south of Nowra on the Princes Highway. Public transport is extremely limited.

6. You are required to join Creswell NLT 1700 h Sun, 25 May 14. On arrival, officers travelling by private vehicle are to report to the main gate security guard for directions to the Ward Room. Those travelling by air are to book transport with the ‘Shoalhaven Shuttle’ which will collect you from the airport and transport you to Creswell. The contact number for the Shoalhaven Shuttle is (02) 4422 5006.

7. Introductory Briefing. On the evening of your arrival a welcome brief will be conducted by your Course Officer in the Gunroom Reading Room located on the ground floor of Cerberus House, at 1900 h for the completion of remaining pre-course administration. You
should, as such, be dressed in appropriate civilian attire commensurate to you position as a naval officer. Additional briefings on course content and programming will occur in the classroom on the first day of the course.

Presentations

8. You will be expected to conduct a presentation on the Navy Strategic Plan during the first week on course. This brief should be of no more than 10 minutes duration and it is recommended that it be completed prior to arrival. If you wish to choose a different topic as a result of recent professional experience but related to the Navy Strategic Plan you may do so. Templates and examples of presentations can be found at: http://intranet.defence.gov.au/navyweb/sites/BrandNavy/comweb.asp?page=121616&Title=Templates

9. Additionally, course participants are to prepare an oral brief covering interesting and notable facts about yourself and your career. This brief will also be delivered early in the course. The POC for briefing requirements SBLT Jan Crick (contact details are noted in paragraph 26).

Accommodation and Messing

10. WOSSEOC is a residential course and all trainees are required to live onboard Creswell. All course participants are to pick up room keys from the Ward Room upon arrival. Meals will be taken in the Ward Room for the course duration and your recreation and bar area will be the Wardroom. You will be liable for a Wardroom mess fee contribution on arrival, which can be reimbursed through your parent unit. Additionally, all purchases are on a cash only basis for the duration of your course.

11. Minimum standards of dress apply for the Wardroom. An outline of dress standards can be found at Annex A.

Uniform Requirements

12. Uniform requirements for the course are:

a. W12 - DPNUs
b. W7
c. Red Sea Rig

13. Shoulder boards and slides should be drawn through local clothing stores prior to arrival. The nearest clothing store to Creswell is at HMAS Albatross.

14. Where there are deficiencies in kit up, a signed original SQ45—Non Availability of Items, should be produced. Please inform the Course Officer via email prior to joining if this is the case. Time will be made available during the course to resolve any uniform deficiencies in exceptional circumstances. The minimum uniforms required during the course can be found at Annex B.
UNCLASSIFIED

General Administration

15. **Civilian Clothing Standard.** The minimum standard for leaving or entering the base at any time, other than for sport, is dress jeans (no tears, fraying on bottom of the leg, one colour-no fading), trousers or smart casual shorts. A belt is to be worn where belt loops are provided. Shirts or blouses are to be conservative and with a collar. Polo shirts are acceptable provided they bear no offensive slogans; a small logo is acceptable. Footwear is to be leather shoes or as a minimum “sketcher” type shoes or boat shoes with shorts. Females may also choose to wear a dress or skirt (no shorter than 7cm above the knee).

16. **Leave.** Overnight and weekend leave may be approved when members are not required for instruction.

17. **Computer facilities.** Computer facilities are provided for participants; however, if you own a portable lap top computer it may be to your advantage to bring it.

18. **Banking facilities.** 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:

   a. Mon–Wed and Fri, 0800–1400
   b. Thu, 0800 – 1600

19. The Australian Defence Credit Union located at Creswell operates the following hours:

   a. Mon–Wed, 0930–1300
   b. Thu, 0930–1500
   c. Fri, 0930–1330

20. The Post Office and Australian Defence Credit Union are situated at ‘The Hub’; along with a hairdressers and coffee shop.

21. **Local facilities.** Nowra is a regional centre and has a range of shopping, business and municipal facilities. The nearby townships 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, 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.

22. **Physical training and recreation.** A wide range of sports and outdoor recreational activities including sailing, surfing, fishing, swimming, tennis, rafting, sea kayaking and hiking are catered for at Creswell. A limited quantity and variety of equipment is available for loan. In addition, Creswell has a modern, well-equipped gymnasium and swimming pool available to all participants.

23. **Private motor vehicles.** Cars and motorcycles may be brought into Creswell. Parking facilities are available however are limited, not covered, and vehicles may suffer from corrosion. Parking is provided behind the Senior Sailors mess along Lane Poole Road.
24. The speed limit onboard *Creswell* is 25 km/h. Pedestrians and/or formed squads have right of way at all times. Many roads are too narrow to allow safe car parking and are to be kept clear. “No Parking” areas are clearly identified by red painted gutters.

25. A facsimile machine in Cerberus House is available for official material or matters of an urgent personal nature; please see SBLT Jan Crick. A private facsimile service is currently available at the Post Office.

**Useful Numbers**

<table>
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<th>Service</th>
<th>Number</th>
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<tbody>
<tr>
<td>Defence Switchboard</td>
<td>1300 333 362</td>
</tr>
<tr>
<td>Head—Officer Initial Training Faculty</td>
<td>(02) 4429 7865</td>
</tr>
<tr>
<td>CIO—Officer Initial Training Faculty</td>
<td>(02) 4429 7893</td>
</tr>
<tr>
<td>Gangway (Front gate)</td>
<td>(02) 4429 7986</td>
</tr>
<tr>
<td>Officer of the Day (OOD)</td>
<td>0400 468 697</td>
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26. If you have any queries regarding your nomination for WOSSEOC prior to your arrival my POC is SBLT Jan Crick, available during working hours on (02) 4429 7893 or email janet.crick@defence.gov.au Her office is situated on the first floor of Cerberus House.

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

Royal Australian Naval College  
HMAS *Creswell*

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** ANNEXES:**

A. Wardroom Dress Standards
B. Uniform requirements
WARDROOM DRESS STANDARDS

1. Officers and their guests have an obligation to set a good example in dress at all times. The dress rules have been designed to preserve high standards in terms of societal norms, while permitting a degree of freedom and comfort and avoiding an overly restrictive dress code (which may result in officers avoiding the use of the Wardroom). Officers are responsible for their guests, and therefore are expected to advise their guests of the relevant dress standards to avoid embarrassment.

2. Personnel arriving after driving some distance may enter the Mess wearing casual ‘driving attire’ for the purpose of posting-in and gaining access to accommodation. These personnel are not to linger, but are to retire and change into clothes of the appropriate standard.

3. Off-duty Officers may wear civilian clothes. The Mess President, or in their absence, the Senior Officer present, will arbitrate on the matter of dress suitability.

4. The Mess President may vary (increase or relax) the dress requirements to fit the theme of a particular Mess function. Sports rig may be worn in the Mess for approximately one hour after an organised sporting event and can be worn by individuals after recreational activity, and only for the purpose of buying a drink from the bar. Personnel are not to linger at the bar and beverages purchased are to be consumed in the beer garden section of the Mess. Sports rig is not permitted after 1900h.

5. All Officers wearing civilian clothes are to excuse their rig to the XO (if in uniform) or, in the XO’s absence, to the most Senior Officer in uniform. The wearing of civilian clothes must be appropriate to the occasion, the time of day and season. The following minimum dress standards apply in the Wardroom anteroom, Blue Room, bar area, dining room, beer garden and games room.

   a. Summer Day (up to 1900h) – dress of the day or tailored trousers (not denim) and tailored shirt or clean pressed polo shirt. Depending on the type of civilian shirt, the shirt needn’t be tucked in, if so designed. Tailored shorts may also be worn. Neat casual footwear may be worn with shorts. This includes such footwear as boat shoes, sandals with heel straps, ladies dress sandals, smart lace up sneaker style shoes (e.g. Sketchers); but excludes running shoes, ‘crocs’ and thongs.

   b. Summer Evening (after 1900h) – S6 or tailored trousers and tailored shirt. Depending on the type of civilian shirt, the shirt needn’t be tucked in, if so designed. Dress shoes (including dress sandals for ladies).

   c. Winter Day (up to 1900h) - dress of the day (including W6) or tailored trousers and tailored shirt. Depending on the type of civilian shirt, the shirt needn’t be tucked in, if so designed. Dress shoes (including dress sandals for ladies).

   d. Winter Evening (after 1900h) – W3, S6 or tailored trousers with tailored long sleeve shirt. Depending on the type of civilian shirt, the shirt needn’t be tucked in, if so designed. Dress shoes (including dress sandals for ladies).
e. Jacket and tie are optional with civilian dress.

f. Female members and guests should comply with the spirit of the above male dress standards. Hosiery is optional.

g. When DPNU (or DPCU for other services) is dress of the day, it may be worn up to 1900h. DPNU is not an appropriate dress for Dinner unless the wearer is still working and is required to be in working dress (e.g. the OOD).

h. Jeans are not to be worn in the mess except at weekends (from 1300h Friday—0730h Monday). They are to be clean and well-maintained (i.e. not ripped, and un-hemmed). Collared Polo shirts may also be worn on these occasions (but not T-shirts). Jeans may be authorised by the Mess President for special occasions e.g. Jeans for Genes Day. This will be the exception and not the rule.

6. Clean service working dress (for example, S/W9, DPNU and flying suits) may be worn to breakfast and lunch. On occasions when visitors in this attire (such as Sea Training Group) arrive late the OOD or Mess President may use their discretion in allowing the wearing of working rig to dinner.

7. Working clothes, work overalls, tracksuits, T-shirts, sandshoes and thongs are not appropriate for general wear in public rooms in the Mess, excepting that sports rig may be worn in the Mess for one hour after an organised event. Sports rig is not permitted after 1900h.

8. Day working dress is not permitted in the Mess after 1900h, except as specified previously with regard to DPNU. Uniform of the day is to be worn in the Mess by the Officer of the Day at all times and, except in special circumstances, by other officers during normal working hours. All Officers are entitled to wear W3’s (after 1800) in Winter and S6’s in Summer. ABR 81 provides further guidelines.

9. These dress standards should be met, unless the Mess President approves an alternate dress code, e.g. for a particular themed function.
UNIFORM REQUIREMENTS

1. Minimum Uniform requirements for WOSSEOC are:
   a. S8 – Normal dress of the day at Creswell on Mon – Wed
   b. Red Sea Rig – for Mess Dinner
   c. DPNU – dress of the day on Thu – Fri
   d. Appropriate sports attire (civilian)