

LIET S1 Joining Instructions
RLSEF/OUT/2015/024

JOINING INSTRUCTIONS - LATERAL INITIAL ENTRY COURSE (LIET) - 03/15

Welcome

1. Congratulations on your selection to attend the Lateral Initial Entry Course (LIET) conducted at the Royal Australian Naval College (RANC), HMAS *Creswell*, Jervis Bay. Your administering department will be the Reserve Lateral and Specialist Entry Faculty (RLSEF). These joining instructions will assist you to prepare for your initial training at *Creswell*.

Please take the time to read them carefully.

Aim

2. The aim of the course is to provide Royal Australian Navy (RAN) specific skills and knowledge necessary for you to render effective service as an officer or sailor in the RAN. You will be given essential training regarding policy and legislation for leaders and managers, that when combined with your previous experience, will assist with your assimilation into your role in the RAN.

Arrival

3. Your course, LIET 03/15 is programmed to commence on Monday 03 Aug 2015 and conclude on Friday 28 Aug 2015.

4. *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, off the Princess Highway 14 kms south of Nowra.

5. A movement advice slip is at Annex A and **MUST** be faxed or emailed to RLSEF **ASAP**, indicating your mode of travel to *Creswell* i.e. flying or self drive. The movement advice slip enables RLSEF to collate a list of personnel who will be arriving at Sydney Airport. RLSEF contact details are PH: (02) 4429 7119 or 1800 600206, Fax: (02) 44297184, email: rlsef.navy@defence.gov.au.

Travel and Joining

6. **Travel Bookings.** All members are entitled to travel. Individuals are to book training travel to and from the course through Integrated Travel Solutions – Townsville (ITS-T) using Student Booking request Form (SBR) AD 428 in accordance with the Panelling Signal. Contact details: Email: tyl.its@defence.gov.au (preferred), Tel 1800 333 362 (1800 DEFENCE), Fax: (07) 4411 3222, Signal Address: ITS-T. ***The Defence Travel Card is not to be used for any trainee travel.***

7. Students that are removed or withdrawn from course after receiving any travel funding will be individually responsible for contacting ITS-T and repaying any amounts.

8. Course members are to meet their Course Officer, LEUT Evan Cunningham, RANR at 0730 Monday 03 Aug 2015 in Classroom Feldt in Building 101. A map of *Creswell* is available at:

http://intranet.defence.gov.au/navyweb/sites/HMASCRESWELL/docs/Creswell_Interactive_Map.pdf

Prerequisite training and fitness

9. All members are also to complete the attached Annex B and C advice slips and forward same to RLSEF Fax: (02) 44297184 or email: rlsef.navy@defence.gov.au.

10. Combat Survivability (CS) is a mandatory component within the RAN. Personnel entering the RAN via the lateral entry program are to be managed on an individual basis by NPCMA as appropriate. Applications for RPL for CS are to be forwarded to the OIC RANSSSS for consideration/ processing. Reference for RPL is ABR 27 Vol 1 Chap 6 RAN Training Policy Manual. RPL for CS is available at:
<http://intranet.defence.gov.au/navyweb/sites/TAMW/comweb.asp?page=118731&Title=Workplace%20Instructions>

Royal Australian Naval College

11. The RANC forms the major part of *Creswell*, a shore establishment of the RAN. The RANC is under the command of the Commanding Officer, HMAS *Creswell*, Captain Stephen Hussey, RAN.

12. You can find out more about RANC from our Navy Internet web site at <http://intranet.defence.gov.au/navyweb/sites/HMASCreswell/ComWeb.asp?page=89430>. This site includes information that may assist you in understanding what to expect, including frequently asked questions. Serving members may access the intranet site located at: <http://intranet.defence.gov.au/navyweb/sites/hmascreswell>. For more information about the local area, the Shoalhaven City Council has a web site at www.shoalhaven.nsw.gov.au.

Dress and Uniform Requirements

13. Dress of the Day whilst on course will be DPNUs. If no RAN uniforms have been issued, members are to wear neat civilian attire with closed shoes.

14. S/W6 (Informal Evening Dress/ Winter Day Dress) and S/W7 (Summer Non Ceremonial Day Dress/ Winter Non Ceremonial Day Dress) may be required during the course so ensure you bring a set of each.

15. If required, uniform kit up will be facilitated during the course. Personnel, who have not received their full RAN kit issue, are to bring any SQ045 (*Advice of Non-Availability of Exchange Clothing/Badges Chits*) with them.

16. **Wardroom Standards.** Dress requirements for the Wardroom can be found in the Mess Rules at *Creswell* intranet website, under Base Information>Mess Facilities>Wardroom. Of note, jeans may only be worn in the Wardroom on weekends (from 1300 Friday – 0730 Monday). Members in civilian attire are expected to ‘excuse their rig’ to mess President, or the most Senior Officer present.

17. On weekends and public holidays the minimum standard of dress after 1900 is jeans and a collared shirt. Prior to 1900 relaxed dress – e.g. shorts, neat and tidy jeans and collared shirt may be worn in public rooms. “Weekends” are from Friday, 1300 – Monday, 0730, and include public holidays if applicable. Sports rig may be worn in the Mess for approximately one hour after the event however, sports rig is not permitted after 1900.

18. **Senior and Junior Sailor Mess Standards.** Dress requirements for the Senior and Junior Sailor Messes are neat casual. Sports rig may be worn in the Mess for approximately one hour after the event however, sports rig is not permitted after 1900.

19. **Accommodation Keys.** Accommodation Keys are available from the Accommodation Cell Monday to Thursday, 0730 – 1600 and Friday, 0700 - 1300, at all other times keys are available from the Security Guard at the *Creswell* Gangway.

20. Trainees are to ensure they safeguard their keys. Keys are to be returned to accommodation cell as per times above in para 17 or security at the gangway on departure.

21. **ID Cards.** You will be required to present your Defence Force ID Card on arrival at the *Creswell* Gangway. ID Cards are to be worn at all times and visible whilst in *Creswell*.

Drugs

22. The Navy has a zero tolerance policy in regards to the use of non-prescribed or prohibited drugs by any serving member of the RAN. The use of such drugs will result in administrative and disciplinary action in accordance with the Defence Force Discipline Act (DFDA). Random Drug and Alcohol testing is conducted on a regular basis in *Creswell*.

Religious Observance

23. *Creswell* has a resident Chaplain. Religious services are held each Sunday. Details can be obtained from your Course Officer on arrival.

Workplace Behaviours

24. Workplace behaviours encompass the concept of fair treatment and inclusiveness. Everyone should be given the opportunity to make the most of their talents and abilities. An equitable and diverse environment will be achieved through the application of such principles as: recognising that all people are different and valuing their differences, treating each other with respect and dignity and using the different contributions that people can make to the team.

Banking and Local Facilities

25. There are banking facilities in *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 Messes. Recharge vouchers for prepaid mobile phones are also available. The opening hours for the Post Office are 0900 – 1400 Monday – Friday. The Australian Defence Credit Union has a branch in *Creswell*, with opening hours 0900 – 1400 Monday – Friday.

26. There is a canteen on base, run by Navy Canteens, where beverages and food can be purchased. Navy merchandise is also available for purchase. The opening hours for the canteen are 0700 – 1530 Monday – Thursday and 0700 – 1230 Friday.

Computer Facilities.

27. If bringing personal laptops, be aware there is no Wi-Fi available and you must bring your own Wi-Fi modem.

28. DRN terminals are available in Training North and top deck Geelong House.

Private Motor Vehicles

29. Cars and motorcycles may be brought onto *Creswell*. Cars or motorcycles are to have relevant state registration, and third party property insurance. Parking facilities are available for trainees. Car parks are not covered, and as they are situated close to the ocean will be exposed to coastal environmental conditions.

30. *Creswell* has restricted speed limits of 40 kph and 25 kph. *Creswell* has large number 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 defined by red painted gutters. Personnel should acquaint themselves with these regulations as soon as possible, as

traffic rules are strictly enforced. Cars and Motorcycles may be banned from *Creswell* for offences. All formed marching troops have right of way on all roads within *Creswell*.

General Administration

31. The FAX at RLSEF (Cerberus House), (02) 44297184, is available for official material or matters of an urgent nature.

Your contact address while on course is:

(Rank, name)

LIET S1 03/15

C/- RLSEF

HMAS *Creswell*

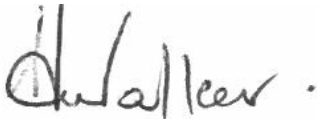
Jervis Bay Territory, ACT 2540

Useful contact numbers

32. If you are needed to be contacted urgently during instruction hours a message can be left at the RLSEF Office 1800 600 206.

HMAS <i>Creswell</i> Switch	02 4429 7994	
H-RLSEF	02 4429 7183	M: 0404310698
2 I/C RLSEF	02 4429 7141	
RLSEF Office	1800 600 206	
Course Officer	02 44297575	
Main Gate	02 4429 7986	
Officer of the Day (OOD)	0400 468 697	

33. My point of contact is your course officer, LEUT Evan Cunningham; tel: (02) 44 297575 or email: evan.cunningham@defence.gov.au.



HM Walker

LCDR, RANR

Head—Reserve Lateral and Specialist Entry Faculty

HMAS *Creswell*

12 Jun 15

Annexes:

- A. Movement Advice Slip
- B. Physical Training
- C. LIET—On Line Training Requirement

LIET - JOINING INSTRUCTION RECEIPT AND MOVEMENT ADVICE SLIP

Return Annex A, B & C ASAP to:

Facsimile: 02 44297184

OR Copy/Paste completed pages into an email, and send to: rlsef.navy@defence.gov.au

Your Full Name:

Your Daytime contact telephone number:

Your Mobile telephone number:

Your email address:

Travel Details

Mode of Transport:

Flight Details Forward Leg:.....

Flight Details Return Leg:.....

PMV Details

Rego Number:.....

Make/Model:.....

CC's or Engine Capacity:.....

Special Dietary requirements:.....

I have received my LIET Joining Instructions and I acknowledge that I have read and understood my requirements. In the event that I am unable to attend the course, I shall notify the Course Officer as soon as possible.

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Signature

.....

Date

PHYSICAL TRAINING

Introduction

1. Physical training is an integral part of life in the RAN. **In the first week of training you will undertake the RAN Swim test and RAN Physical Fitness Test (PFT).** Both tests are designed to be sub-maximal: that is they should be passed with minimal preparation and effort.

RAN Swim test

2. All New Entry personnel complete the RAN Swim Test.

3. The swim test is to be carried out in a swimming pool or in a suitable area of the ocean. Trainees are to be dressed in DPNU's or Combat Coveralls. The swim test includes the following elements:

- Enter the water feet first from a suitable place, with a height of no less than 2 metres, to simulate 'abandon ship'
- Plunge and swim for 10 metres under water – to simulate an escape from a sinking vessel surrounded by oil
- Swim 50 metres to escape from a simulated danger situation utilising any survival stroke within 2 minutes
- Spend 15 minutes in deep water, where the trainees are unable to touch the bottom. During which time the following techniques must be demonstrated:
 - Floating
 - Slow swimming using a variety of strokes
 - Treading water in either the horizontal or vertical positions

RAN Physical Fitness test

4. The RAN Physical Fitness test must be completed to successfully graduate from the course and then on an annual basis to maintain currency.

Body Mass Index (BMI)

5. All personnel undertaking the RANPFT are required to have their BMI checked. Personnel who think or know they will be over BMI of 30 are to arrange a medical and obtain TM101 stating 'Fit to undertake RANPFT' prior to course commencement.

Recommended Physical Standards

6. To ensure that you will not be left behind in any physical aspect, it is recommended that you reach a sufficient level of fitness prior to your first day at the RANC. It is suggested that you should be able to competently perform the following fitness standards.

7. The components of the test are:

- **Flexed arm hang or push ups.** This tests a member's upper body strength and endurance, which reflects their ability to carry loads and support their own body weight. Both male and female members are expected to complete either the flexed arm hang or push ups with hands and toes only in contact with the ground.
- **Sit Ups.** This tests a member's abdominal muscle strength and endurance which reflects their ability to lift and carry loads, flexibility and general muscle fitness. Adequate abdominal fitness reduces the risk of back injury.
- **Aerobic/cardio vascular.** This test consists of a 2.4 km run/walk, or 5 km walk, or 500 metre swim or 20 metre shuttle run and reflects a member's ability to sustain physical activity. Treadmills or other machines are not to be used to assess this component of the test. Aerobically fit members acclimatise to hot weather environments more rapidly and are less likely to mentally or physically fatigue in combat duties. Where a member has an injury that prevents them undertaking the run/walk or walk component, they are to undertake the 500 metre swim, providing a MO confirms there is no restriction on the member attempting this component.

RAN MINIMUM PHYSICAL FITNESS STANDARDS 1

Component/Age	Male				Female			
	< 35	35-44	45 - 54	>55	< 35	35-44	45 - 54	>55
Flexed arm hang (seconds)	25	20	15	10	25	20	15	10
or								
Push-ups (number)	25	20	6	6	10	7	3	3
Situps (number)	25	20	15	10	25	20	15	10
2.4km Run (min/sec)	13'00"	15'00"	17'00"	19'00"	15'00"	17'00"	19'00"	21'00"
5km walk (min/sec)	42'00"	44'00"	46'00"	48'00"	43'00"	45'00"	47'00"	49'00"
500m swim (min/sec)	12'30"	13'30"	14'30"	15'30"	13'30"	14'30"	15'30"	16'30"
Beep Test	7.4	6.10.	6.4	5.9	6.9	6.2	5.4	5.0.

Due to requirements of the Course, a minimum medical standard of MEC201/J21 is required for course participants. Course participants are to be compliant in physical fitness and medical components of Individual Readiness for the duration of the course.

I acknowledge the Course PFT and Medical requirements. Select one of the following:

I am able to meet the minimum physical and medical requirements.

Or

I am not able to meet the minimum physical and medical requirements, and will apply to H-RLSEF through Course Officer for a waiver to attend the course—NLT two weeks prior to course commencement.

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Signature

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Date

**ANNEX C TO
LIET 03/15 JI
12 JUN 15**

LIET—ON LINE TRAINING REQUIREMENT There is a requirement to have completed on-line training via CAMPUS prior to attending HMAS *Creswell*. These courses are listed in the following table:

Title	Campus Code	Completed Date
Ethics and Fraud Awareness eLearning	00007611	
Security Awareness (Mandatory) eLearning	00007791	
Workplace Behaviour Mandatory Awareness	00007351	
Alcohol, Tobacco and Other Drugs in the ADF	00008891	
Suicide Awareness in the ADF	00009012	
Australian Privacy Principles eAssessment	00007392	
Mortuary Affairs Level 1 Assessment	00006968	
Sentinel Fundamentals	00008072	