



Maritime Trade Operations

- Reserve Some people coordinate meetings. Some people coordinate companies. Here, you can coordinate the ships at sea.

Job Details

The main role of Maritime Trade Operations is to provide a liaison capability between the Royal Australian Navy/Australian Defence Force and the Australian maritime industry in order to facilitate the protection of maritime trade.

Maritime Trade Operations is the Primary Qualification of specialists that perform this role.

The training and employment of Maritime Trade Operations Officers is managed on a national basis through Fleet Headquarters in Sydney. Local coordinators in each State/Territory oversee administration, on-going project work and local training activities. Employment on operations and exercises is likely to involve interstate travel to supplement the staffing of Headquarters and to liaise with the maritime industry wherever required.

For details on the education and vocational prerequisites necessary to apply for Maritime Trade Operations refer to the [Education Requirements](#).

Note: This is a *Reserve only* qualification and transfer to the Permanent Navy is not available.

Entry

Officer entry to the Naval Reserve is open to suitably qualified civilians with or without previous service in the Australian Defence Force (ADF). Those with previous service in a component of the ADF or the Defence Force of another country will be processed in a similar manner to civilian applicants but may be offered a rank and seniority consistent with the last rank held.

Attendance Requirement

Following your Initial Training and as a trained member of the Active Naval Reserve, you are required to serve a minimum of 20 days per year to remain effective and you may work up to 200 days per financial year in approved positions.

Unlike the Army and Air Force that set aside specific days for meeting minimum attendance requirement, in the Navy you will primarily be employed within your Category (specialisation) in a Funded Reserve Commitment (FRC) position. There are additional employment opportunities available in FRC positions outside your specialisation, in project work or Permanent Navy vacancies although this is not to be expected or guaranteed. This means that you will contribute to Navy capability rather than just 'doing a job.' You will be assisted to find work by either your category sponsor or through advertising material provided to Reserves on a weekly basis.

Reserve personnel may volunteer for a period of full-time service with the Permanent Navy in vacant permanent Navy positions, provided the member's skill sets and services are required.

Further information on part-time ADF careers can be found by accessing the [Defence Reserves Support Council website](#).

The Council promotes the benefits of Reserve service by establishing partnerships with the community and employers.

Pay & Allowances

Members of the Reserve on part-time service are paid at a daily rate of pay which is tax-free.

While undergoing Initial Officer Training non-degree qualified trainees receive \$85.19 a day and degree qualified trainees receive \$96.55.

Daily rates of pay for commissioned Reserve Force Officers commence at \$130.56.

In addition to your salary, a Service Allowance of \$11.72 per day is payable to compensate for the unique demands of Reserve Service.

Your salary will continue to increase based on your rank and the number of years of service completed in that rank. Your Pay Grade may increase following the acquisition of additional skills and completion of further training.

Refer to the [Salary Scales](#) for further details.

General Requirements

Age Requirement

Must be aged between 17 and 60 years inclusive on day of entry.

Citizenship Requirement

Only Australian citizens are permitted to serve in the ADF, however applicants who do not meet this criterion may be considered for a waiver of the citizenship requirement if they are a permanent resident in Australia.

ADF citizenship requirements will be met, for Full-time and Part-time applicants, if either of the following apply:

- You are an Australian citizen; or
- You are a permanent resident who can provide a Department of Immigration and Citizenship (DIAC) receipt to prove you have applied for Australian citizenship.

Information to identify eligibility requirements and the application process for Australian citizenship is available [here](#) or contact DIAC on 131 880.

For applicants who do not meet the above criteria, the ADF may consider a waiver of the Citizenship requirements if you are a permanent resident who is not currently eligible to apply for Australian citizenship. Each case will be considered on its merits, but you must be prepared to sign an undertaking to apply for citizenship after completing at least 3 months service in the ADF or at least 6 months part-time service in the ADF Reserve. (Permanent residents become eligible to apply for citizenship on completion of 3 months service in the ADF or 6 months part-time service in the ADF Reserve).

Note: 6 months part-time service is equivalent to 130 days service for the purposes of determining eligibility to apply for citizenship.

A permanent resident who enters the ADF will have their service terminated if they subsequently:

Fail to apply for citizenship when eligible to do so;
Are not offered citizenship; or
Fail to accept citizenship when it is offered.

Security Requirement

The Department of Defence requires ADF entrants to obtain a security clearance appropriate to their avenue of entry.

A process of background checks, collection of relevant information and, as required, interviews enables the Regional Security Office to make an informed assessment of an applicant's suitability for a security clearance.

Current policy requires applicants for this particular avenue of entry to have lived in Australia for the preceding 10 years, or have a checkable background for this period.

Aptitude Requirement

The application process to join the Australian Defence Force requires you to complete a series of aptitude tests including verbal, spatial and numerical ability and a general maths test. Some jobs may also need additional testing at a later date.

Psychology support staff will explain what is involved with each test.

The aptitude tests provide information about your suitability for the Defence Force and for particular jobs. Defence Force Recruiting can then help you identify jobs that match your abilities.

Further information on the aptitude testing requirements can be found [here](#).

Education Requirements

Maritime Trade Operations Officer applicants require post-secondary qualifications or employment experience which satisfy one or more of the following:

Currently serving deck or engineering officers in the Merchant Navy;
Ex mariners and others employed in shore-based aspects of the maritime or ports industries, eg. port corporations and services, shipping agents, marine surveyors, naval architects, stevedores, ship charterers or brokers with priority given to those who also have seagoing experience;
Australian Customs Service (with significant maritime experience), relevant employment in the Australian Maritime Safety Authority or other maritime-related government employment; and
Former Permanent Navy officers with recent operational or headquarters experience.

Subject to the concurrence of the category manager (Commander Maritime Trade Operations in Fleet Headquarters), special consideration may be given to exceptional applicants who demonstrate a keen maritime interest together with a specialised qualification or other relevant skills. Acceptance of 'non-maritime' background MTO officer applicants will be on the basis of demonstrated exceptional potential and availability of positions.

Members of the Naval Reserve seeking transfer to MTO are subject to the above requirements.

Further information can be obtained from the Maritime Trade Operations Duty Shipping Officer:

Email address: dshipo@defence.gov.au

Telephone: (02) 9359 4135

Medical & Fitness Requirements

To be enlisted or appointed, you must be medically and physically fit for entry to your chosen occupation. This is partially assessed from the completion of an extensive questionnaire covering your medical history, followed by a physical examination.

You must also pass the swim test and physical fitness test to graduate from your Navy Training and to proceed to the Safety of Life at Sea Training that is a requirement for Recruit School and Officer training.

Navy Swim Test

The Navy Swim test consists of:

- A safety jump off a 3m tower in overalls;
- 10m underwater swim in overalls;
- 50m swim using three safety strokes; and
- Tread water or float for 15 mins (removal of overalls optional).

Note: You will find it much easier to pass the swimming test if you undertake swimming training before you join.

For further details on medical and physical standards refer to '[Physical Fitness Standards for Entry into the ADF](#)' and '[Medical Process for Entry into the ADF](#)'.

Period of Service

You will be appointed for a fixed period of service of 6 years. Subsequent periods of service may be offered subject to the requirements of the ADF and your suitability for further service.

Members may transfer out of an active element of the Navy Reserve at any time.

Military Training

Reserve Entry Officers Course (REOC)

The Reserve Entry Officers Course is structured into four phases of training to accommodate the shorter-term availability of Navy Reserve (NR) officers. The phases consist of:

Phase 1: Initial Officer Training (Residential)

Duration: 2 weeks (residential)

Conducted at the [Royal Australian Naval College](#), HMAS CRESWELL.

Includes issue of uniforms and Navy ID card. Subjects covered during the period include: Leadership and Management, Drill, [Swim Test](#), Fitness Test, Equity and Diversity, Pistol Course and Security.

Phase 2: Initial Officer Training (Distance Learning)

Duration: 12 months (by distance learning)

Completion of 8 modules via distance learning packages. Modules are Navy Organisation, Defence Writing, Contemporary Warfare, Naval History, Officer of the Day, Divisional Officer, Defence Force Discipline Act and Maritime Doctrine.

Phase 3: Pre-Sea Training

Duration: 2 weeks (residential)

Completion of three courses required before proceeding to sea – Combat Survivability (5 days), Survival

at Sea (2 days) and First Aid (3 days). These three courses, conducted consecutively, are scheduled biannually at HMAS CRESWELL, and may otherwise be conducted as discrete elements at HMAS CRESWELL or HMAS CERBERUS.

Phase 4: Sea Training Deployment

Duration: 2 weeks (residential)

Consisting of a two-week training deployment on a Royal Australian Navy ship at sea and completion of task book.

Officers joining the Naval Reserve must successfully complete each phase within the following time frames:

- Phase 1: within 12 months of appointment;
- Phase 2: within 12 months of completing Phase 1;
- Phases 3 and 4: Pre-Sea Training and Sea Deployment within 2 years of joining.

These time frames are considered to be maximum periods. Extensions may be approved for officers prevented from progressing their training for medical or employment reasons. Documentary evidence must accompany applications for extensions to these time frames. Other special circumstances for extensions will be considered on a case-by-case basis. However, the maximum time frame to complete the initial training requirements is two years from date of appointment as an officer in the Naval Reserve.

The purpose of this course is to give new entry officers a sound understanding of the Royal Australian Navy and what it means to serve as a Naval Officer. The Sea Training Deployment offers a unique opportunity to experience first hand the life that our sailors lead at sea and gives the new officer a solid introduction to the Royal Australian Navy maritime environment.

For further details on the Reserve Entry Officers Course , refer to the [Joining Instructions](#). These instructions will provide you and your family with enough information to arrange your personal affairs before appointment in the Navy and will give you an idea of what you will be doing during your training.

Employment Training

Primary qualification training for Maritime Trade Operations personnel is managed through the Maritime Trade Faculty at HMAS Watson in Sydney.

Training is competency based and qualification is granted after theory training and on-the-job competency assessment. Officers undertake a series of residential courses, each of 8 days duration, which are followed by an on-the-job phase. A number of other RAN courses are identified as career enhancing.

In addition to its on-going contribution to operations, Maritime Trade Operations participates in a range of national and international exercises. Personnel participating in those events are often posted away from their home location for an extended period.

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