



## Stores Naval

- Full Time
- Reserve

As a Stores Naval sailor you will be responsible for a variety of stores utilising the latest inventory management systems both ashore and at sea.

### Job Details

#### Other Ranks (Non Technical)

Stores Naval (SN) sailors are responsible for the requisitioning, demanding, purchasing, receipt, storage, issue, return and stock control of all Naval Stores items. Responsibilities of a SN include:

- arranging the purchase of stores from contractors;
- accounting of all financial aspects of the Navy's stores system including the preparation of documentation for electronic data processing;
- Issue of equipment, e.g. machinery, electronic spares, medical stores, tools, clothing, bedding, furniture, office equipment and general domestic/hardware items;
- demand/receipt, issue and replacement of specialist clothing and safety equipment;
- maintenance of stock control and account balances on computer systems;
- stores issue (packaging and dispatch), preservation and stowage of different stores items;
- preparation of and perform stocktaking duties;
- clerical duties, such as data entry;
- general storeroom duties, e.g. security, stores delivery and general maintenance; and
- maintain stock levels.

### Entry

#### Other Ranks (Non Technical)

General Entry (Non-Technical Trades) is the term used to describe the non-technical jobs available to people entering the Navy as Sailors (non-Officer entry) and for which trade training is provided. Each Sailor job in the Navy is referred to as a category; for example, Boatswain's Mate is a category.

Non-Technical Sailors perform a wide range of tasks in support of Navy operations.

General Entry (Non-Technical Trades) Sailors graduate from recruit training with the rank of Seaman and generally progress to Able Seaman after 12 months of effective service following completion of trade training. Further promotion to Leading Seaman, Petty Officer, Chief Petty Officer and Warrant Officer is based on merit and takes into consideration performance, time in rank, individual readiness (medical, dental, physical fitness) and vacancies. There is considerable variation between categories. However, as a guide, the following minimum times are spent in each rank:

- Recruit to Seaman (Unqualified) - 11 weeks (length of Military Training course);
- Seaman (Unqualified) to Seaman - Length of Employment Training course;
- Seaman to Able Seaman - 12 months after completion of employment training course;

Able Seaman to Leading Seaman - minimum of 2 years;  
Leading Seaman to Petty Officer - minimum of 4 years;  
Petty Officer to Chief Petty Officer - minimum of 4 years; and  
Chief Petty Officer to Warrant Officer - minimum of 4 years.

Leading Seamen are referred to as Junior Non-Commissioned Officers. Leading Seamen are the first line of supervisors in the chain of command and as such have an important role in the maintenance of good order and discipline among their subordinates. They are expected to provide an important role model for subordinates.

Petty Officers are members of the company of senior sailors. Petty Officers perform management and technical specialist duties within their category. Their positions will involve personal accountability.

Chief Petty Officers are also members of the company of senior sailors and are required to demonstrate a well developed capacity for self directed work and a high degree of applied professional theoretical knowledge and well developed supervisory competence.

Warrant Officer is the most senior sailor rank. They are required to possess superior leadership and professional qualities. Warrant Officers may undertake planning, creative research and problem solving activities. Their positions often involve a significant degree of personal accountability.

The opportunity to transfer to commissioned officer is open to all sailors of Able Seaman rank and above who possess the necessary educational qualifications and personal attributes.

Irrespective of category, sailors' duties are just as important as specialist duties. Therefore on a ship, all sailors will perform such activities as:

- Fire Fighting - containment and extinguishing of all types of fires;
- First Aid - knowledge and application of basic first-aid medical skills;
- Duty Watch - member of the overnight security, fire fighting and emergency party;
- Communal Duties - working in teams to help clean and maintain all work and living areas;
- Damage Control - assisting with ship damage emergency repairs;
- Replenishment at Sea - assisting with the re-supply of ships at sea;
- Ship Husbandry - maintenance and upkeep of ships' surfaces, fittings and equipment; and
- Physical Fitness - All members of the Navy are required to maintain an appropriate level of physical fitness. Physical fitness is tested on an annual basis.

While in a shore establishment, in addition to normal day to day employment, all sailors will perform:  
Duty Watch - member of the overnight security, fire fighting and emergency party (including first aid) on a roster basis.

## Pay & Allowances

### Other Ranks (Non Technical)

Salary while undertaking Military (Recruit) Training: \$1,178 per fortnight (\$30,709 per year).\*

Salary while undertaking Initial Employment Training: \$1,346 per fortnight (\$35,096 per year).\*

While under training, you will receive \$326 per fortnight (\$8,512 per year) pro rata Trainee Allowance.

To assist you in maintaining your uniforms in good order and condition, you will also receive a Uniform Allowance of \$16 per fortnight (\$419 per year).

Salary (excluding allowances) on completion of Initial Employment Training: \$1,578 per fortnight (\$41,136 per year).\*

In addition to your salary, you will also receive Service Allowance of \$11,355 per year (\$435 per fortnight) except while undertaking Military (Initial) or Employment training. This allowance compensates a member for the unique requirements that service life may impose on an individual and his or her family.

Each General Entry job in the Australian Defence Force is classified into a pay grade. This particular job is classified as a Pay Grade 2 occupation, with the following progressions as applicable:

Stores Naval Grade 1 Pay Grade 2;  
Stores Naval Grade 2 Pay Grade 3;  
Stores Naval Grade 3 Pay Grade 3;  
Stores Naval Grade 4 Pay Grade 3; and  
Stores Naval Grade 5 Pay Grade 4.

Salary will continue to increase based on rank and the number of years of service completed in that rank. Pay Grade may also increase following the acquisition of additional skills and completion of advanced courses.

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

\* **Note:** These figures do not include compulsory deductions for taxation; meals, accommodation and utilities (as applicable); or superannuation.

## General Requirements

### Age Requirement

Must be aged between 17 and 55 years inclusive on day of entry.

Applicants will not be allowed to enter the ADF until they achieve a minimum of 17 years of age, however they may be able to initiate the application process from 16 years and six months of age, depending upon the capacity of their local recruiting centre.

### 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 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 attain 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 5 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](#).

## Gender Restriction

Employment available for males and females.

## Education Requirements

### Other Ranks (Non Technical)

For Stores Naval it is essential that you have successfully completed Year 10 with passes in English and Mathematics.

It is desirable that you have also achieved a pass in Science at Year 10 level ,

or

If you do not satisfy the education requirements for this trade or do not possess evidence of your educational attainment there is an alternative pathway available to you.

You may sit an Alternative Education Equivalency (AEE) assessment to ascertain your ability at the required educational level for this trade.

Further information about this scheme is available [here](#).

## Medical & Fitness Requirements

### Other Ranks (Non Technical)

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**

### **Other Ranks (Non Technical)**

You will be enlisted for an Initial Minimum Period of Service (IMPS) of four years. Subsequent periods of service may be offered subject to the requirements of the ADF and your suitability for further service. You may request discharge at any time provided you do not have an outstanding Initial Minimum Period of Service obligation.

Your Careers Counsellor can advise on how IMPS will relate to your chosen occupation.

## **Military Training**

### **Other Ranks (Non Technical)**

**Duration:** 11 weeks

**Location:** Crib Point, Victoria

The Recruit School at HMAS CERBERUS is situated on Western Port Bay, Victoria about 70 kilometres south east of Melbourne. The school has its own administration building, accommodation blocks and classrooms and operates as an independent unit within the greater training environment of HMAS CERBERUS.

The eleven-week Recruit Course is designed to give you sufficient knowledge and skills on which to base your Navy career. The course includes both classroom and practical activities. Most subjects are individually tested. Examinations are set to ensure Recruits are sufficiently prepared to undertake further specialist training at category schools. Private study areas are available in the school and a Duty Instructor is available for assistance during non-instructional hours.

When you are offered a General Entry job in the Navy, you will receive [Joining Instructions](#) for the Recruit Training Course. These instructions will provide you with a good indication of the daily routine while at the Recruit School and what will be expected of you during your training. This information is also available by accessing the [Navy Recruit School web site](#).

Recruits who successfully complete the course, including the [Navy Swimming Test](#), participate in a Graduation Parade, which is normally held on the Friday of the last week of training. Recruits will have the opportunity to invite family and friends to view the parade.

After Graduation personnel will be posted to category schools at HMAS CERBERUS or at other training

establishments throughout Australia.

During Military (Initial Recruit) Training and (Initial) Employment Training, members may be required to pay a contribution towards meals, accommodation and utilities, depending on a number of factors.

## Employment Training

### Other Ranks (Non Technical)

#### Stores Naval Course

**Duration:** 8 weeks

**Location:** Supply and Health Faculty, HMAS CERBERUS.

This course teaches the function and control features for all stores items. This course covers the following areas:

- introduction to the Defence Stores network, the purpose of the Navy stores system;
- methods used to demand, transfer, issue and return stores items;
- Naval Stores electronic accounting systems used in shore establishments which are tri-service and also used by major industries and government authorities in Australia as well as systems to be used aboard fleet units at sea;
- administrative procedures associated with stock control, computer based stock accounting;
- warehouse/storeroom routines including stock movement/handling, security, OH&S and hygiene;
- perform receipt and dispatch procedures including quality assurance and package requirements;
- stowage and preservation of stores items; and
- Introduction to dangerous goods handling and stowage.

## Sub Specialist Option

### Other Ranks (Non Technical)

#### Submarine Service

Application to transfer to submarines is open to all sailors and some officers, male and female. Volunteers may apply for Acoustic Warfare Analyst (AWA SM) whilst in Recruit School and to other submariner categories as early in their careers as during initial sailor trade and officer primary qualification training.

Although not all sailor categories are employed in submarines, Acoustic Warfare Analysts (AWA) and Cryptologic Systems Submarines (CTSSM) are drawn from any category. Transfer into one of these may be necessary for some personnel to serve in submarines. (See the individual category sections to find out if the trade of your choice has a submarine component. If not you may volunteer to transfer to AWA or CTSSM).

If Submarine Service interests *YOU* let the Interviewing Officer know at your Recruiting Centre.

Service in submarines is extremely demanding, both emotionally and physically.

Submariners work and live in very close proximity to each other and personal privacy is extremely limited, except when ashore. Submarine personnel work long hours and are constantly subjected to emotional and physical pressures not found in surface ships.

Many a new recruit to the Submarine Arm of the Royal Australian Navy believes that he/she has what it takes to become a good Submariner. However, until you have been tested and have experienced the arduous conditions and life inside a submarine, you won't fully appreciate the difficulties.

Today's Submariner is a unique breed of sailor/officer. They have met the challenges, been tested to the limits of their endurance and abilities and found to have what it takes to be members of a very demanding arm of the Royal Australian Navy.

If you think you have what it takes, then you must be prepared for some very demanding personal challenges throughout your training and employment. If you come through these you will be willingly accepted into the Submarine Arm of the Royal Australian Navy and welcome to wear 'The Dolphins' (the submariner's badge of distinction).

**Note:** Submarine Service is not a sub-specialisation of this category. Transfer of category is necessary to become a submariner.

Further information is available on the [Submariner pages](#).

## Further Training

### Other Ranks (Non Technical)

Sailors can be selected to undertake advanced training courses later in their career. These courses can include, but are not limited to management courses and category specialisation courses for promotion.

## Employment Location

### Other Ranks (Non Technical)

All sailors will serve in fleet units and shore establishments on a rotational basis.

## Civil Accreditation

### Other Ranks (Non Technical)

The Royal Australian Navy offers competency based training in conjunction with the National Training Syllabus. This means that most training is nationally recognised and accredited.

The following Certificates and Diploma will be awarded at each promotion in rank:

**AB:** Certificate III in Transport and Distribution (Warehousing and Storage);

**LS:** Certificate IV in Transport and Distribution (Warehousing and Storage); and

**PO/CPO/WO:** Diploma of Logistics (Management).

## Other

### Other Ranks (Non Technical)

For more information on issues related to Supply Sailors in the Navy (Cooks, Stewards, Stores Naval and Writers), please click on the link below. Whilst this information is designed for those already in the Navy, it provides useful information for potential applicants.

[Navy Supply Sailors Handbook](#)

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