

## **JOINING INSTRUCTIONS (SAMPLE)**

1. A place has been allocated to you on ..... From (Start Date) .....  
To (End Date) ..... Travel to and from Plymouth is at parent unit expense.
  
2. Accommodation and Meals. Students requiring accommodation will be accommodated in the respective Messes at HMS Drake, Plymouth. Accommodation bookings will be made automatically by JSSADC, therefore those **not** requiring accommodation or require different dates are to advise JSSADC immediately on receipt of these Joining Instructions. Personnel visiting HMS Drake who live in or live out at a PAYD Unit for less than 10 days will be issued with a Temporary Victualling Card from the Catering Office when handing in a copy of their accommodation/joining forms. This form will then be sent to the UPO who will forward it to personnel's parent Units for direct payment action. Please note it is mandatory to display your ID card at all times within the Naval Base. Entry is usually possible through Camels Head Gate but occasionally students may find themselves redirected to the Drake Main Gate; please be prepared for last minutes changes to access, due to various security measures in force around the Base.
  - a. Officers. Accommodation is in the Wardroom (Officers' Mess). Contact the Hall Porter on arrival. Dress for meals is smart casual (excluding jeans) but shirts must have a collar attached. For any details please call the Wardroom on: 01752 555252.
  
  - b. Senior Ratings (Sergeants and Above). Accommodation is in the WO & S/Rates Mess. Contact the Hall Porter on arrival. Dress for meals is casual but shirts must have a collar attached. For any details please call the Mess on: 01752 555904.
  
  - c. Junior Ratings (Corporals and Below). Students will be able to collect their accommodation details and key from the Accommodation Office in Cunningham Fraser Block. If bedding is required it can be obtained from the Accommodation Office in Cunningham Fraser block. (Arrival before 2200 is advised otherwise accommodation is likely to be in a Transit Mess). It is recommended that students bring padlocks/keys/boxes for security of their personal items due to shared facilities within HMS Drake. For any queries please call the Accommodation Office on: 01752 555251.
  
3. Packed Lunches. Packed lunches will be booked on a central basis by JSSADC, but **only** for those students accommodated in HMS Drake. These will be available for collection each morning from the Senior Rates' dining hall for Junior and Senior Rates. (Please note that occasionally the Packed Lunches may be found in the Junior Rates dining hall depending on the ratio of ranks involved on the course – the mini bus driver will be able to assist if you are unable to locate them). The Wardroom Hall Porter will arrange and issue the Officers packed lunches separately. As there are no catering facilities at Fort Bovisand, it is suggested that students may wish to bring a thermos flask for hot or cold drinks.
  
4. Transport to and from Fort Bovisand. Transport will be provided from the Parade Ground, HMS Drake at **0730** each morning to ferry the course to and from Fort Bovisand. Students making their own way to Fort Bovisand are to arrive by **0800**. Please inform this office if you do not require the transport as it will prevent the driver from searching for people who have already left. Those students in possession of an MT 600/Military Driving Permit, are requested to bring it with them. There is no public transport to the Centre.

5. Dress. Uniform is not required as JSSADC is not located in a Service establishment. You should bring a tracksuit or something similar for lectures and general wear, an anorak or protective clothing (windproofs/waterproofs/woolly hat) for use in an inflatable boat is advised. Swimming kit and towels are required for pool sessions and students are expected to be able to complete a 200m swimming test.

6. While casual wear or tracksuits are suitable at JSSADC, when at HMS Drake students are to comply with Mess Dress regulations and these can be clarified by phoning the relevant Messes prior to arrival.:

Officers Mess: 01752 555252

Senior Rates Mess: 01752 555904

Junior Rates Mess: 01752 555251

7. Diving Equipment. The Centre will provide all the equipment required for your course. However, students may bring their own equipment, subject to its serviceability and suitability for the course.

8. Course Study Materials. All manuals, tables, and necessary study materials will be supplied by JSSADC.

9. Calculators. You are advised to bring a calculator for use in theory periods/exams.

10. Photograph. All students must have **four** passport size colour photographs in their possession on arrival.

11. Medical Certificate. Students are reminded that the Medical Certificate that accompanied your confirmation letter must be **completed and signed by a Service Medical Officer and returned to JSSADC prior to the course start date**. Failure to send this Certificate will mean that you will not be permitted to take part in any practical diving lessons. A blank replacement Medical Certificate can be obtained from JSSADC if required.

12. Flying and Diving. **Students returning to their units by air must note that they should not fly within 24 hours of their last dive. This usually takes place on Friday morning.**

13. Point of Contact Outside Working Hours. In case of difficulty outside working hours the JSSADC Duty Instructor can be contacted on mobile 07966 443979.

14. Course Programme. A Course Programme is not normally promulgated in advance predominantly due to weather factors, which can mean dives will need to take place in a quarry as opposed to the sea. Any queries regarding events on a specific day should be forwarded to the Chief Instructor.

*Please note this set of Joining Instructions is written in a generic format and should not be used as an authority for a Course place at JSSADC. They are designed for guidance only. Different levels of diving courses carry different criteria on previous experience (above Ocean Diver level) and individuals will receive letters in the post detailing the specific criteria needed prior to attendance.*