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**Preparing for a posting to Nuclear Power School**

A how to

# Introduction

The following information has been collated to assist RAN members identified for training at Nuclear Power School (NPS) prepare for their international move to Charleston, South Carolina. Information from policy and learnt student lessons form the basis of this document.

# Structure

The document contains two sections:

* **Checklists**. Listing pre-departure and post-arrival actions for members, categorised loosely into which organisation is responsible / the primary POC; and
* **Personal experiences.** Free-form style text, outlining lived student experiences for a variety of topics.

# Useful References

**Long Term Overseas Posting (**[**Pages - Pre-Departure**](http://drnet/People/Jobs-Careers/Long-Term-Overseas-Posting/Pages/LTOP-Pre-Departure.aspx)**).** Provides advice on administration relevant to overseas postings.

**Health Information for overseas courses (**[**Chapter 2—Health preparation for overseas postings**](http://intranet.defence.gov.au/home/documents/data/ADFPUBS/DHM/volume3/part4/02.pdf)**).** Outlines medical advice for US based courses.

**Naval Nuclear Power Training Command (**[**Naval Nuclear Power Training Command (navy.mil)**](https://www.navsea.navy.mil/Home/NNPTC/)**.** Homepage for NNPTC, includes information about NPS and ‘A’ School.

# Contact

The community here in Charleston is small, but steadily growing. Reach out through your chain of command and we can help answer any questions you may have about the move.

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# Departure Checklists

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| **D.1 – Departure Checklist – Navy Administration** | |
| □ | Hold a valid Official Passport for the duration of your posting + 6 months. |
| □ | Hold a US A2 Visa for the duration of your posting. |
| □ | Update your will with a Defence Legal Officer |
| □ | Ensure all uniforms are clean, serviceable and mustered as 100% correct. Need all uniforms |
| □ | (Optional) Purchase spare uniforms (shoes, badges, name-tags etc) and include these within your international consignment. Apply for Great Coat if applicable |
| □ | Ensure you have a working dreams token or functioning DCAC and DCAC Reader. Update DCAC to cover posting dates. |
| □ | Organise a dental appointment for an *Overseas Posting*. You will need copies of the following:   * PM101 – Dental Advice * Physical copies of dental records |
| □ | Organise a medical appointment with a Underwater Medicine Officer (UMO) qualified MO for an *Overseas posting to the United States*. There are specific health requirements that must be met for a US based course. You will need copies of the following:   * PM101 – Medical Advice * Physical copies of medical records * US DOD Form DD2808 - Report of Medical Examination * US DOD FORM 2807-2 – Medical Checklist * Lab results testing for Tuberculosis (Skin prick required) * Lab results for drug testing * Other relevant OQE (lab results, x-rays etc) that support any anomalies identified within the US forms. |
| □ | Bring Hard Copies of medical and Dental records for underwater medical staff at NNPTC |
| □ | Complete all post-out requirements for your current unit. |
| □ | Set-up an out office reply for your DPN email. |

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| **D.2 – Departure Checklist – Personal Administration** | |
| □ | Notify Australian banks of extended travel overseas. Maintain Australian address for Australian Banks or will be charged withholding tax and accounts can be frozen. |
| □ | Keep or close your Australian mobile account. (**Note** **some Australian** **banks, and Government services require an Australian mobile number for MFA). Can use Authenticator app or the like** |
| □ | Move 2 factor authentication or Authenticator apps. |
| □ | Review any services that you may no longer require (i.e. internet, gym, spotify, food delivery, health insurance for family members). Private health insurance can be put on hold for posting duration |
| □ | Update mailing addresses (i.e. family or friends address). Mail redirection with Australia Post. |
| □ | Notify Australian Electoral Commission of status as an overseas voter. Have yourself removed from electoral roll. |
| □ | Come up with a plan for where your salary will be paid (i.e. split between AUS / US accounts), how you will pay for things in Australia and the US (the initial setup can be expensive), and transfer money between Australian and US bank accounts. |
| □ | (Optional) Discuss matters of finance with your tax agent / financial advisor. Examples may include:   * Australian tax residency (Maintaining Australian bank address in Australia) * What to do with your primary place of residence – Sale or rental * etc. * Talk with ATO on your circumstances. |
| □ | * Australian Postal Address for Bank documents credit cards etc. is the Diplomatic bag. (1 KG per month for personal items) * Member name,   C/O Locked Bag 40,  Washington Bag  Kingston, ACT  2604  Then once in country and have a permanent address updated the NADB data base and mail will be redirected to your new home address.   * NADB website on DPN only: **nadb.dpe.protected.mil.au/nadb/member\_Admin.aspx** |
| □ | Identify personal items you wish to accompany you to the US & create an itemized itinerary (be specific). Include kitchen ware etc, Voltage in USA is 110V |
| □ | (Optional) Using the itemized itinerary, take out World Wide Multiple Risk Insurance (WWMRI) cover. Reimbursement can be claimed through OAT. PACMAN has advice Harlocks etc. |
| □ | (If applicable) Identify personal items you wish to be stored until you Return to Australia (RTA). |

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| **D.3 –Departure Checklist – Overseas Administration Team (OAT)** | |
| □ | Contact OAT Zone 1A, Pacific ([oatzone1a.pac@defence.gov.au](mailto:oatzone1a.pac@defence.gov.au)) informing them of your upcoming posting. |
| □ | Complete and provide copies of the following to your case manager:   * OAT Overseas Posting Information Form (AD695) * Medical Certificate of Fitness (PM101) * Dental Certificate of Fitness (PM101) * Posting Order (Signal) * (Optional) Outlay Advance Request (FD071) * (Optional) World Wide Risk Insurance Receipt |
| □ | Submit an itinerary through Toll Transitions International for your uplift of items to the US |
| □ | Submit an itinerary through Toll Transitions Australia for your uplift of items into Australian Storage |
| □ | Act as an agent for uplift of personnel effects into storage in Australia |
| □ | Act as an agent for uplift of personnel effects accompanying you to America |
| □ | Receive the travel itinerary from ITS for your long term posting |
| □ | (If applicable) Receive information relating to temporary accommodation associated with your domestic removal |

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| **D.4 – Departure Checklist – Embassy of Australia** | |
| □ | A DPSO Admin Officer is assigned to you by the Embassy following promulgation of your posting order. |
| □ | Information about your settling-in accommodation is provided by your DPSO Admin Officer |
| □ | Information about your settling-in car hire is provided by your DPSO Admin Officer |
| □ | A Salary letter (with Embassy letterhead) is provided by your DSPO Admin Officer |
| □ | If a few members are travelling together stager the hire car as you will only have it for 14 days. If 2 members are together then that can last 28 Days. Also don’t get hire car for first couple days as you will be trying to a climatise with sleep and driving on the first night on arrival is not recommended. Keep taxi receipts as they are reimbursable through OAT. |
| □ | Confirm a Foreign Visit Request (FVR) has been raised for the duration of your training. |

# Arrival Checklist

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| **A.1 – Arrival Checklist – Navy Administration** | |
| □ | Once you hold a fixed address in the US, update PMKeys Self Service, Green tree, (AD150 if required) |
| □ | Update green-tree using the Naval Attaché Office address (locked bag) as your work address |
| □ | Submit a *Change in Circumstances* to AGSVA |
| □ | (If applicable) Apply for rent & utility remission if unaccompanied |

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| **A.2 – Arrival Checklist – Personal Administration** | |
| □ | Obtain a US cell number – Change phone region to USA or get another device |
| □ | Take the following documents to a Charleston Social Security Administration (SSA) and apply for a Social Security Number (SSN):   * Official Passport & Visa * Salary Letter * I-94 – Proof of legal entry in the United States of America   Use your work address at NNPTC in the application: 101 NNPTC Cir, Goose Creek, SC 29445 |
| □ | Find and purchase a vehicle – Use Carfax reports, have independent inspection conducted. Do not sign anything until price and terms are agreed. Can use 101 NNPTC address then change later. Buying a car in SC is quite an experience. |
| □ | Secure a rental property (or fixed address) |
| □ | Open a US bank account |
| □ | Provide OAT Overseas Salaries ([oat.overseassalaries@defence.gov.au](mailto:oat.overseassalaries@defence.gov.au)) with your US bank account and allotment details |
| □ | Apply for a South Carolina Driver’s License (knowledge, skills and vision testing all required) after proof of residence has been attained. Can use NNPTC address then change later |
| □ | (Optional but strongly recommended) Start building a credit history in the US. |

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| **A.3 – Arrival Checklist – Overseas Administration Team (OAT)** | |
| □ | (If applicable) Submit Outlay Advance |

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| **A.4 – Arrival Checklist – Embassy of Australia** | |
| □ | Attend arrival Brief (virtually) with your DPSO Admin Officer |
| □ | Attend medical Brief (virtually) with DPSO Medical |
| □ | Submit reimbursement claims & include receipts. Divisional Officer in Charleston SC can assist |

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| **A.5 – Arrival Checklist – Naval Nuclear Power Training Command** | |
| □ | Make contact with your Divisional Officer and organise a meeting time at NNPTC. Bring the following documents when you visit:   * Official Passport & Visa * Foreign Visit Request (FVR) * SSN (number only required) * Medical & dental documents * Vehicle information (paper copies of insurance and registration) |
| □ | 1. Apply for a Common Access Card (CAC) will be conducted first on a Foreign Identification Number then once SSN Card is issued update CAC. 2. Once information is updated for CAC, inform security Officer and they will approve you on the system. 3. CAC can then be issued. 4. Once issued report to Visitor centre and gain access to Joint Base Charleston and NNPTC. 5. Once complete apply for Student ID at NNPTC |
| □ | Present to the Radiation Health Department within the medical centre on base and organise the following medicals:   * Nuclear Field Duty (NFD); * Submarine Duty (SD); and * Ionizing Radiation.   You will need to take physical copies of all medical + dental documents. |